

# President's Welcome

Greetings from Olds College,

By viewing this Academic Calendar, you are well on your way to making a very wise choice to attend Olds College. Olds College has developed a reputation as an institution that reflects the values and work ethic of rural communities, while embracing the technologies and methodologies of modern urban centers. We value teamwork, empowerment of learners, and being a place where lifelong relationships are created. And, we are proud to say that we help our students prepare not only for their future careers, but for all aspects of life after post-secondary education.

Olds College has more bandwidth per student than any other post-secondary institution in the nation. This will enable you to tweet, like, post, click, google and share with lightning speed. You can do this by using the latest in cutting edge technologies, as all of our programs are designed to embrace the most up-to-date methods of learning, including using iPads, Global Positioning Systems, and state of the art software that will train you to be at the forefront of your field upon graduation.

Olds College has developed the first gamified post-secondary course, *The Spirit of Entrepreneurship*, an iPad application that combines the fastest growing form of gaming in the world, with a university level entrepreneurship course. Olds College graduates leave with more than the theoretical knowledge needed for their chosen career, they leave with the technological background and hands-on experience needed to be leaders within their industry.

Most importantly, your training at Olds College will prepare you to enter the workforce. We are highly specialized and very closely connected with industry. 95% of our graduates are employed in their field within 6 months of graduating from their programs. Olds College produces students who have the values, skills and experience that employers want.

Deciding what path to take is not a decision to be made lightly. There are a lot of factors that you must consider before making your final decision. But, if you are looking for an education that will prepare you for a career by training you in a hands-on learning environment, while using cutting edge technology, in small class sizes where you will forge friendships that last a lifetime, then you will fit in perfectly at Olds College. I hope to see you all this fall.

**Dr. H.J. (Tom) Thompson**  
President of Olds College

## Catalog Home

# Olds College 2014 - 2015 Academic Calendar

Welcome to Olds College!

Our Academic Calendar provides you with an abundance of information that is vital to your Olds College Experience. Please take the time to check out all our links located on the left hand side.

Here are a few of our most common links:

- [Programs of Study](#)
- [Course Descriptions and Outlines](#)

Admission requirements can be found by going to the program of study information page on our website at [oldscollege.ca/programs/index](http://oldscollege.ca/programs/index).

Every attempt is made to provide accurate and up to date information, however updates are made on an ongoing basis.

We welcome your feedback and comments.

## College Personnel

You can find the contact information for all our staff by visiting [www.oldscollege.ca/bottomNav/about/contact-us/index](http://www.oldscollege.ca/bottomNav/about/contact-us/index).

## Calendar of Events

To view our Calendar for events; term dates, holidays, visit [oldscollege.ca/bottomNav/about/administration/Calendar-of-Events/index](http://oldscollege.ca/bottomNav/about/administration/Calendar-of-Events/index)

## General Admission Policy

Olds College will accept an Alberta high school diploma or its equivalent. Its equivalent is deemed to be the appropriate certification for high school learning in secondary education systems outside the Province of Alberta or academic upgrading received in post-secondary institutions within or outside of the Province of Alberta.

Wherever a Department of Education records grades from both a teacher's or institution's evaluation and a department-administered examination, Olds College will accept the combination of the two referred to as the blended mark.

## Admission Categories

For admission and registration purposes, students are classified as follows:

### **STANDARD ADMISSION**

Standard Admission refers to students who hold or expect to hold, before registration, a High School Diploma and meet all other specified admission requirements for their chosen program.

*NOTE: Official or final high school transcripts will provide proof of high school diploma attainment in most provinces.*

## **ALTERNATE ADMISSION STATUS**

Alternate admission status applies to applicants who do not meet the high school requirements of the program to which they are applying and to applicants who received their high school education through home-based learning.

Alternate Admission Status students:

- May be required to meet specific program admission requirements

- Will be admitted based on the approval of the Program Coordinator and the Enrollment Office

To apply under alternate admission status applicants must submit the following:

- A transcript(s) showing any completed high school and post-secondary courses
- A letter in support of your application outlining aspects of your background and experience that might have prepared you for the program
- A resume showing work experience
- Documents such as letters of reference from previous educators or employers, or a portfolio of related academic/project work may be included with your application

Students entering under this category for Fall programs are strongly recommended to register for CSS-6000 - College Success Skills held the week before classes begin in the Fall.

## **EXCHANGE STUDENT STATUS**

Exchange students who are accepted in an exchange program authorized by Olds College are not required to meet any Olds College admission requirements, because they meet the admission requirements of their home college.

## **CITIZENSHIP STATUS**

- Canadian citizens or permanent resident students are defined by Canadian immigration laws
- International students are neither Canadian citizens nor permanent residents (formerly known as landed immigrants) of Canada

## **REGISTRATION STATUS**

- New students are those registering for the first-time in a regular Olds College program
- Continuing students are those re-registering after being registered in the previous semester in the same program
- Returning students are those re-registering after missing one or more semester(s) in the same program

## **TIME STATUS**

- Full-time students are those taking nine or more credits within an academic semester
- Students receiving student loans should work closely with their program coordinators to ensure their full-time status is retained when scheduling classes
- Part-time students are those taking 8 credits or less within an academic semester

## **EARLY ADMISSION**

Applicants who demonstrate a likelihood of meeting admission requirements but have not yet provided final documentation for some admission criteria (e.g. - final grades) may be admitted under early admission status. Interim documentation of coursework is required and should show a list of courses completed as well as courses the applicant is currently enrolled in. Olds College will conduct a review for final admission once an official transcript is provided showing the student has met all specific program requirements.

## **APPLICATION FEE**

All applicants, with the exception of Apprentices, are required to submit an application fee of \$75.00 plus GST (\$78.75). Applications will not be accepted without the fee attached. Current students (those who have not been absent from the college for more than twelve months prior to the start date of the program they are applying for) are not required to submit an application fee.

## **TUITION DEPOSITS**

Tuition deposits are required for all Olds College programs with the exception of the Transitional Vocational Program. Deposits are credited to the students' accounts.

## **OVERSUBSCRIBED PROGRAMS**

All qualified applicants will be admitted wherever possible. However, possession of the stated requirements does not in itself guarantee admission to the college. Those applicants not selected because of over-subscription will be placed on a wait-list until such time as a vacancy becomes available. Wait-lists are not carried over from year to year.

## **Campus Life**

# **CAMPUS LIFE**

### **ON CAMPUS HOUSING**

Living on campus provides a warm, safe environment; convenience, affordability, a food plan (in Frank Grisdale Hall) and a chance to stay connected with other students.

To learn more about our On Campus Housing visit [www.oldscollege.ca/student-life/student-housing/index](http://www.oldscollege.ca/student-life/student-housing/index)

### **CLUBS**

For more information on our clubs, and how to join, visit [www.oldscollege.ca/student-life/students-association/school-clubs/index](http://www.oldscollege.ca/student-life/students-association/school-clubs/index)

### **STUDENT'S ASSOCIATION AT OLDS COLLEGE**

SAOC is your association. Run by the students – for the students. Every student enrolled in courses with admission requirements are automatically members of the Students Association. This fee provides financial support for the administration of all Students' Association activities and operations. These fees are collected by Olds College for the Students' Association.

To learn more about our Students' Association, visit [www.oldscollege.ca/student-life/students-association/index](http://www.oldscollege.ca/student-life/students-association/index)

### **SAOC STUDENT HEALTH AND DENTAL PLANS**

As a full-time Olds or Calgary campus student you will be automatically enrolled in and charged for the health and dental insurance plan. These fees are collected by the Student's Association for Great West Life Insurance who provides this coverage. The plan will give you a full year's coverage from the first day of the month in which you start your program.

Check the Website:

[www.oldscollege.ca/student-life/students-association/health-insurance-Benefits/general-benefits-info/index](http://www.oldscollege.ca/student-life/students-association/health-insurance-Benefits/general-benefits-info/index) for additional information regarding deadlines, plan details, to print a waiver form and to learn where to go on-campus for assistance.

### **HEALTH AND WELLNESS SERVICES**

Our Registered Nurse, located in the Health Services department , Frank Grisdale Hall Residence assists students in maintaining a high level of physical and mental wellness.

Visit [www.oldscollege.ca/student-services/health-and-wellness-nurse/index](http://www.oldscollege.ca/student-services/health-and-wellness-nurse/index) for more information

### **VOCATIONAL COUNSELLING**

Faculty and program coordinators provide students with first level vocational counseling. Enrolment Advisors in the Student Centre area can also be consulted regarding alternate Olds College program offerings.

If additional vocational counseling is required, students should visit the Ralph Klein Centre located at the south end of campus houses. It houses Alberta Employment and Immigration (also known as Alberta Works) and an Integrated Career Centre that offers community based services and referrals for Olds College students.

### **PARKING**

For detailed information about on campus parking, please visit [www.oldscollege.ca/bottomNav/about/contact-us/campus-maps/parking/index](http://www.oldscollege.ca/bottomNav/about/contact-us/campus-maps/parking/index)

### **CAMPUS SECURITY**

Olds College offers a relaxed, secure and friendly environment. To ensure it stays that way, we provide security with Commissionaires headquartered in the Frank Grisdale Hall Residence (403)556-8224. They make patrols and will accompany you to your vehicle at night.

### **TOWN OF OLDS**

The Town of Olds, population of 8,235 is a town of opportunity with a lifestyle to match. Centrally located along the busy QEII corridor, Olds is a major service centre servicing over 40,000 people in the Mountain View County.

Please visit [www.olds.ca/](http://www.olds.ca/) for more information about Olds.

## **Services**

# **Click on any link below to be taken to that entry.**

- [STUDENT SERVICES/OFFICE OF THE REGISTRAR](#)

- STUDENT RECRUITMENT & ADMISSIONS
- COLLEGE RECEPTION
- EMPLOYMENT WEBSITE
- FINANCIAL ASSISTANCE
- AWARDS – BURSARIES and SCHOLARSHIPS
- IDENTIFICATION CARD
- TOURS AND VISITS
- STUDENT RESOURCE WRITING CENTER
- LIBRARY SERVICES
- CAMPUS BOOKSTORE
- LOCKERS
- CAMPUS RECREATION
- COMMUNITY LEARNING CAMPUS (CLC)
- ATHLETICS
- SERVICES FOR STUDENTS WITH SPECIAL NEEDS
- ALUMNI ASSOCIATION
- PARKING
- CAMPUS SECURITY

# **Student Services/Office of the Registrar & Student Recruitment**

## **STUDENT SERVICES/OFFICE OF THE REGISTRAR**

Our Student Services/Office of the Registrar located in Bell 957 offers services geared towards meeting a variety of student needs.

Please contact (403) 556-8299 to book appointments with Student Services personnel, or drop by Bell 957 between 8:15 a.m. and 4:30 p.m. Monday to Friday, or until 7:00 p.m. on Wednesdays. Students are always welcome to visit and ask for information.

The Student Services/Office of the Registrar offers "one-stop shopping" for many student services:

- Grant Application and Funding
- Financial Aid Assistance
- Information and registration for Continuing Education programs or courses
- Recognition of Prior Learning
- Academic Policy, Interpretations and Student Records
- Course changes
- Requests for academic records
- Fee payments
- Withdrawals
- Application for graduation
- Academic transcripts
- Verification of Enrolment
- Replacement Parchments

- Transfer credit applications
- Identification cards
- Room scheduling
- Assistance with web access to "MyOldsCollege"
- Registrar
- Student concerns
- Government statistical research & reporting
- Parking Permits

## **STUDENT RECRUITMENT & ADMISSIONS**

Our Student Recruitment/Admissions office located in Bell 957 is the place to go to submit your application to attend Olds College. Applications are accepted via on-line by going to [www.oldscollege.ca/recruitment/apply-for-admission/index.html](http://www.oldscollege.ca/recruitment/apply-for-admission/index.html) or by submitting a paper application to:

Olds College  
Attn: Admissions  
4500 50 St.  
Olds, AB T4H 1R6  
Fax: 403-556-4711

Student Recruitment & Admissions offers many services to our potential and current students;

- Admissions - application processing, advising, acceptance status
- General program inquiries
- College campus tours
- Recruitment activities
- FOIP Coordinator - concerning requests for personal information
- General information and direction

## **College Reception**

### **MAIN CAMPUS**

A friendly and helpful receptionist is waiting to serve you Monday to Friday at the Information Kiosk in Bell 957 building on-campus.

Our knowledgeable staff member will be able to point you in the right direction. Stop by the Information Kiosk or phone 1-800-661-OLDS (6537)

Olds College staff are there to help!

### **CALGARY CAMPUS**

Prospective and current students may also contact the Calgary Campus for a variety of information at (403) 697-6130.

## **Employment Website**

Housed within Student Recruitment area, Olds College subscribes to the website [www.oldscollege.ca/staff/human-resources/employment-opportunities/index](http://www.oldscollege.ca/staff/human-resources/employment-opportunities/index) as a source for posting employment opportunities.

Over 2000 positions are posted on this website per year! It is accessible to Alumni and current students through the Olds College website and/or from the employment icon found on all College computers.

Specific Career Fairs are organized by academic programs such as Land and Water Resources and Agricultural Management and Land Agent. Employers from other industries may also hold career fairs on campus. Olds College strives to help its students and graduates find employment in their chosen field of study. Strong industry connections and successful placements in the past have helped to make this possible.

96% of Olds College graduates obtain employment in their field within six months of graduation.

## Financial Assistance

It is always wise to plan ahead for the cost of college. Begin investigating the resources available to you well before the start of the new school year.

The following link will provide you with information regarding all types of student funding: Government student loans for all provinces, grants, Alberta Works funding, Apprenticeship Incentive grant, plus much more.

[www.oldscollege.ca/student-services/financial/funding-options/index](http://www.oldscollege.ca/student-services/financial/funding-options/index)

## Awards - Bursaries and Scholarships

Thanks to our generous donors, one in three Olds College students will receive a scholarship, bursary or award. The college and its donors believe it is important to recognize the achievements of Olds College students and also to help alleviate student financial need. The Olds College Awards Program is designed to reach both these goals.

Application procedures are easy and user friendly. Please proceed to the link below for further information on applying, contact information, the awards guide and answers to your questions.

[www.oldscollege.ca/student-services/financial/Scholarships-Bursaries-Awards/index](http://www.oldscollege.ca/student-services/financial/Scholarships-Bursaries-Awards/index)

## Identification Card

Identification cards are issued on the official date of registration, and is valid for your program duration. At the Olds Campus the student identification card serves as a library card and for those students with meal plans, provides access to the cafeteria.

Students are required to carry their cards at all times. The cards are also used for proof of enrollment, entrance to student activities, access to buildings on-campus, examination identification, Town of Olds Aquatic Center, Cashier Services, access to personal information and entrance into the Residence after 11:00 p.m.

There is a replacement fee for lost or stolen cards.

## Tours and Visits



Visiting our campus is the best way to understand what Olds College can offer you. We'll help you make more informed decisions about your post-secondary choices. There are many ways for you to visit Olds College.

Please visit [www.oldscollege.ca/bottomNav/about/contact-us/tours/index](http://www.oldscollege.ca/bottomNav/about/contact-us/tours/index) to learn more.

## The Learning Center

Located in the Library in Room 806, the Learning Center serves all students by helping them refresh and develop the study skills required for success in college.

Students can come to the Learning Center on a drop-in basis for an informal assessment of their learning skills and to obtain assistance in such areas as textbook reading, listening, note taking, exam writing and time management.

All types of assistance provided in the Learning Center are designed to equip students to be more successful in their chosen areas of study.

Visit [www.oldscollege.ca/student-services/learning-resources/learning-centre/index](http://www.oldscollege.ca/student-services/learning-resources/learning-centre/index) for contact information.

## Library Services

Step into the Olds College Library (on the upper level of the Learning Resources Centre) and you're stepping into an oasis of sunlight streaming through huge windows with plants, flowers and friendly faces. Our Library staff live by the motto "You are not interrupting our business, you are our business". They are always on-hand to provide assistance as you search for information.

The Library offers workshops throughout the year to help students understand how the facility is organized, which resources are available and how to make the most of your research.

The Library Information Commons, a 30-station full productivity computer lab is available for access during the hours the library is open.

In addition, the library offers the privacy of individual study carrels, easy chairs and sofas, or spacious tabled study areas. No need to interrupt your work by a bad case of the growlies. Our Library is one of the few that allows you to bring your lunch or snack to eat while you work.

There is a charge for lost and unreturned materials. Outstanding materials at the end of term will result in withheld marks and parchments.

For further information on Library Services, please visit [www.oldscollege.ca/student-services/learning-resources/library/index](http://www.oldscollege.ca/student-services/learning-resources/library/index)

## Campus Bookstore

The Olds College Campus Bookstore located just below the Library, carries everything from quality books and course materials to stationary supplies, gifts, greeting cards, confectionery items, magazines, Olds College souvenirs and clothing.

Visit [www.oldscollege.ca/student-services/learning-resources/Bookstore/index](http://www.oldscollege.ca/student-services/learning-resources/Bookstore/index) for further information.

# Lockers

Book lockers are located throughout the Olds and Calgary campuses for student use on a first come, first serve basis. Students are responsible to have their own combination lock and to remove it at year end. There is no fee for lockers on campus.

# Campus Recreation

Every effort is made to ensure that your experience at Olds College is rewarding!

As the interests of our students vary, we offer a variety of leisure and recreation programs – there is something for everyone!

Get active and get involved!

As a full-time Olds College student who has paid the Recreation Fee, your Student ID card provides you with access to the Fitness Center as well as the Town of Olds Aquatic Centre.

Visit [www.oldscollege.ca/athletics/index](http://www.oldscollege.ca/athletics/index) for information on our On Campus activities.

Visit [www.olds.ca/aquatics.html](http://www.olds.ca/aquatics.html) for more information on the Olds Aquatic Centre.

# Community Learning Campus (CLC)

The Community Learning campus (CLC) boasts the TransCanada Fine Arts & Multi-Media Center, the Bell eLearning Center, the Ralph Klein Centre and the Olds High School.

Visit [www.communitylearningcampus.ca/](http://www.communitylearningcampus.ca/) to learn more about these venues.

# Athletics

Olds College continues its commitment to enhance its athletic programming

For more information, visit [www.oldscollege.ca/athletics/index](http://www.oldscollege.ca/athletics/index)

# Services for Students With Special Needs

Olds College makes every attempt to accommodate students with special needs.

To learn more about this service and complete the application form, please visit [www.oldscollege.ca/student-services/health-and-wellness-nurse/students-with-disabilities/index](http://www.oldscollege.ca/student-services/health-and-wellness-nurse/students-with-disabilities/index)

# Alumni Association

The Olds College Alumni Association is a society of past students, faculty and staff that supports the objectives of Olds College by fostering relationships and opportunities among students, alumni, the college and the global community to enhance the strengths and continuity of Olds College.

The Olds College Alumni Association continues to be relevant, visible and respected as it attracts and develops volunteers, communicates effectively, responds to change and stewards resources. All graduates of Olds College become Olds College Alumni and are encouraged to stay in contact with the Alumni Association.

Visit [www.oldscollege.ca/alumni/index](http://www.oldscollege.ca/alumni/index) for more information.

# Parking

We provide approximately 1,300 parking stalls across campus (with and without plug-ins) which are shared equitably between students and staff.

For more information on campus parking, please visit [www.oldscollege.ca/bottomNav/about/contact-us/campus-maps/parking/index](http://www.oldscollege.ca/bottomNav/about/contact-us/campus-maps/parking/index)

# Campus Security

Olds College offers a relaxed, secure and friendly environment. To ensure it stays that way we provide security with Commissionaires headquartered in the Frank Grisdale Hall Residence. Campus Security can be contact at (403) 556-8224 or [campussecurity@oldscollege.ca](mailto:campussecurity@oldscollege.ca)

Campus Security make regular patrols and for safety will accompany you to your vehicle at night.

# Olds College Fees and Refunds

## Tuition and Fees

### Fees for Instruction

All tuition, mandatory student fees, and residence fees (if applicable) must be paid by the fee deadline date. To learn more about your student fees and your deadline dates, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index).

This link will also provide you with your refund deadline dates for your program.

To learn more about student fees, please visit the student fee policy at [www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/B/B12%20Student%20Fee.pdf](http://www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/B/B12%20Student%20Fee.pdf)

You can also view your personal Account Summary by Detail through your myoldscollege records at [my.oldscollege.ca/PROD/twbkwbis.P\\_GenMenu](http://my.oldscollege.ca/PROD/twbkwbis.P_GenMenu). Please see your admission letter for your user id and PIN needed to log on.

Students being sponsored by an accredited agency [i.e.: Human Resources Development Canada (HRDC), Disability Related Employment Supports program (DRES), Workers' Compensation Board (WCB) etc.] require a letter of commitment from the agency to the college prior to registration.

Non-payment of outstanding tuition, residence and other college fees by the deadline date will result in removal of classes, residence, and college.

Olds College is authorized by the Provincial Government Post Secondary Learning Act [Sec. 61(1)] and the Tuition Fee Policy. It refers to monies paid by students to attend college for which they have the right to receive instruction in the program in which they are admitted and the right to access those services and materials provided by the college to all students, irrespective of the program choice. The fee also provides for the students' portion of the cost of disposable materials supplied in their program as well as orientation materials.

### Additional Course Costs

To be considered a full-time student, you must be taking a minimum of 9 credits per semester. Some programs may require the purchase of additional materials (i.e.: costs for developing and preparing modules; veterinary supplies required for the course) which are over and above those covered by the "Fees for Instruction" (see above). These fees are rolled up into one fee on the fee schedule which is available on the link above.

For students who apply for student loans the total 'additional course fees' must be clearly indicated as they become part of the required fees thus part of the student loan.

### **Tuition Deposits**

All Olds College programs require a tuition deposit of \$200.00 or \$500.00 to confirm enrollment in all programs (with the exception of Transitional Vocational). This deposit is applied to the first semester tuition and fees on the student's accounts. Deposits are due 45 days after admission unless circumstances warrant a change to the deadline for a deposit.

### **Late Payment Fee**

Tuition and residence fees must be paid by the due date. An Olds College fee will be levied if the tuition and/or residence fees are not paid by the due date provided. No exceptions will be made for students awaiting student loans.

### **Recreation Fee**

Olds College and the Students' Association collectively received approval to assess a Recreation Fee per Semester to all full-time students. This fee is for the purpose of providing improved recreation facilities and programs for the future. A pool fee is built into this fee providing full-time students access to the Town of Olds Swimming Pool at designated times.

### **Information Technology Fee**

A per credit fee is assessed to all students who are accepted to a program listed in the Academic Calendar. This fee is for the purpose of wireless upgrades and maintenance for all wireless service on campus (both Olds and Calgary campuses).

### **Administration Fee**

This Olds College per credit fee is assessed for all students. This fee is collected for the purpose of supporting administrative, graduation, ID cards, and PEER tutoring costs.

### **Students' Association Fees (SAOC)**

SAOC is authorized under the Post Secondary Education Act to collect fees which are intended to provide financial support for the administration of the Students' Association activities. It provides a student voice to the government and to various College and Student Committees including the Olds College Board of Governors. It also helps to produce the student day timer, student newspaper "Grass Roots" and other student publications. A portion of these fees are allotted to provide financial support for the operation of the Student Alumni Centre and for new capital projects. These fees are collected by Olds College for the SAOC.

### **Student Health and Dental Plan**

The Health and Dental Plan Fee is assessed to all full time students and is payable with your tuition fees and will provide a year's coverage. The Student Benefits Plan is designed to supplement basic health care provided through the province. The student plan does not replace or cover the cost of Alberta Healthcare or any other provincial health care provider. This mandatory fee is student loan eligible. If the student is covered under another plan they may opt out of this plan, proof of registration in the other plan is required.

### **Yearbook Fee (optional)**

A yearbook fee is levied for most full-time students and entitles them to receive a yearbook. Part-time students (registered in less

than 9 credits) may purchase a yearbook by contacting the Students' Association. A yearbook fee is not charged for Calgary Campus programs, Transitional Vocational students, or online students. This fee is collected by Olds College for the Students' Association.

### **Program Material Costs**

Costs of books, supplies and materials for the various programs are estimated on the Fee Schedule. Students specializing in Agricultural & Heavy Equipment will be required to have a hand tool set. Tool lists are available from the Enrolment Office.

### **Field Trips**

Students should be prepared to pay incidental expenses on field trips and should confirm the actual costs before applying for a student loan. Olds College may collect a field trip fee if applicable to the program.

### **Transcript of Marks**

A one time-lifetime fee will be assessed to all students in the first term of study to cover the costs of official transcript requests. Student records will only be released to other persons or institutions upon receipt of a specific request in writing from the student. This fee will be assessed to any student who has been accepted into a program listed in the Academic Calendar.

Student records will only be released to other persons or institutions upon receipt of a specific request by the student.

NOTE: All academic credentials and parchments will be withheld until all indebtedness to Olds College has been cleared (see Indebtedness)

## **Residence and Meal Plan Fees**

### **RESIDENCE FEES**

Students living on-campus will be assessed Olds College residence fees according to the links to the residence fee schedule below.

An additional Residence Life fee, (Students' Association (SAOC) fee) is also levied. This entitles residents to access Residence Council services. More specifically, this Association fee is used to help fund residence life activities and to pay for the student use of TV's, DVD players, ironing boards and irons, etc. and effective community programming.

### **FRANK GRISDALE HALL**

Fees for Frank Grisdale Hall Residence Rooms and Food Plans are located on the link [www.oldscollege.ca/student-life/student-housing/on-campus-residences-olds/residence-fees/index](http://www.oldscollege.ca/student-life/student-housing/on-campus-residences-olds/residence-fees/index)

When applying for residence a performance deposit is required. Once the Residence Contract is signed, the performance deposit becomes a performance (damage) deposit. Damages over and above the deposit will be assessed where warranted. Students withdrawing from residence are subject to the terms of the Residence Contract.

### **TOWNHOUSES**

Priority for the units will be for second-year students. If space is available, first year students may be offered this option.

Fees for Townhouses are located on the link [www.oldscollege.ca/student-life/student-housing/on-campus-residences-olds/residence-fees/index](http://www.oldscollege.ca/student-life/student-housing/on-campus-residences-olds/residence-fees/index)

When applying for townhouses a performance deposit is required. Once the Townhouse Contract is signed, the performance deposit becomes a performance (damage) deposit. Damages over and above the deposit will be assessed where warranted. Students withdrawing from townhouses are subject to the terms of the Residence Contract.

Students who withdraw from townhouses or residence without providing appropriate notice automatically forfeit any right to a Performance Deposit refund.

All accepted applicants will be provided with a detailed information package for the current academic year. Please contact the Residence Office at (403) 556-8375 for specific information.

## Other Ancillary Fees

### International Student Fees for Instruction

- International students pay a fee differential equal to one and one half times (1.50 x's) the normal tuition for their program of studies. Please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index) for a detail schedule of international fees.

### Auditing a Course

- Normal tuition per credit of course being audited is assessed. International fee differential applies.

### Challenge Examination Fee

- \$75.00 non-refundable
- See Challenge Examinations under the Prior Learning Assessment and Recognition Policy at [www.oldscollege.ca/student-services/learning-resources/recognition-of-prior-learning/index](http://www.oldscollege.ca/student-services/learning-resources/recognition-of-prior-learning/index) for more information.

### Deferred Final Examination Fee

- \$50.00 per exam

### Document Replacement Fees

- Replacement Parchment - \$60.00 each

### Parking Fees

- Non plug-in passes \$67.20 per year levied at the start of the first semester
- Plug-in passes \$134.40 per year levied at the start of the first semester
- Parking Fines - \$40.00 per offence, \$20.00 if paid within seven days

If passes are turned in prior to the end of the school year an adjustment will be made on the students accounts for each month the pass is not required.

### Prior Learning Assessment of Experiential Learning

- 50% of Tuition Fee. An exception to this is the Entrepreneurial course which, if assessed, will be the full fee of a regular course.
- See the Prior Learning Assessment and Recognition Policy at [www.oldscollege.ca/student-services/learning-resources/recognition-of-prior-learning/index](http://www.oldscollege.ca/student-services/learning-resources/recognition-of-prior-learning/index) for further information

### Invigilation Fee

- \$60.00 per exam

### Indebtedness

Indebtedness includes any monies owed to Olds College, as well as any property owned by Olds College and not returned in satisfactory condition. All academic credentials, transcripts and parchments will be withheld until all indebtedness to Olds College has been cleared.

## Refunds

### REGULAR FULL-TIME PROGRAMS

- To obtain information on refunds for your particular program, please click on [www.oldscollege.ca/student-services/financial/payment-Options-deposits/index](http://www.oldscollege.ca/student-services/financial/payment-Options-deposits/index). Withdrawals with refunds for compassionate reasons are considered on an individual basis.

## Olds College Student Policies

## Olds College Student Policies

All college policies are accessible through [www.oldscollege.ca/bottomNav/about/administration/policies/index](http://www.oldscollege.ca/bottomNav/about/administration/policies/index)

The follow list represents excerpts from policies which directly related to student learning and living environments.

### TOBACCO USE – POLICY A5

Olds College is committed to providing a healthy and safe working, learning and living environment for students, employees, contractors and visitors.

Tobacco use is prohibited in all college buildings, vehicles and equipment whether owned or leased, except as specifically allowed through signage. Smoking is not allowed near fuel storage, hay or straw storage areas, or other areas that may present a fire hazard. Tobacco use is not permitted during class time including during classes that are held outdoors.

Full policies details are available

at [www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/A/A05%20Tobacco%20Use.pdf](http://www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/A/A05%20Tobacco%20Use.pdf)

### HARASSMENT - POLICY A6

The Board of Governors of Olds College is committed to providing a learning and working environment in which every individual has the right to be treated with dignity, respect and equality. Harassment undermines these values and may also constitute discrimination prohibited by human rights legislation. Harassment has the effect or potential effect of denying individual dignity and respect, detrimentally affecting work and learning environments and interfering with or disadvantaging members of the college community in their participation in employment, education or other college-related activities. Acts of harassment by or against members of the college community are considered serious offences. They are strictly prohibited and will not be tolerated.

This policy applies to all members of the college community including but not limited to students, academic and non-academic

staff, visiting academics, volunteers, consultants and service and supply contractors and their employees while they are engaged in activities related to their contracts with the college.

Full policy details are available at

[www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/A/A06%20Harassment.pdf](http://www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/A/A06%20Harassment.pdf)

## **CAMPUS PARKING – POLICY A14**

As a client-centered institution, Olds College strives to meet the parking needs of all its client groups, within available resources and space. The college provides accessible parking spaces in fourteen parking locations for vehicles and bicycles near centres of activity on campus. There are parking spaces with and without plug-ins that will be made available to students and staff at a monthly rate deemed necessary to maintain the parking services provided.

To ensure access and protect the safety of all, the college will allocate parking spaces and enforce their use, together with any laws and regulations related to safe transit and emergency access throughout the campus. The collection of parking fees and fines ensure the future development and maintenance of parking lots and roadways.

Full policies details are available at

[www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/A/A14%20Campus%20Parking.pdf](http://www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/A/A14%20Campus%20Parking.pdf)

## **CODE OF CONDUCT – POLICY A25**

Olds College expects that all students, staff, contractors and guests will pursue high standards of personal conduct while on the Olds College campuses or when participating in Olds College organized or sanctioned events. Olds College reserves the right to apply the policy to conduct off the campus where there is a real and substantial link to the college and where the conduct:

- gives rise to a reasonable belief that the individual(s) behavior posed a substantial danger to himself/herself or others in the college community
- gives rise to a reasonable belief that the behavior of the individual could adversely affect the college's interests, reputation or graduates' credentials
- adversely impacts learning activities, living environments and business relations of Olds College

Olds College students, staff, contractors and guests are required to be aware of the expectations of this policy and govern themselves accordingly.

### **Conduct Towards Others**

I will respect the rights and dignity of all persons by:

- promoting an environment that is free of any form of harassment or discrimination
- refusing to tolerate verbal or physical abuse or the threat of abuse
- refraining from behaviors that interfere with or disrupt the learning, living or work life of myself or others
- treating confidential information appropriately
- encouraging others to feel welcome and safe

### **Personal Conduct**

I will demonstrate a high standard of personal conduct by:

- refraining from possessing, consuming, or functioning under the influence of any intoxicating substance except where specifically allowed for under the policies of Olds College



- being reliable in my commitment to participate in work, study and related activities
- refraining from the use of a position of trust to receive special benefits or consideration, financial or material gain for myself or others
- appropriately using any real or perceived position of authority
- consistently practicing honesty in my academic or work life
- supporting an atmosphere that encourages the respectful exchange and examination of diverse ideas in order to further the development of our learning environment

#### **Conduct Towards Property**

I will respect the property of others by working to create an environment that does not condone:

- theft, vandalism or damage of property
- unauthorized use or entry to any space or property
- violation of civil or criminal statutes

#### **Conduct Towards Animals**

I will recognize that animals form a critical foundation to our learning, research, and recreational activities by:

- Always treating the welfare of animals in the care of Olds College as a first priority when working with them.
- Always treating animals in accordance with the regulations set out in the Animal Welfare Act, by the Canadian Council on Animal Care, or any other animal welfare regulations adopted by Olds College.

#### **Awareness and College Community Responsibility**

I will practice integrity by supporting others in adherence to this policy by:

- recognizing how this policy is connected with a number of more in-depth College policies, procedures and Provincial and Federal Legislation
- taking responsibility for learning how related legislation, policies and procedures apply to my situation

Attempting or assisting others to commit acts which violate this policy shall be treated in the same manner as completed violations and are subject to the same range of sanctions. Individuals may be accountable to both external authorities and the college for acts that constitute violations of this policy. Assessment of policy violations and related consequences can occur irrespective of any administrative, civil or criminal proceedings arising out of the same or related events.

Full policy details are available at

[www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/A/A25%20Code%20of%20Conduct.pdf](http://www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/A/A25%20Code%20of%20Conduct.pdf)

# **OCCUPATIONAL HEALTH AND SAFETY – POLICY C15**

To provide a healthy and safe environment for students, employees and visitors, Olds College is committed to the prevention of occupational illness and injury in every area of operation.

Olds College complies with appropriate health and safety legislation including the Occupational Health and Safety Act, Workers' Compensation Act, and the Environmental Protection and Enhancement Act, etc. Olds College recognizes the need to promote, foster and maintain the health, safety and well being of students, employees and visitors and will conduct its activities in a manner which will comply with or enhance the requirements of relevant legislation.

Full policy details are available at

## **ATTENDANCE – POLICY D10**

Olds College students are responsible for their own education. In order to reap the full benefits of their courses, students are strongly encouraged to attend all classes, labs, and tutorials. If attendance plays any part in the course methodology or the evaluation of the course, it is the instructor's responsibility to so inform students at the beginning of the course and to clearly state the requirement and the consequence for failing to attend.

The course outline for that particular course should contain attendance requirements. However, absence for any reason does not relieve students of the responsibility of completing course work and assignments to the satisfaction of the instructor. Absence, for any reason, does not compel instructors to re-create the missed learning experience for students.

Full policy details are available at

[www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D10%20Attendance.pdf](http://www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D10%20Attendance.pdf)

## **PRIOR LEARNING ASSESSMENT – POLICY D13**

Olds College recognizes that learning is a continual process that is achieved through life and workplace experiences, or other forms of education acquired through attending an institution of one's choice. Olds College is fully supportive of developing ways and means to provide appropriate recognition of a learner's experiences or education.

Recognition of Prior Learning (RPL) is a process of identifying, assessing, and recognizing what a person knows and what skills and abilities he/she can demonstrate. Applicants will be encouraged to apply for assessment well before registration day. By doing so, requests will be handled in a timely fashion and decisions affecting a student's timetable and tuition charges will be processed promptly.

Full policy details are available at

[www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D13%20Recognition%20of%20Prior%20Learning.pdf](http://www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D13%20Recognition%20of%20Prior%20Learning.pdf)

## **DEFERRED EXAMINATIONS – POLICY D33**

This policy will provide Olds College students with the opportunity to write a final examination on a date other than the preset exam date, under specific guidelines. Deferred final examinations may be granted to students who are unable to write final examinations because of personal or family illness, bereavement, severe family difficulties, religious observance or circumstances beyond their control. Deferred final examinations may differ from the original examination and may not necessarily follow the same format.

Full policy details are available at

[www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D33%20Evaluation.pdf](http://www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D33%20Evaluation.pdf)

## **DISABILITIES – POLICY D18**

Olds College is a client-centered institution, and as such, will assist students seeking admissions to Olds College full time credit programs or non-credit programs and courses offered through Continuing Education in the attainment of their educational goals. The College is prepared, within the available resources, to provide a supportive learning environment and accommodations for students with disabilities while, at the same time, maintaining the academic integrity of programs.

Full policy details are available at [www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D18%20Disabilities.pdf](http://www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D18%20Disabilities.pdf)

## GRADING – POLICY D19

A common grading system was adopted at Olds College to ensure that students were consistently assessed and graded equitably. A clear level of achievement in each course will be recorded electronically and reported on transcripts as well as a calculated Grade Point Average (GPA). An official, sealed transcript will be provided to students once all program requirements have been met and may be forwarded to receiving institutions or employers upon the direction and consent of the student. Transcripts without the seal are considered to be "unofficial". A subsidiary use of the transcript is to clearly indicate levels of academic performance when recognizing and rewarding both internal and external scholarships. Exceptions will only be permitted if the Board of Governors has granted approval upon recommendation from Academic Council.

With the exception of the Academic Upgrading and Apprenticeship programs which receive percentage grades, Olds College will utilize a Letter Grading System as the Standard Grading System for credit courses as defined by the following letter codes:

Grade	Grade Point Value	Percent	Description
A	4.0	92-100	Exceptional Achievement
A-	3.7	87-91	
B+	3.3	82-86	
B	3.0	77-81	
B-	2.7	72-76	Commendable Achievement
C+	2.3	67-71	
C	2.0	62-66	Acceptable Achievement
C-	1.7	58-61	Grade required for prerequisite courses
D+	1.3	54-57	
D	1.0	50-53	Minimum Achievement
F	0.0	Below 50	Insufficient Achievement

A student may receive the following annotations on their transcript, none of which are included in calculating the student's GPA:

<b>I</b>	Course work not sufficiently complete to assign a grade.
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<b>W</b>	Student withdrew from the course
<b>AU</b>	Student audited this course (see Auditing Procedures)
<b>CR</b>	Credit granted for this course and is therefore included in calculating "Earned Credits"
<b>NC</b>	No credit granted for this course
<b>P</b>	Represents sufficient performance for a course assessed as either "Pass" or "Fail"; credits are included in calculating "Earned Credits"
<b>IP</b>	Grades not available at the time the transcript was printed
<b>PLA</b>	Credit awarded through Recognition of Prior Learning and included in calculating "Earned Credits".
<b>TR</b>	Credit awarded through the Transfer Credit Process (e.g. Advanced Standing for prior secondary or post secondary education awarded) and included in calculating "Earned Credits". Non-credit courses will be graded "Satisfactory" or "Unsatisfactory".

Full policy details are available at [www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D19%20Grading.pdf](http://www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D19%20Grading.pdf).

## GRADUATION – POLICY D20

Olds College is mandated to grant parchments, including Certificates, Diplomas, Applied Degrees and Post Graduate Diplomas for those learning activities that have been approved and included in the program registry maintained by Alberta Advanced Education and Technology under the authority of the Post Secondary Learning Act, 2003 (c19.5).

Olds College may also award Certificates to learners completing the requirements for credit or non-credit programming, as approved by the Academic Council of Olds College, and offered through the Professional and Continuing Education programs of each academic school. In every case, students must complete all requirements outlined for a credential before it can be awarded.

### Residency

In order to earn an Olds College credential, students are required to complete a minimum of 25% of their required credits (course load) while enrolled with Olds College.

### Graduation Standards for Provincially Approved Credentials

#### Applied Degree

- Cumulative GPA of 2.50 or better
- Completion of required courses and credits
- Satisfactory completion of 30 credits of Directed Field Studies in an approved employment environment
- Successful completion of the Entrepreneurship Gamified App

#### Diploma

- Cumulative GPA of 2.0 or better (or as specified by a program)
- Completion of required courses and credits
- Satisfactory completion of occupational experience and/or assignment, if required
- Successful completion of the Entrepreneurship Gamified App

### **Certificate**

- Cumulative GPA of 2.0 or better
- Completion of required courses and credits
- Satisfactory completion of occupational experience and/or assignment, if required
- Successful completion of the Entrepreneurship Gamified App

### **Post Diploma Certificate**

- Cumulative GPA of 2.0 or better
- Successful completion of all planned program components

### **Program Completion**

Students who have a break in study of one-year within the five-year period will fall under the program requirements for the calendar year during which they recommence their studies.

Students requesting credit for courses previously taken at Olds College more than five-years prior will be required to apply through the Prior Learning and Assessment Recognition Policy.

### **Second Parchment**

A student will only be registered in one program at any one time. A student may complete additional course work on top of their current course load that leads to completion of graduation requirements for an additional credential. In order to receive their second parchment the student is required to complete an Application to Graduate form for each program.

### **Multiple Majors**

Within a program, only one parchment will be issued. Furthermore, only one major will be listed on that parchment. If a student has completed the requirements for an additional major under their program it will be listed on their transcript only.

Full policy details are available

at [www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D20%20Graduation.pdf](http://www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D20%20Graduation.pdf)

## **ACADEMIC INTEGRITY - POLICY - D31**

Students who willingly and knowingly participate in dishonest academic practices will be penalized academically. More than one act of academic dishonesty will result in a student being placed on Academic Probation or Suspension.

Full policy details are available at

[www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D31%20Academic%20Integrity.pdf](http://www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D31%20Academic%20Integrity.pdf)

## **ACADEMIC STANDING - POLICY - D32**

It is the student's responsibility to be aware of their academic status at all times by reviewing their transcript information available through the Olds College website.

Students with a cumulative GPA below 2.00 at the end of a term will be placed on Academic Probation or Academic Suspension (below 1.5 GPA) for a specified period of time. This may result in the student being restricted from athletic, club and leadership activities, and being ineligible for student awards.

Students may be placed on Behavioral Probation or Behavioral Suspension for behaviors which are in conflict with the Olds College Code of Conduct or the guidelines outlined in the Olds College Residence Handbook.

Students may be expelled for an indefinite period of time for extreme or repetitive infractions against the Olds College Code of Conduct while on-campus.

Full policy details are available at [www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D32%20Academic%20Standing.pdf](http://www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D32%20Academic%20Standing.pdf)

## **ACADEMIC COMPLAINTS & APPEAL - POLICY D30**

Olds College is a client-centered educational institution. We are committed to processes that quickly and fairly respond to disagreements arising from decisions and rulings and other college actions affecting students.

Students have the right to appeal many decisions that affect their official academic or behavioral status. The student initiates the appeal by contacting the Registrar (for academic suspensions) or the Chair of the Academic Council Appeals Committee (for all other appeals).

Formal appeals will be heard by an Appeal Committee, the decision of which will be final.

Full policy details are available at [www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D30%20Complaints%20and%20Appeals.pdf](http://www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D30%20Complaints%20and%20Appeals.pdf)

## **International Student Admission and Information**

Students seeking admission to Olds College as an International student should apply at least four to six months in advance of the semester in which they wish to commence studies.

To learn more about our International Department and how to apply at Olds College, visit [www.oldscollege.ca/international/index](http://www.oldscollege.ca/international/index)

## **Recognition of Prior Learning**

### **RECOGNITION OF PRIOR LEARNING (RPL)**

To learn more about Recognition of Prior Learning, visit [www.oldscollege.ca/student-services/learning-resources/recognition-of-prior-learning/index](http://www.oldscollege.ca/student-services/learning-resources/recognition-of-prior-learning/index)

Please review the RPL policy before you submit your request for consideration at [www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D13%20Recognition%20of%20Prior%20Learning.pdf](http://www.oldscollege.ca/Assets/OldsCollege/shared/BottomNav/Administration/policies/D/D13%20Recognition%20of%20Prior%20Learning.pdf)

For further information on any of these processes, please contact the Associate Registrar at 1-811-661-6537 ext 8286.

## **General Academic Information**

# General Academic Information

## Course Outlines

Course outlines can be found by visiting your Program of Study within the calendar and clicking on the courses listed.

Instructors must distribute written course outlines to each of their students during the first three days of a course.

The course outlines includes:

- General information including the course abbreviation and number, credit hours, course title and prerequisites and/or co-requisites, a description of competencies to be gained through successful completion of the course and an overview of content
- List of required texts and types of materials and equipment students are expected to acquire
- A list of resource materials students are expected to use
- A list of major assignments to be completed in the course and the weighting of each toward the final grade
- A list of all examinations to be completed in the course, their approximate dates and the weighting of each toward the final grade
- Designation of "SUP" if Supplemental Evaluation available
- A list of field trips and costs anticipated during the course
- The grading scheme to be followed in determining the final grade
- The consequences to students for failing to fulfill any course requirements
- Any specific attendance/participatory requirements

Instructors are responsible for following the course outlines they have distributed. The instructor will inform students of any changes from the course outline. Students who are concerned about deviations from the distributed course outline should follow the College Academic/Behavior Appeals Policy.

Students are responsible for fulfilling the course requirements as specified in the distributed course outline.

## Course Description and Outlines

**ACT 1000 - Recordkeeping**

**Credits: 3**

Recordkeeping is a course that provides learners with the opportunity to develop competencies in input, manipulation and output of data necessary to demonstrate the successful operation of a business enterprise. This course is designed to provide an application of spreadsheet software skills to the operations tracking of data needed to develop financial statements. It is strongly recommended students have a working knowledge of spreadsheets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ACT 1011 - Accounting Principles I**

**Credits: 3**

This course provides an introduction to financial accounting focusing on the accounting cycle and the preparation of financial statements. Topics include accounting for merchandising activities, internal control, accounting for cash, temporary investments, accounts receivable, inventories, cost of goods sold, and current liabilities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ACT 1012 - Accounting Principles II**

**Credits: 3**

This course is a continuation of ACT 1011 to allow for additional study of accounting at an introductory level. Topics include capital assets, long-term liabilities, partnership accounting, accounting for corporations, financial analysis techniques, as well as the cash flow statement.

Course Outline

**Prerequisites:** ACT 1011, BUS 1050

**Corequisites:** None

## **ACT 2010 - Managerial Accounting**

**Credits: 3**

The course will introduce elements of decision making and company control with a focus on the decision making based on quantitative (numerical) analysis. The goal is to provide a background for improved strategic company decisions.



Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

## **ACT 2210 - Intermediate Financial Accounting: Assets**

**Credits: 3**

This intermediate course in financial accounting provides a detailed examination of the asset side of the balance sheet. Generally Accepted Accounting Principles (GAAP) as applied to operational and investment assets as well as related income reporting and cash flows are examined. Topics include notes receivable, investments in debt securities and leases, temporary and long term investment plus capital assets in class to facilitate understanding of economic and finance issues as they play out in the marketplace.

Course Outline

**Prerequisites:** ACT 1012, BUS 1050

**Corequisites:** None

## **ACT 2600 - Intermediate Financial Accounting: Liabilities and Equities**

**Credits: 3**

This intermediate course in financial accounting provides a detailed examination of the liabilities and equities components of the balance. Generally Accepted Accounting Principles (GAAP) as applied to financing, liability and equity as well as related income reporting and cash flows are examined. Topics include current and long term liabilities, shareholders equity, leases, accounting for income taxes, pensions and other benefits, plus accounting changes.

Course Outline

**Prerequisites:** ACT 1012

**Corequisites:** None

## **AGB 1000 - Agricultural Value and Practices**

**Credits: 3**

The focus of the course is to develop the learner's knowledge of the agricultural community and specifically of agricultural practices in western Canada. The student will develop an appreciation for the time, input costs and infrastructure required to support a variety of agricultural enterprises. In addition to identifying common breeds of livestock and farm equipment, students will evaluate how energy developments impact selected agricultural practices.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AGN 1010 - Vegetation of Western Canada**

**Credits: 3**

This course provides an introduction to the vegetation found on native and disturbed sites in Western Canada. Students learn the identification, adaptation and use of major forest, rangeland and crop species to effectively communicate with landowners. The identification, importance, growth, dispersal and management of common prairie weeds are also emphasized.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AGN 1240 - Principles of Crop Production**

**Credits: 3**

This course takes a systems approach to Western Canadian agricultural crop production. Topics in land preparation, crop selection, crop establishment, and harvesting will be supplemented with basic soil characteristics and plant morphology. Identification of major Canadian crops and their product end use will also prepare the student for further studies in Agronomy.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AGN 1540 - Introductory Pest Management**

**Credits: 3**

Students will study the principles of pest management in agricultural cropping systems. They will learn the basic concepts of integrated pest management and principles guiding the safe use of pesticides. Learners will also focus on the identification of selected weeds, diseases and insects of field crops in Western Canada.

Course Outline

**Prerequisites:** AGN 1240, PLS 1010

**Corequisites:** None

## **AGN 2210 - Field and Forage Crop Production**

**Credits: 3**

Students describe the principles and practices of annual field crop and perennial forage crop production in western Canada. The identification, adaptation, development, and evaluation of the major crops are discussed. The production cycle elements of crop establishment, pest identification and control, harvesting and storage for both conventional and organic systems are detailed. Importance and end uses of crop products are identified on a local and international scale.

Course Outline

**Prerequisites:** PLS 1010 and SOI 1000

**Corequisites:** None

## **AGN 2240 - Field Crop Management**

**Credits:** 3

Students will explore advanced topics in field crop management. Some of these will include plant growth and development, crop genetic improvement, grain storage and quality evaluation, and process of crops for food and industrial by-products. Identification of all Western Canadian field crops will be emphasized.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

## **AGN 2420 - Crop Production and Biometrics**

**Credits:** 3

Students will describe the principles and practices of annual crop and perennial forage crop production in Western Canada. This course will focus on users, identification, adaptation, and production practices of major field crops. An introduction to statistical methods will also be studied. Experimental designs that are commonly used in field research will be compared. Statistical data from a crop production experiment and from journal papers will be interpreted.

Course Outline

**Prerequisites:** PLS 1010

**Corequisites:** None

## **AGN 2540 - Range and Forage Crop Management**

**Credits:** 3

This course focuses on the multi-faceted forage crop and range management industry; identification, use and management of native and agronomic species in perennial ecosystems will be emphasized. Practical skills including utilizing plant keys, plant inventories, assessment of plant health, habitat and herbivore management are reviewed. A collection of native and agronomic plant species will be compiled into a manual for future reference.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

## **AGN 2640 - Principles of Soils and Crop Nutrition**

**Credits:** 3

This course provides the learner with the principles of soil characteristics, soil fertility, and fertilizer application. The learner will study chemical and physical soil properties, essential plant nutrient, soil testing, fertilizer types and application methods. Soil sampling techniques, interpretation of soil test reports and development of fertilizer blends will be performed.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

## **AGN 2740 - Environmental Farm Management**

**Credits:** 3

This course studies the practices of soil and water management and their application in sustainable agricultural systems. Students discuss the management of problem soils, water sheds and riparian areas. This course also examines soil conservation strategies, carbon sequestration and environmental farm planning.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

## **AHT 1010 - Veterinary Laboratory Procedures**

**Credits:** 3

Students will develop a proficiency in the use, care and maintenance of selected laboratory equipment. Guidelines for laboratory safety will be covered in order to promote safety awareness. Students will become familiar with characteristics of bacteria, fungi, viruses and parasites. An emphasis will be placed on the cause, clinical signs and treatment of important veterinary diseases and the human health implications. Students will learn to perform common diagnostic procedures in order to identify microbes and parasites.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1030 - Animal Anatomy and Physiology**

**Credits: 3**

This course is a comprehensive study of all body systems for domestic animals using both a systems and regional approach. Students learn how body parts and functions are interrelated and what is normal for each species. Hands-on laboratory dissection from various species and interactive labs allow students to apply the theory they have learned for each system. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1040 - Animal Breeds, Behavior and Management**

**Credits: 3**

This course provides students with foundational veterinary medical terminology they will use throughout their career. They will also study different breeds, learning to interpret their natural behaviors as they relate to safe handling, restraint and management practices. Students will perform safe handling and restraint techniques used in common aspects of the veterinary industry. These activities take place with common domestic species. Visit Course Outlines for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1050 - Introduction to the Veterinary Profession**

**Credits: 3**

Students will become familiar with selected animal health organizations and will adhere to the regulations of veterinary medicine in Alberta. Students are introduced to strategies and techniques for managing self and interacting with others. Students will discuss client service within the veterinary practice and will examine animal welfare and ethical issues. Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AHT 1510 - Veterinary Hematology and Urinalysis**

**Credits: 3**

This course provides a study of normal blood composition, production, metabolism, functions and morphology as it applies to the animal's health status. Students will examine normal hemostasis and normal values in common domestic animals. Students will also identify disorders of leukocytes, erythrocytes, thrombocytes and hemostasis. Students will then apply principles of collecting, preparing and evaluating samples with an emphasis on practical hematology and urinalysis procedures. The student will differentiate between normal and abnormal results from laboratory techniques and apply these results when identifying disorders.

Visit Course Outline for more information

**Prerequisites:** AHT 1010, AHT 1030

**Corequisites:** None

## **AHT 1520 - Veterinary Diagnostic Imaging**

**Credits:** 3

This course focuses on x-ray production, maintaining imaging equipment and related materials to ensure quality of results and safety of operations. Students will apply knowledge of anatomy and physiology as it pertains to diagnostic images. Students will produce diagnostic images using proper positioning and restraint procedures in both small and equine species, process latent images, evaluate radiographs and maintain record keeping logs.

Visit Course Outline for more information

**Prerequisites:** AHT 1030, AHT 1040

**Corequisites:** None

## **AHT 1530 - Animal Nutrition**

**Credits:** 3

This course focuses on the role of nutrition in life stages, life styles, and in common physiological conditions of companion and large animal species. Students will learn about nutrition as it applies to prevention, maintenance and veterinary prescribed treatment protocols of animal health. Students will apply this knowledge to educate clients regarding all aspects of nutrition in a veterinary setting.

Visit Course Outline for more information

**Prerequisites:** AHT 1030

**Corequisites:** None

## **AHT 1540 - Animal Health Pharmacology**

**Credits:** 3

Students will become familiar with drugs commonly used in the veterinary industry. Pharmacological agents are discussed based on body systems, their common uses, side effects and drug forms. Common mathematical fundamentals will be covered including knowledge of common measurement systems, conversions between systems and dosage calculations.

Visit Course Outline for more information

**Prerequisites:** AHT 1030

**Corequisites:** None

## **AHT 1550 - Clinical Communication for the Veterinary Profession**

**Credits:** 3

Students will enhance existing skills in intrapersonal and interpersonal communication and develop specific skills in communicating with veterinary clients and veterinary professionals. Students will demonstrate communication strategies and will participate in self-reflection and evaluation of these skills.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AHT 2020 - Small Animal Anesthesia and Analgesia**

**Credits:** 3

Students will explain the effects and indications for anesthetic and analgesic drugs. They will predict the effects of these agents and be able to respond appropriately. They will assemble and explain components of the anesthetic machine allowing them to use, maintain, and trouble shoot problems with anesthetic equipment. Students will explain manual and electronic monitoring in a variety of patients so they can safely monitor patients under anesthesia.

Visit Course Outline for more information

**Prerequisites:** AHT 1540

**Corequisites:** None

## **AHT 2030 - Clinical Veterinary Lab Procedures**

**Credits:** 3

Students will review and perform diagnostic laboratory skills developed throughout the program. The focus of this course is to increase accuracy of various laboratory skills to a level of competency required in the animal health field. This course will focus on hematology, urinalysis, parasitology, microbiology and clinical chemistry. The students will learn how to differentiate between normal and abnormal results from laboratory techniques and how these results can be applied when identifying disorders.

Visit Course Outline for more information

**Prerequisites:** AHT 1510

**Corequisites:** None

## **AHT 2040 - Small Animal Surgery and Dentistry**

**Credits: 3**

Students will explain the role of the AHT prior to, during, and after surgical and dental procedures. An understanding of surgical procedures and dental disease will be gained so they can accurately discuss and educate owners in these areas. Students will describe dental procedures to prepare for their role during dental assessment and treatments.

Visit Course Outline for more information

**Prerequisites:** AHT 1540

**Corequisites:** None

## **AHT 2050 - Clinical Procedures**

**Credits: 3**

Students will perform selected clinical procedures on domestic animals. They will learn to describe parturition, neonatal care and necropsy procedures.

Visit Course Outline for more information

**Prerequisites:** AHT 1030, AHT 1040

**Corequisites:** None

## **AHT 2060 - Animal Welfare and Veterinary Ethics**

**Credits: 3**

This course introduces students to concepts in veterinary ethics, with an emphasis on animal welfare issues. Critical thinking is applied to animal welfare situations in the pet industry, the livestock industry, and to animals used in research, in circuses and wildlife.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 2510 - Small Animal Disorders**

**Credits: 3**



This course is an overview of common small animal disorders. The topics are presented by organ systems and each disorder includes cause, clinical signs, diagnostic tests, treatment and prevention. Students will explain disorders as they relate to treatments and communication with clients.

Visit Course Outline for more information

**Prerequisites:** AHT 1530, AHT 1540, AHT 2030

**Corequisites:** None

## **AHT 2520 - Large Animal Disorders**

**Credits:** 3

This course is an overview of common large animal disorders. The topics are presented by organ systems and each disorder includes cause, clinical signs, diagnostic tests, treatment and prevention. Students will explain disorders as they relate to treatments and communication with clients.

Visit Course Outline for more information

**Prerequisites:** AHT 1530, AHT 1540, AHT 2030

**Corequisites:** None

## **AHT 2530 - Applied Small Animal Anesthesia, Surgery and Dentistry**

**Credits:** 3

Students will perform anesthesia, surgical assistance, and dental procedures on small animals.

Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040

**Corequisites:** None

## **AHT 2540 - Large Animal Clinical Procedures**

**Credits:** 3

Students will perform anesthesia, surgical assistance, equine dentistry procedures and selected clinical procedures.

Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

## **AHT 2550 - Small Animal Emergency Medicine and Clinical Procedures**

**Credits: 3**

Students will explain common emergencies encountered in a small animal setting. Students will perform selected clinical procedures on small animals.

Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

## **AHT 2950 - Industry Practicum**

**Credits: 3**

Students spend six weeks (240 hours) in a veterinary hospital or related animal health business or organization where they apply competencies acquired during their education and training in the AHT program. Students will prepare for their industry practicum by utilizing job searching techniques, cover letter and resume writing to secure placement for their industry practicum.

Visit Course Outline for more information

**Prerequisites:** AHT 2510, AHT 2520, AHT 2530, AHT 2540 and AHT 2550. Students must pass all required courses and meet all graduation requirements.

**Corequisites:** None

## **AMT 1035 - Agricultural Management Principles**

**Credits: 3**

The learner develops fundamental concepts of business management within the context of agriculture. These basic tools will provide the foundation for sound business decisions as they relate to all aspects and functional areas of the organization.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AMT 1040 - Survey of Agribusiness**

**Credits: 3**

This is an introductory course on the nature of agricultural business from both a local and an international perspective. The learner explores the global policy framework as well as national laws and programs which support agricultural enterprise.

Selected sectors of the industry are then investigated with these perspectives in mind.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AMT 1335 - Agribusiness Accounting**

**Credits:** 3

The learner generates financial records and statements, using generally accepted accounting principles, for agribusinesses. Industry software is used and attention to unique industry issues is emphasized.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AMT 1360 - Agribusiness Information Technology**

**Credits:** 3

This course is an overview of selected agri-business technological tools and software. Students apply and evaluate selected business software applications, examine business web activities and assess selected business reports.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AMT 2020 - Advanced Product Marketing**

**Credits:** 3

This is an advanced course on marketing as it relates to profitable pricing decisions using break even information. There will be an opportunity to focus on a commodity of choice as it relates to the Canadian Grading System, strategic commodity sales and the creation of promotional materials. The development and presentation of an in depth marketing plan will demonstrate the importance of strategically pricing both inputs and outputs within an agricultural business.

Visit Course Outline for more information

**Prerequisites:** MKG 1020

**Corequisites:** None

## **AMT 2035 - Agribusiness Financial Management**

**Credits: 3**

This is a course on business management practices and processes for decision making. The impact of money management on business performance is examined through the application of selected budgeting processes and business risk assessments. Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

## **AMT 2050 - Agribusiness Wealth Management**

**Credits: 3**

The student learns to manage business and personal net worth to achieve organizational and individual objectives in an agricultural or agribusiness context. By applying practical cost management and/or investment strategies, the student prepares for the role of advising clients in a strategic planning situation. Wealth management is also an important aspect of an agricultural management career.

Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

## **AMT 2600 - Agricultural Asset Valuation**

**Credits: 3**

The learner is provided with the fundamental principles by which to estimate the value of an agribusiness asset. These principles will be applied to a variety of assets including land, major structures, equipment, and inventory.

Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

## **AMT 2630 - Agribusiness Planning and Management**

**Credits: 3**

This course allows the learner to integrate concepts from other agricultural management courses in the preparation and presentation of a business plan related to an agri-business or agri-value venture.

Visit Course Outline for more information

**Prerequisites:** AMT 1035, MKG 1020, AMT 1335

**Corequisites:** None

## **APT 1100 - Apparel Construction I**

**Credits:** 3

Students use industrial sewing equipment to develop fundamental sewing techniques in accordance with industry standards. Techniques are practiced through a series of required samples. Students use project management strategies to plan and complete apparel projects. Garments produced in this course are related to the lower torso and the patterns are developed in Pattern Design I.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** APT 1745

## **APT 1120 - Textiles**

**Credits:** 3

Students analyze the characteristics of fibres, yarns and fabrics and relate the characteristics to quality, performance and care requirements. They explore color applications and identify aesthetic and functional finishes. Based on physical characteristics and method of construction, students identify selected fabrics. Textiles are selected and evaluated for end use.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **APT 1160 - History of Clothing**

**Credits:** 3

Students study historical costume as a reflection of social, political and economic conditions. They identify dominant silhouettes, styles and details and relate historical influences to contemporary fashion.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **APT 1200 - Apparel Construction II**

**Credits: 3**

Through a series of required samples, students continue to develop their intermediate sewing skills using industrial sewing equipment. They use project management strategies to plan and complete the apparel projects. Garments produced in this course are related to the upper torso and the patterns are developed in APT 1740 - Pattern Design II  
Visit Course Outline for more information

**Prerequisites:** APT 1100

**Corequisites:** APT 1740

## **APT 1740 - Pattern Design II**

**Credits: 3**

Students practice the basic principles of pattern design, particularly as they relate to the upper torso. Both flat pattern and draping methods are explored by students who then create individual slopers and manipulate slopers to create patterns. Students develop specification sheets detailing their design concepts prior to creating the patterns.  
Visit Course Outline for more information

**Prerequisites:** APT 1745

**Corequisites:** None

## **APT 1745 - Pattern Design I**

**Credits: 3**

Students practice the basic principles of pattern design, particularly as they relate to the lower torso. Both flat pattern and draping methods are explored to create individual slopers and patterns. Students interpret fashion drawings and create patterns for skirts and pants.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **APT 1750 - Technical Design for the Apparel Industry**

**Credits: 3**

Students convey design ideas using technical drawings and terminology to accurately specify proportion, style and details. They apply the elements and principles of color and design to develop fashion concepts. Students apply their skills of creating technical drawings to the development of specifications sheets used in the fashion industry.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **APT 2340 - Designing with Knits**

**Credits:** 3

The unique characteristics of various types of knit fabrics and knitwear apparel are analyzed. Students learn how to accommodate for stretch through the creation of a pattern and the construction of garments. Specialized techniques are practiced through the creation of selected knitwear samples and garments.

Visit Course Outline for more information

**Prerequisites:** APT 1200, APT 1740

**Corequisites:** None

## **APT 2520 - Integrated Knits**

**Credits:** 3

Specialized drafting and construction techniques are practiced through a series of required samples. Students accommodate the unique characteristics of knit fabrics as they design, plan, develop the pattern, and construct knitwear apparel.

Visit Course Outline for more information

**Prerequisites:** APT 1200 and APT 1740

**Corequisites:** None

## **APT 2530 - Integrated Tailoring**

**Credits:** 3

Students draft pattern components related to tailored jackets. They combine traditional and contemporary tailoring methods and practice selected construction techniques through a series of required samples. A custom tailored jacket is planned, drafted and constructed using tailoring skills and project management strategies.

Course Outline

**Prerequisites:** APT 1200 & APT 1740

**Corequisites:** None

## **ARB 1000 - Exploring the Life of Trees**

**Credits: 3**

Students explore the world of trees through identification and by discovering the structure and function of woody plants as they respond to their surrounding environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ARB 1100 - Conducting Ground Operations**

**Credits: 3**

Students gain individual and team skills necessary to provide support to arborists working aloft in addition to experiencing the safe use of tools and techniques used to handle tree parts on the ground.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ARB 1200 - Pruning Trees for Structure and Health**

**Credits: 3**

Learners discover the principles and practices of pruning trees by utilizing tools and techniques required to influence plant architecture.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ARB 1300 - Performing Tree Risk Assessment**

**Credits: 3**

The learner gains knowledge in the detection, assessment, and mitigation of tree risk by implementing industry assessment strategies on trees in the landscape.

Course Outline

**Prerequisites:** None

**Corequisites:** None



## **ARB 2100 - Conducting Aerial Operations**

**Credits: 3**

The student develops the skills necessary to safely perform tree care activities within tree canopies using tools and techniques common to arboriculture. The learner will also create and practice emergency response plans for tree climber extrications.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BAS 3999 - Introduction to Self Directed Learning**

**Credits: 3**

This course provides learners with the opportunity to develop and use the skill of reflection to help them prepare a learning plan that will guide their fourth year in Directed Field Study. Learners will produce a portfolio that addresses their past, current and future learning and skill development objectives. All design and presentation activity will be completed using a technology interface that will enable learners to enhance their professional skills in communicating a technology.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BAS 4999 - Directed Field Study**

**Credits: 30**

This course in Directed Field Studies (DFS) is the fourth year of study of the Bachelor of Applied Science Degree. Students will develop individualized learning plans for the DFS and complete the DFS based upon their learning goals. Upon completion of the DFS, each student will submit a written final report and career profile/portfolio for assessment.

Visit Course Outline for more information

**Prerequisites:** BAS 3999 and 15 credits from 3rd year of study

**Corequisites:** None

## **BHO 3100 - Research Methods**

**Credits: 3**

This course will prepare learners to understand selected elements of statistics and their application in decision-making processes. The focus is on developing an understanding of common research methods and their application in problem solving and permits an informed evaluation of published research. The concepts covered in this course will be applied in BHO 4000 Integrated Project.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 3300 - Project Management Principles**

**Credits:** 3

The learner shall gain knowledge and skills in the principles of project management. Topics include general project planning, work breakdown structures, scheduling, and project control/tracking. Various project management software are used to facilitate learning these principles.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 3330 - Operations Management for Horticulture**

**Credits:** 3

The learner shall gain knowledge and skills in the principles of operations management and pricing strategies as it relates to the golf, landscape and production horticulture industries. Topics include financial planning, costing, productivity, managing human resources and leadership roles.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 3340 - Applying Geospatial Technologies**

**Credits:** 3

Learners apply knowledge and skills gained in the Second Year "Mapping Your World" course (HRT 2700) to a real-world project. The learner develops a geospatial data collection strategy, compiles data from multiple sources, creates presentation maps and reports and performs analysis on the data.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BHO 3500 - Sustainable Sites**

**Credits: 3**

This course introduces the principles and applications of processes that integrate sustainable system functions to preserve or replicate natural processes in landscape development and management practices. Building on knowledge and experience acquired through previous education and employment, the learner will participate in the development of projects promoting sustainable site initiatives.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BHO 3540 - Social Innovation Through Horticulture**

**Credits: 3**

At the end of this course learners have the opportunity to participate in socially innovative initiatives related to various sectors of the green industry.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BHO 3800 - Plant Environment Systems**

**Credits: 3**

Plant environment systems is a course focusing on a systems approach in the analysis and problem solving of plant growth environments. This course is designed to provide learners with opportunities to enhance their working knowledge of physical, chemical, biological and environmental dynamics in managing plant growth systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BHO 3999 - Directed Field Study Preparation**

**Credits: 3**

This course supports learners as they develop their reflective practice, analyze their current competencies and prepare for the fourth year of the Applied Degree. Learners gain skills and knowledge that support self-directed learning, and document past achievement and future plans in a web-based career portfolio. They set career goals and prepare a learning plan and evaluation criteria that will form the basis of their personalized learning experience in BHO 4999 Horticulture Directed Field Study. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 4000 - Integrated Project**

**Credits:** 3

Integrated Project is a capstone course focusing on problem-solving and project management principles. It is designed to provide learners with opportunities to bring knowledge, skills, and dispositions developed from past education and work experience to manage a project. The course bridges the gap between learning in school and learning on the job through the project designed and executed by the learner.

Visit Course Outline for more information

**Prerequisites:** BHO 3100 and BHO 3300

**Corequisites:** None

## **BHO 4710 - Ethics and Pest Management**

**Credits:** 3

This is an advanced course in the problems and procedures of integrated pest management and environmental issues and their ethical implications. Students engage in analytical thought and discourse through their interaction with the materials of the course. Students prepare an integrated pest management plan relevant to their major.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 4999 - Horticulture Directed Field Study**

**Credits:** 30

The fourth year of study of the Bachelor of Applied Science Degree is based on the model of self-directed learning in a mentored workplace setting, referred to as a Directed Field Study (DFS). The DFS will consist of the equivalent of two academic terms. During their DFS employment, the learner maintains a current personalized site-specific learning plan and receives support from an industry mentor as they work to achieve specified learning outcomes. Throughout this process the learner documents evidence of achievement and upon completion of the DFS, they submit a written final report and updated career portfolio for assessment

Visit Course Outline for more information

**Prerequisites:** BHO 3999 and 15 credits from third year of study

**Corequisites:** None

## **BRW 1100 - Introduction to Brewing**

**Credits:** 3

In this course, you will learn how to create the complete brewing process from grain to glass and discover how the separate processes interact to produce the final product. You will investigate the constituents of beer and how they affect an individual, in particular alcohol, its potential for abuse, and its influence on society. You will have the opportunity to participate in the ProServe Program.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1101 - Basic Practical Brewing**

**Credits:** 3

Through the operation of the Olds College Teaching Brewery and Pilot brewery, you will learn the fundamentals of beer making from scratch. Using brewery equipment and technology you will develop your knowledge of the beer industry and the critical role of brewery safety.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1103 - Sensory Evaluation of Beer**

**Credits:** 3

In this course, you will develop skills to critically evaluate a beer's sensory properties, judge quality and detect potential defects in beer. In an ideal tasting environment, you will learn how to isolate and identify a wide range of beer flavors. you will investigate the physiology and psychology of sensory perception, assess and describe the elements of beer quality using the appropriate brewing jargon.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1104 - History of Brewing and Beer**

**Credits: 3**

In this course you will investigate the history of beer and brewing from its earliest recorded origins in Mesopotamia, the evolution of the brewing industries and the roles played by individuals, organizations and governments in beer development. You will learn how beer styles have impacted today's beer industry and will sample an extensive range of beer styles reflecting those available over the years.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1200 - Brewing Microbiology**

**Credits: 3**

This course will focus on microorganisms involved in beer production. Students will develop an awareness and understanding of the importance of the biology of yeasts, their growth, propagation and management. Students will also be exposed to the other organisms that influence brewing and the role played by enzymes. Laboratory exercises will provide hands-on experience and will include biology, cultivation, purification, identification of yeasts and bacteria involved in beer production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1201 - Practical Brewing**

**Credits: 3**

In this course, through the operation of the Olds College Teaching Brewery and Pilot brewery, you will learn the advanced beer making techniques from scratch. Using brewery equipment and technology you will further develop your knowledge of the beer industry and the critical role of brewery safety.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1203 - Sensory Evaluation of World Beers**

**Credits: 3**

In this course, you will further develop your beer sensory skills. You will develop a deeper understanding of beer flavor and beer terminology and be provided with appropriate samples to not only identify sensory attributes but to also measure the intensities of those attributes in beer. You will investigate threshold testing procedures and discover your personal tasting procedure and discuss ways of continuing your training on your own. Equally important to tasting ability is the understanding of how best to collect and analyze sensory data. You will learn about the different types of sensory tests and sensory panels. Statistical methods and experimental design will be discussed as well as how to statistically analyze the data from the different sensory tests. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1205 - Brewery Equipment and Technology**

**Credits:** 3

In this course you will learn the basics of unit operations and processing equipment used in modern commercial beer making. Visits to breweries will provide hands-on experience with equipment from filtration to packaging. You will investigate scheduling, record keeping, packaging techniques, basic tanks and temperature controls, lauter tuns, mash filters and wort boiling systems.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1206 - Brewing Chemistry**

**Credits:** 3

In this course you will review chemistry fundamentals as they apply to the production of wort and beer with emphasis on wort production, fermentation, and filtration. Using laboratory exercises, you will study the properties of gases and liquids, thermodynamics, pH and pressure, and how they influence brewery production processes and beer quality. You will also develop knowledge and skills about the different types of chemicals used in beer production and maintenance of brewery hygiene. Finally, you will become familiar with the lab equipment and lab techniques used to measure, monitor and analyze the different chemical properties of wort and beer, and understand their relationships to beer production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1207 - Packaging**

**Credits:** 3

In this course, you will develop basic knowledge of bottling, canning and kegging beer, emphasizing best practices and their

impact on product stability and shelf life. You will learn how issues of colloidal stability, microbiological stability and oxygen pickup relate to processing techniques and how packaging quality control tests relate to process control. You will investigate how draught system design and maintenance relates back to the core of delivering beer at its best to the consumer. You will learn principles of labeling and packaging line design. You will learn the importance of, and practice, Health and Safety in the workplace.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1294 - Sensory Evaluation of Beer, Wine and Spirits**

**Credits:** 3

In this course you will develop advanced skills in the evaluation of beer and introductory skills in the evaluation of wine and spirits. You will enhance your skills to critically evaluate a beer's sensory properties, make a judgment on quality and detect potential defects. You will compare beer, wine and spirit tasting profiles and learn how they apply to combinations with each other and food.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1300 - Brewing Ingredients**

**Credits:** 3

In this course, you will learn how various ingredients in the beer making process affect the style and quality of beer and will examine barley and malting; the growing and selection of barley, the different varieties for malting and the technology and science of malting grains for different beer styles. You will analyze malt, specialty malts and adjuncts and examine the growing of hops and varieties of hops that come from principal production areas worldwide. You will investigate the effects of hops on the production of wort and the development of beer flavor.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1301 - Practical Brewing II**

**Credits:** 3

In this course, through the use of the Olds College Teaching Brewery and Pilot brewery, you will operate and control both systems independently. Using brewery equipment and technology you will further develop your knowledge of the beer industry and the critical role of brewery safety.



Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1304 - Brewhouse Calculations and Recipe Formulation**

**Credits:** 3

In this course you will learn to use mathematics in the brewery in materials control and development of beer recipes to determine precise alcohol levels, and grain and hop usage rates. You will develop your own recipes and test them in the brewing courses. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1306 - Filtration, Carbonation and Finishing**

**Credits:** 3

In this applied and theoretical course you will study cellar storage, the different types of filters, their operation and role in the clarification of beer. You will also practice natural and forced carbonation methods and the stabilizing of beer ready for packaging operations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2302 - Specialty Brewing**

**Credits:** 3

In this course you will apply advanced techniques of beer making. You will develop personal recipes that reflect a variety of seasonal and specialty beers with the complete analysis/report of the product(s). You will use the Olds College Teaching Brewery as your lab and base to make student beer.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2305 - Beer Evaluation and Judging**

**Credits: 3**

In this course, you will develop the skills necessary to develop and manage basic sensory panels within a brewery setting. You will understand the physical and environmental needs of a sensory facility, equipment and supply needs, safety requirements and acquisition of reference and training samples. You will gain the skills necessary to select and train a sensory panel and maintain a data base of panel results. Data collection and analysis systems for sensory data will also be discussed. You will also be introduced to consumer science, understanding how consumer sensory information is obtained and the tests used so you can read and interpret consumer research. During the course you will also more deeply investigate beer styles and the beer judging system used for beer competitions. You will develop strategies for submitting your beers into competition and participate in simulated beer competitions.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2400 - The Brewing Industry**

**Credits: 3**

This course will provide students with knowledge to understand the beer industry today; the various trade organizations and governmental bodies that have a daily influence on the production, regulation and distribution of beer. This will include presentations from selected trade and regulatory organizations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2401 - Brewery Management**

**Credits: 3**

In this course you will learn the fundamentals of brewery management. You will gain knowledge of different management responsibilities including annual plans, budgets, labour management, scheduling of work, legal compliance and record keeping.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2402 - Beer Sales and Promotions**

**Credits: 3**

In this course you will learn sales management and promotional marketing techniques for the beer industry. The management

component will include the regulatory requirements for the sale and advertisement of beer in Alberta, the license requirements to sell beer in multiple channels, and the promotional options available in those channels. You will develop strategies to create a sales and marketing plan, set up and run a sales department including the staffing, managerial and oversight requirements. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BUS 1050 - Business Mathematics**

**Credits:** 3

Students develop mathematics skills applicable to practical problems in business, industry and future employment. Topics include presentation of financial information, consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, depreciation methods, capitalized costs, cash flow analysis, lease versus buy decision, net present value and internal rate of return. This course prepares students for later courses in accounting, marketing, business and finance.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BUS 1133 - Professionalism and Business Ethics**

**Credits:** 3

Students will be introduced to the study of ethics and the case study method. Cases will be drawn from real business situations. Using a combination of research papers and case studies, students will be required to discuss the cases, papers and solutions in class. Reports and presentations of various cases will be used to determine the students' grades.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BUS 2000 - Business Statistics**

**Credits:** 3

Students develop data analysis skills useful in making sound business decisions. Topics examined include probability, decision analysis, sampling distributions, statistical estimation, hypothesis testing, regression and correlation, multiple regression, time series and statistical decision theory.

Visit Course Outline for more information

**Prerequisites:** BUS 1050

**Corequisites:** None

## **CAD 1000 - Site Assessment Methods**

**Credits:** 3

In this course, site documentation and data are collected and mapping is done to support a horticultural site assessment. Students use Global Positioning System (GPS), a variety of field measurement methods, field notes and sketching to record site inventory and characteristics. A variety of software is used to integrate layers of survey plans, air photos and field data on which students create site plans. The course requires significant walking outdoors in a variety of weather conditions, using equipment to collect on-site data.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CAD 1051 - Golf Course Design Methods**

**Credits:** 3

Upon completion of this course, students will be proficient in the methods needed to plan and execute a golf course design project. Aerial photography will be heavily used along with existing survey and site data. Students will develop the skills needed to collect new or missing data using Global Positioning System (GPS) point, lines, and polygons; basic survey equipment; and 2D software packages.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CCC 1000 - Pattern Design for Menswear**

**Credits:** 3

Students practice the principles of flat pattern design as they relate to menswear. Students interpret fashion drawings and create modern and historical patterns for men's trousers, waistcoats and jackets.

Visit Course Outline for more information

**Prerequisites:** APT 1740

**Corequisites:** CCC 2300

## **CCC 2050 - Costume Cutting and Construction**

**Credits: 3**

Cutting and construction techniques specific to costumes for the arts and entertainment industry are practiced. Students work with fabrics with unique characteristics. They apply the process of costume cutting and construction to both contemporary and period costumes.

Visit Course Outline for more information

**Prerequisites:** APT 1200, APT 1740

**Corequisites:** CCC 2160

## **CCC 2160 - Couture for Stage**

**Credits: 3**

Embellishment and finishing techniques, characteristic to historical and haute couture garments are developed in this course. Students determine appropriate construction techniques to apply to fabrics that have unique characteristics. They plan and complete a historical garment using couture techniques.

Visit Course Outline for more information

**Prerequisites:** APT 1100, APT 1200, CCC 2050

**Corequisites:** CCC 2050

## **CCC 2200 - Costuming Workshops**

**Credits: 3**

Through the facilitation of industry guests and instructors, students explore a variety of areas specific to costuming. Workshops may include subjects such as millinery, corsetry and specific period study.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CCC 2300 - Men's Tailoring**

**Credits: 3**

Students examine the evolution of the tailored suit and focus on construction of a trouser, waistcoat and jacket. Historical construction techniques will be discussed and implemented in the construction process.

Visit Course Outline for more information

**Prerequisites:** APT 2400, CCC 1000

**Corequisites:** None

## **CCC 2400 - Introduction to the Arts and Entertainment Industry**

**Credits:** 3

Students gain an understanding of the arts and entertainment industry through the exploration of opportunities and participation in events.

Visit Course Outline for more information

**Prerequisites:** APT 1200, APT 1740

**Corequisites:** None

## **CCC 2600 - Costume Cutting and Construction Practicum**

**Credits:** 3

Students work in a theatre with a costume designer and production team to realize the costumes needed for a theatre production. Together, students cut and construct the costumes.

Visit Course Outline for more information

**Prerequisites:** CCC 1000, CCC 2050, CCC 2160

**Corequisites:** CCC 1000, CCC 2300

## **CHE 1020 - Environmental Chemistry**

**Credits:** 3

Students will study a range of topics in inorganic and organic chemistry including nomenclature of functional groups, stoichiometry, solutions, acids and bases, equilibrium reactions and transport mechanisms. The topics are linked to agricultural and environmental applications and provide a basis for the further study of soils, plants, water and contaminants.

Visit Course Outline for more information

**Prerequisites:** PLS 1010, EVS 1210

**Corequisites:** None

## **CMP 1000 - Office Software**

**Credits:** 3

In this course, students will develop an understanding of many computer concepts which will allow them to accomplish numerous computer procedures that will enhance not only personal computing skills, but also those needed in the business and educational world. Students will work with Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook and Microsoft Publisher. At the conclusion of this course, an Integration project using all of the aforementioned software will combine the skills learned.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **CMP 1100 - Computer Applications I**

**Credits:** 3

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents and presentations. The exploration of various apps and approaches and techniques for using and managing mobile devices will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **CMP 1110 - Word Processing I**

**Credits:** 3

Students will work with several types of documents using a variety of basic features to create and format business documents such as letters, forms and newsletters. Elements of proofreading and editing are incorporated to ensure professional, error free documents are prepared. In addition, students will develop their keyboarding skills. Emphasis will be placed on skill building and speed development with an expected minimum speed of 30 words per minute (wpm) on a 3 minute timing with a maximum of 3 errors.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CMP 1145 - Introduction to Computer Applications**

**Credits:** 3

Students will learn the basic functions of a computer system. They will apply components of MS Outlook to coordinate communications and use a variety of software to create spreadsheets, presentations and desktop publishing.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CMP 6110 - Computer Applications I**

**Credits:** 3

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents. The exploration of various approaches and techniques for using and managing mobile devices will also be examined. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CMP 6210 - Applications for Land Analysts**

**Credits:** 3

This course introduces students to advanced Microsoft Office and administration of land applications. It is made up of intermediate and advanced word processing, basic database operations in Microsoft Access, and Land databases. Visit Course Outline for more information

**Prerequisites:** CMP 6110

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits:** 3

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**



**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1050 - Business Communications**

**Credits: 3**

In this course, students continue to develop writing and presentational skills for a business context that they began in COM 1020. Writing instruction will include further examination of grammar and the preparation of proposals, persuasive letters, summaries, formal reports, and case analyses. Students will also gain experience in preparing formal board presentations.

Visit Course Outline for more information

**Prerequisites:** COM 1020

## **COM 2020 - Advanced Communications**

**Credits: 3**

In this course, learners further develop their understanding of communication and practice skills and techniques through the use of scenarios. Learners compose various summaries and letters to both convey information and to document information in a clear and concise manner. Learners' observation and recall skills are challenged to assist in improving their documentation abilities. Students use presentation technologies to present industry topics to varied audiences.

Visit Course Outline for more information

**Prerequisites:** COM 1010

**Corequisites:** None

## **CRP 1160 - Basic Wood Frame Construction**

**Credits: 3**

This course will blend practical work with theory and principles of light wood frame construction. The students will also gain skills that will allow them to safely use hand and power tools to construct a project.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CRP 1260 - Basic Cabinet Construction**

**Credits:** 3

Students will apply their carpentry skills and knowledge to build advanced projects from an approved list including dressers, end tables, cedar chests and coffee tables. \*A course fee will be levied for materials used in the Major Project.\* Instructor approval required on any and all projects before construction begins.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CSS 6000 - College Success Skills**

**Credits:** 2

Students will develop learning strategies, personal management techniques, and library skills in preparation for college success. Learning strategies will include the following: college textbook reading, note taking, memory, oral presentation, exam preparation and exam writing skills. Personal management topics will include goal setting and time management techniques. Library instruction will enable students to develop techniques for searching for resource materials on-line, and accessing materials and information using varied print and technical sources.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **DFS 1550 - Directed Field Studies I**

**Credits:** 6

Working with a practicing farrier, students will obtain practical experience and mentorship toward the successful achievement of their learning plans.

Visit Course Outline for more information

**Prerequisites:** FAR 1300, FAR 1400

**Corequisites:** None

## **DSN 1210 - Visual Design and Merchandising**

**Credits: 3**

Students will be able to explain and apply the principles and elements of design to visual display and store planning. Students will design, draft, and install select displays to promote retail sales.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ECN 1010 - Microeconomics**

**Credits: 3**

The learner prepares for managerial decision making by investigating economic models. The principles of supply and demand, the establishment of price, and pricing in factor and resource markets are examined.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ECN 1020 - Macroeconomics**

**Credits: 3**

An introductory course exploring how the Canadian economy functions with respect to the role of government, fiscal and monetary policy, international trade considerations, and operation of Canadian banking system. Transfer credit available (University of Alberta).

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ELM 2040 - Urban Forestry**

**Credits: 3**

This course encompasses tree issues that are applicable to municipalities as well as golf courses. Benefits and contributions of trees are discussed. Tree inventories, risk management, tree planting, and tree protection during construction activities are integral concepts taught in this course. Tree Identification of the major species that one finds in municipalities and golf courses, both native and introduced, planted or in natural stands is also covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ELM 3500 - Presentation Graphics**

**Credits: 3**

This course provides the tools and processes for effective presentation design and communication for landscape proposals and projects. The learner will develop skills in computer-aided illustrative documentation and visualization. Presentation software will be used to study graphic communication techniques and designs.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ELM 4500 - Sustainable Sites**

**Credits: 3**

This course introduces the principles and applications of processes that integrate sustainable system functions to preserve or replicate natural processes in landscape development and management practices. Building on knowledge and experience acquired through previous education and employment, the learner will participate in the development of projects promoting sustainable site initiatives.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1000 - Equine Anatomy and Physiology**

**Credits: 3**

Students develop a basic understanding of the origin of the horse and the development of the various breeds and functions. Students learn the anatomical make up of the horse's body by system including musculoskeletal, respiratory, cardiovascular, nervous, digestive, urinary and reproductive with physiological applications related to its husbandry and management.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1010 - Managing Equine Tack and Equipment**

**Credits: 3**

Students identify the different types of tack used for various disciplines and gain an understanding of how to correctly care for it and to properly fit it on the horse. Students become familiar with the different types of blankets, boots, grooming tools and restraint devices, and the correct application of this equipment to the horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1020 - Farm Equipment Operation**

**Credits: 3**

Students gain an understanding of safe storage of farm equipment and machinery and fire safety in farm buildings. Students learn the basic maintenance and safe operation of common farm machinery and equipment such as a tractor with and without a trailer, a bobcat, a gator and a truck with and without a trailer. Students also learn the basic principles involved in transporting horses safely.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1030 - Interacting with Horses**

**Credits: 3**

Students perform the skills necessary to interact with horses in a variety of ways. Students perform basic horsemanship skills in either the English or Western discipline. Students perform basic manoeuvres in handling young untrained horses and teaching them ground skills. Students also perform the skills necessary to handle mares and stallions during teasing and hand breeding procedures.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1230 - Managing Equine Health**

**Credits: 3**

Students gain an understanding of basic health issues for the horse. Students understand infectious disease processes, and are familiar with the more common diseases and how they are controlled. Students understand parasites of the horse and how they are controlled. Students recognize injury and the application of first aid and wound care procedures. Students also learn basic feeding principles for the horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1240 - Horse Care Lab**

**Credits:** 3

Students understand and perform several tasks necessary to maintain a horse's health. Students recognize coat colors and markings as well as determine body weight and condition score. Health care procedures such as assessing vital signs, administering medications and bandaging are performed by students. Students also practice basic procedures for horse hoof care.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 1230

## **EQN 2000 - Massage Therapy**

**Credits:** 3

Students gain a basic understanding of normal muscle function and the recognition of muscle abnormalities. Using horses in the program, students safely practice basic massage and stretching procedures.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2020 - Riding the English Horse**

**Credits:** 3

Students will be able to perform intermediate riding skills and demonstrate intermediate maneuvers on well trained English horses.

Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

## **EQN 2021 - Riding the Western Horse**

**Credits: 3**

Students will be able to perform intermediate riding skills and demonstrate intermediate maneuvers on well trained Western horses.

Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

## **EQN 2030 - Riding and Coaching Specifications**

**Credits: 3**

Students acquire the necessary credentials required for the Equine Canada Instructor and Coaching certification program. This includes English and/or Western rider levels, first aid, and equine specific National Coaching Certification Program theory.

Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

## **EQN 2040 - Artificial Breeding Techniques**

**Credits: 3**

Students understand and perform modern techniques used for the breeding of horses. Using college owned mares and stallions students practice the techniques of semen collection, evaluation and insemination, transported cooled semen, and frozen semen. Students also participate in the demonstration of embryo transfer procedures.

Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

## **EQN 2300 - Conditioning for Performance**

**Credits: 3**

Students gain an understanding of the principles used to condition horses for performance in specific events. Students study the effect of exercise on the various body systems as well as the practical aspects of a conditioning program for the horse. This information is then used by the student to design an effective conditioning program for a horse in the event of their choice.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2310 - Driving the Draft Horse**

**Credits:** 3

Students perform the skills necessary to harness, hitch and drive draft horses. Students practice driving horses in various configurations including singles and teams of two, three, four, and six horses.

Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

## **EQN 2330 - Training the Young English Horse I**

**Credits:** 3

Students independently design an introductory training program for a young, green horse contracted from industry. Students train that horse in the fundamentals of hunter, jumping and dressage and analyze and evaluate the horse throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.

Visit Course Outline for more information

**Prerequisites:** EQN 2010

**Corequisites:** None

## **EQN 2331 - Training the Young English Horse II**

**Credits:** 3

Students independently design an advanced training program for a young, green horse contracted from the industry. Students train that horse in the fundamentals of hunter, jumping and dressage and analyze and evaluate the horse throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.

Visit Course Outline for more information

**Prerequisites:** EQN 2330

**Corequisites:** None

## **EQN 2340 - Training the Young Western Horse I**



**Credits: 3**

Students independently design an introductory training program for a young, green horse contracted from the industry. Students train that horse in the fundamentals of pleasure, trail, reining, working cow horse and cutting and analyze and evaluate the horse throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.

Visit Course Outline for more information

**Prerequisites:** EQN 2011

**Corequisites:** None

## **EQN 2341 - Training the Young Western Horse II**

**Credits: 3**

Students independently design an advanced training program for a young, green horse contracted from the industry. Students train that horse in the fundamentals of pleasure, trail, reining, working cow horse and cutting, and analyze and evaluate the horse throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.

Visit Course Outline for more information

**Prerequisites:** EQN 2340

**Corequisites:** None

## **EQN 2360 - Starting the Young Horse**

**Credits: 3**

In this course students will develop the skills to safely handle and school untrained horses. Students will implement ground training techniques, techniques for teaching horses to ground drive, and basic training techniques under saddle. Students will also be able to respond effectively to individual horse psychology.

Visit Course Outline for more information

**Prerequisites:** EQN 2020 or EQN 2021

**Corequisites:** None

## **EQN 2401 - Breeding Management**

**Credits: 3**

Students gain an understanding of breeding facility design and the common reproductive management practices associated with the breeding of horses including breeding timing, artificial control of the estrous cycle and managing infertility. Students also research new techniques that are being developed to deal with breeding problems in horses.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2402 - Foaling and Foal Management**

**Credits:** 3

Students learn about the events leading up to foaling, care of the mare before, during and after foaling, and the normal progression of the foaling process. Students also learn about abnormalities of foaling and dealing with problems that can arise during and after foaling. Students study normal development of the foal, problems foals may have, and the weaning process. Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2403 - Breeding Management Practicum**

**Credits:** 3

Students operate the commercial breeding component of the Olds College Reproduction Center as a self directed work team. Students perform the daily operation of the breeding facility including horse housing logistics, teasing, breeding, treatments, record keeping, business practices and client relations. Visit Course Outline for more information

**Prerequisites:** EQN 2040, EQN 2401

**Corequisites:** None

## **EQN 2404 - Foaling Management Practicum**

**Credits:** 3

Students manage the foaling component of the Olds College Reproduction Center as a self directed work team. Students manage the pregnant mares before, during and after foaling and perform routine care and handling procedures with the neonatal foals. Visit Course Outline for more information

**Prerequisites:** EQN 2402

**Corequisites:** None

## **EQN 2406 - Event Management Procedures**

**Credits: 3**

Students learn the logistics of producing an equine related event. Students will investigate selecting and booking venues, catering opportunities, acquiring specialized equipment and materials, set up and take down, promotion, personnel requirements, money management and recruiting and managing volunteers for an event.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2407 - Advanced Equine Marketing**

**Credits: 3**

Students learn advanced techniques required to market an equine business or event. Strategies will include promotion and advertising using various media. Students complete all elements of a comprehensive marketing plan.

Visit Course Outline for more information

**Prerequisites:** MGT 2100

**Corequisites:** None

## **EQN 2408 - Event Production Practicum**

**Credits: 3**

Working as a self directed team, students use the knowledge and skills that they have learned at Olds College to plan, promote, produce and evaluate an equine focused event on the campus.

Visit Course Outline for more information

**Prerequisites:** EQN 2406

**Corequisites:** None

## **EQN 2409 - Equestrian Instructional Skills**

**Credits: 3**

Students investigate human physiology and psychology as it relates to different learning styles and how that relates to the individual personality and to age. Students also learn how to deal with different personality types in an instructional situation. Students study lesson plan development and learn the techniques of developing a lesson plan for a long term program and for each individual lesson.

Visit Course Outline for more information

**Prerequisites:** EQN 2030

**Corequisites:** None

## **EQN 2410 - Equestrian Instructional Skills Practicum**

**Credits:** 3

Using various resources within the community, students investigate how groups and ages of people learn in different situations. Students are also introduced to teaching students with disabilities. In order to begin to gain some experience, students will be mentored by equine instructors during riding classes.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 2409

## **EQN 2420 - Analyzing Performance**

**Credits:** 3

Students study sports psychology and the preparation for competition. Students also gain an understanding of how various events are judged and the responsibilities of various competition officials including judges, stewards and course designers.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2430 - Instructing and Analyzing Performance Practicum**

**Credits:** 3

Students practice their instructional skills by offering evening riding tutorials to Olds College students and staff. Students become familiar with various types of competition by observing local events. Students also have the opportunity through on site clinics and field study to become certified as various competition officials.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 2420

## **EQN 2500 - Enterprise Management Practicum I**

**Credits: 3**

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self-directed work team to ensure that the needs of the horses, facilities and clients are met.  
Visit Course Outline for more information

**Prerequisites:** EQN 1020, EQN 1240

**Corequisites:** None

## **EQN 2501 - Enterprise Management Practicum II**

**Credits: 3**

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self directed work team to ensure that the needs of the horses, facilities and clients are met.  
Visit Course Outline for more information

**Prerequisites:** EQN 2500

**Corequisites:** None

## **EQN 2520 - Equine Nutrition**

**Credits: 3**

Students learn the theory and practice of feeding horses to ensure their well being and to maximize performance. Students recognize and evaluate feedstuffs, and formulate rations for various classes of horses. In addition, students identify various plants that grow in pastures, and learn methods to effectively manage horse pastures for maximum production.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2530 - Equine Health Care and Lameness**

**Credits: 3**

Students gain an understanding of the theory and practice of safely and effectively using medications in horses. In addition, students learn about the causes, treatments and control of the major infectious, metabolic and developmental diseases in the horse. Students also recognize the symptoms of lameness as well as understand the major causes, treatments and methods of prevention of common lameness conditions in the horse.

Visit Course Outline for more information

**Prerequisites:** EQN 1230

**Corequisites:** None

## **EQN 2540 - Using Genetics and Conformation for Selection**

**Credits: 3**

Students develop criteria to assist them in selecting horses for breeding and for performance purposes. Students gain an understanding of the theory of genetics and inheritance patterns in the horse particularly as it relates to color patterns and genetic diseases. Students also learn to analyze conformational characteristics of the horse, to recognize serious conformational faults and to relate the conformation of a horse to its ability to perform a specific function.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2950 - Industry Practicum**

**Credits: 0**

Students work off site in an equine enterprise related to their area of interest for a period of six weeks. Students demonstrate to their employers their generic employability skills and their major related technical skills which are then evaluated by the employer. Students in the Production and Breeding major will have their work experience included as part of their program at Olds College.

Visit Course Outline for more information

**Prerequisites:** Students must pass all required courses for the year in which they are currently enrolled.

**Corequisites:** None

## **EQN 6020 - Rodeo Techniques I**

**Credits: 3**

This course is open to students at the College who wish to learn rodeo techniques and who desire to actively participate in rodeo activities and intercollegiate competitive events. The course addresses both the physical and mental aspects necessary for competing in rodeo. It also addresses the management of the College rodeo facilities, rodeo event management and animal welfare as related to the sport of rodeo. Activities are mainly scheduled in evenings and on weekends. This course is a requirement for students who wish to participate in sanctioned rodeo competitions in order that they learn all of the skills associated with rodeo activities. However, competition is not part of this course as sanctioned rodeo competitions are organized under the auspices of the Canadian Intercollegiate Rodeo Association.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 6030 - Rodeo Techniques II**

**Credits: 3**

This advanced course in rodeo techniques is open to students at the College who wish to improve their skills by actively competing in rodeo activities and intercollegiate competitive events. The course addresses both the physical and mental aspects necessary for competing in rodeo. It also addresses the management of the College rodeo facilities, rodeo event management and animal welfare as related to the sport of rodeo. Activities are mainly scheduled in evenings and on weekends. This course is a requirement for students who wish to participate in sanctioned rodeo competitions in order that they learn all of the skills associated with rodeo activities. However, competition is not part of this course as sanctioned rodeo competitions are organized under the auspices of the Canadian Intercollegiate Rodeo Association.

Visit Course Outline for more information

**Prerequisites:** EQN 6020

**Corequisites:** None

## **EQN 6040 - Rodeo Techniques III**

**Credits: 3**

This advanced course in rodeo techniques is open to students at the College who wish to improve their skills by actively competing in rodeo activities and intercollegiate competitive events. The course addresses both the physical and mental aspects necessary for competing in rodeo. It also addresses the management of the College rodeo facilities, rodeo event management and animal welfare as related to the sport of rodeo. Activities are mainly scheduled in evenings and on weekends. This course is a requirement for students who wish to participate in sanctioned rodeo competitions in order that they learn all of the skills associated with rodeo activities. However, competition is not part of this course as sanctioned rodeo competitions are organized under the auspices of the Canadian Intercollegiate Rodeo Association.

Visit Course Outline for more information

**Prerequisites:** EQN 6030

**Corequisites:** None

## **ERJ 6001 - Management of the Race Horse**

**Credits: 3**

This practical course focuses on the care of the horse and the management of the race stable. Topics include the care, health, behavior, conformation, and transporting of the race horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6002 - Introduction to Race Horse Employment**

**Credits:** 3

This course provides an introduction to the race horse and the sport of racing. In addition, students are introduced to the fundamental employability and personal skills for those working in the Horse Racing Industry. Employability skills include first aid, fire safety, financial personal planning, and communication in the race horse industry.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6003 - Rider Preparation**

**Credits:** 3

This practical training course instructs students on the proper riding equipment, safety, fitness, nutrition, and riding skills required to exercise race horses.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6004 - Exercising the Flat Racer**

**Credits:** 3

This practical training course teaches students the skills required to exercise and care for horses in a flat racing environment.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6005 - Race Day Procedures and Practicum**



**Credits: 3**

This course introduces students to race day procedures, ponying procedures and theory required to become a jockey. In addition, students work in the race industry and exercise 60 industry horses.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EVS 1210 - Applied Ecology**

**Credits: 3**

This course provides an introduction to ecological principles at the species, population, community and ecosystem levels.

Specific application of ecology to sustainability and the management of forest and grassland ecosystems are studied.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EVS 1730 - Land Reclamation and Ethics**

**Credits: 3**

This course presents an overview of reclamation issues, regulations and field practices as well as the application of business, professional and environmental ethics to workplace situations. Special attention is given to wellsite, pipeline, oilsands, and open pit mining operations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EVS 2330 - Oilfield Reclamation**

**Credits: 3**

This field-oriented course will teach reclamation practices in the context of Alberta's oil and gas industry. It includes an overview of petroleum facilities and production practices as they relate to land disturbance, as well as a review of procedures and equipment used to assess and reclaim disturbed sites. Students will apply regulatory criteria for cultivated, forested and range lands to sites in the field.

Visit Course Outline for more information

**Prerequisites:** EVS 1730

**Corequisites:** None

## **EVS 2400 - Bioremediation and Biometrics**

**Credits:** 3

This course will cover the principles of bioremediation and explore various applications of bioremediation by the reclamation industry. The composting process will be studied in detail and several bioremediation strategies will be examined including: land farming, biopiles, phytoremediation, biosparging and bioventing. A class experiment will be conducted and the collected data will be statistically analyzed. Experimental designs that are commonly used in field research will be compared. Statistical data from the class experiment and from journal papers will be interpreted.

Visit Course Outline for more information

**Prerequisites:** CHE 1020

**Corequisites:** None

## **EVS 2710 - Wildlife Management and Biometrics**

**Credits:** 3

This course examines the habitat and wildlife associated with boreal forest, grassland and wetland ecosystems. Topics will include: classification of boreal forest, grassland and wetland communities, animal behaviour, loss of biodiversity in western Canada, an evaluation of wildlife habitat in boreal forest, grassland and wetland communities and wildlife management. An introduction to statistical methods will also be included. Experimental designs that are commonly used in field research will be compared. Statistical data from a class experiment and from journal papers will be interpreted.

Visit Course Outline for more information

**Prerequisites:** EVS 1210

**Corequisites:** None

## **EVS 2720 - Native Plants and Wildlife Habitat**

**Credits:** 3

An introduction to the importance, role and use of dominant native plant species on rangeland and forested areas within Alberta's eco-regions. Students will learn to identify both non-vascular and vascular species in selected plant families using dichotomous plant keys. Other topics will include: classification of boreal forest, and grassland communities, loss of biodiversity in western Canada, and an evaluation of wildlife habitat management strategies in western Canada.

Visit Course Outline for more information

**Prerequisites:** PLS 1010, EVS 1210

**Corequisites:** None

## **EVS 2730 - Managing Contaminated Sites**

**Credits: 3**

Students learn the procedures related to investigation and remediation of sites impacted by industrial activity. The course includes an overview of contaminant chemistry and waste management procedures as well as the application of directives, assessment methods criteria and remediation techniques related to the improvement of impacted land. Petroleum industry applications will be emphasized.

Visit Course Outline for more information

**Prerequisites:** EVS 2330 and CHE 1020

**Corequisites:** None

## **EVS 2740 - Bioremediation**

**Credits: 3**

This course will cover the principles of bioremediation and explore various applications of bioremediation by the reclamation industry. The composting process will be studied in detail and several bioremediation strategies will be examined including: land farming, biopiles, phytoremediation, biosparging and bioventing. A class composting experiment will be conducted and the collected data will be statistically analyzed.

Visit Course Outline for more information

**Prerequisites:** CHE 1020

**Corequisites:** None

## **FAP 2445 - Computerized Pattern Design**

**Credits: 3**

Students in this course practice using industry specific pattern drafting software. Flat pattern drafting principles are applied in this computer environment for the creation of standard and made-to-measure patterns.

Visit Course Outline for more information

**Prerequisites:** APT 1740 & APT 1745

**Corequisites:** None

## **FAP 2460 - Pattern Design III**

**Credits: 3**

In this advanced pattern design course, students apply pattern drafting and draping methods to advanced bodice and dress designs. They analyze design requirements for technical garments and determine solutions to meet specific needs. Students create specification sheets and apply project management strategies to the development of advanced patterns and toiles.

Course Outline

**Prerequisites:** APT 1740

**Corequisites:** None

## **FAP 2465 - Apparel Construction III**

**Credits:** 3

In this course, students develop advanced embellishment and finishing techniques characteristic of bridal and evening wear. They determine appropriate construction techniques to apply to fabrics that have unique characteristics. Students plan and complete a dress, using the pattern that they design in Pattern Design III.

Course Outline

**Prerequisites:** APT 1200, FAP 2460

**Corequisites:** None

## **FAP 2470 - Digital Media for Fashion**

**Credits:** 3

Students use appropriate programs to create fashion presentations. They amalgamate digital work to develop solutions for managing tasks related to apparel business.

Visit Course Outline for more information

**Prerequisites:** CMP 1100

**Corequisites:** None

## **FAP 2540 - Apparel Alterations**

**Credits:** 3

Students develop skills in altering ready-made garments. Through the management and operation of an alterations shop, students fit and alter garments to meet client's needs.

Course Outline

**Prerequisites:** APT 1200

**Corequisites:** None

## **FAP 2550 - Grading and Marker Making**

**Credits: 3**

Students apply the principles of pattern grading to increase and decrease the size of selected patterns manually, and in a computerized environment. Grading charts are analyzed and developed. Students learn and practice the principles of marker making using industry specific software.

Course Outline

**Prerequisites:** CMP 1100 and APT 1740

**Corequisites:** FAP 2445

## **FAP 2580 - Apparel Industry Applications**

**Credits: 3**

Students analyze the process of product development from concept to point of sale. Students develop an apparel prototype, sourcing the required materials, developing detailed specification and costing sheets and analyzing the production process. Students complete a 40 hour practicum in the apparel industry.

Course Outline

**Prerequisites:** APT 1200 and APT 1740

**Corequisites:** None

## **FAR 1200 - Equine Anatomy**

**Credits: 3**

Students learn terminology, anatomy and physiology of the horse with special emphasis on the limbs and feet. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAR 1300 - Horse Handling and Horseshoeing**

**Credits: 3**

Students will practice safe and effective horse handling skills and learn the art and science of trimming and shoeing horses with machine made and handmade shoes.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAR 1400 - Introduction to Blacksmithing**

**Credits:** 3

Students will learn the basic skills of blacksmithing by preparing and maintaining the coal forge fire and producing and maintaining basic forging tools and handmade horseshoes.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAR 1700 - Farrier Welding**

**Credits:** 3

Students will gain an understanding of the safety, theory and techniques of oxy-acetylene welding and cutting, shielded metal arc welding and gas metal arc welding and machining. They will study electrode selection, welding metallurgy, repair and fabrication procedures and metal joint preparation.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAR 2400 - Advanced Keg Shoe Modifications**

**Credits:** 3

Students will learn the application and modification of keg shoes to alter and correct gait faults and lameness.

Course Outline

**Prerequisites:** FAR 1300, FAR 1400

**Corequisites:** None

## **FAR 2500 - Advanced Corrective and Therapeutic Forging**

**Credits:** 3

Students will learn the art and science of making specialized horseshoes for specific therapeutic and abnormalities in gait and stance.

Visit Course Outline for more information

**Prerequisites:** FAR 1300, FAR 1400

**Corequisites:** None

## **FAS 1050 - Garment Analysis**

**Credits:** 3

This course includes definitions and terminology as it applies to the garment industry. Students will be able to identify selected construction techniques as well as analyze the quality and fit of a ready to wear garment.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAS 1120 - Fashion Trends and Forecasting**

**Credits:** 3

This course identifies social, economic and political influences on fashion from 1900 to present. Students will be able to analyze trend forecasting strategies that are common to the industry.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAS 1200 - The Basics of Textiles**

**Credits:** 3

This textile course looks at the basics of fibres, yarns and textiles and their raw state. It also covers the characteristics as they relate to performance and serviceability. Fabric construction and finishes are covered in basic detail. Students will be able to select suitable fabrics for specific garments based on this information.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAS 2010 - Introduction to Image Consulting**

**Credits: 3**

Students will make appropriate recommendations for select aspects of a client's image by analyzing lifestyle, clothing, accessory, and style needs and recommending strategies to the client to achieve the desired image. FAS 2010 is a capstone course.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **FIN 2135 - Financial Lending**

**Credits: 3**

The learner applies accounting fundamentals and advanced analysis procedures to the field of agricultural lending. Financial statement information is compiled and verified. Techniques such as trend and ratio analysis are used to assess the credit risk associated with an agricultural business. While the primary emphasis is from the perspective of the lender, borrowers are able to apply the information to strengthen their negotiating position.

Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

## **FIN 2600 - Finance**

**Credits: 3**

This course introduces the learner to corporate financial decision-making and analysis. Capital budgeting, including net present value and internal rate of return measures for project evaluation will be explored from the perspective of corporate controllership. Other topics including cost of capital, market efficiency, investing activities, and long-term financing will be covered.

Visit Course Outline for more information

**Prerequisites:** ACT 1012

**Corequisites:** None

## **FIN 2900 - Applied Corporate Finance**

**Credits: 3**

Building upon skills gained in FIN 2600 Finance, this course introduces the learner to topics such as: capital structure theory, dividend policy, introduction to risk and return, raising capital in debt and equity markets, short-term financial management, cost of capital computations, and mergers and acquisitions.

Visit Course Outline for more information



**Prerequisites:** FIN 2600

**Corequisites:** None

## **GIS 1010 - Site Maps and Interpretation**

**Credits:** 3

Land Agents need to gather land information for the purposes of placement and routing of facilities. Students will access Internet sites and applications to gather land information. In the field, learners use GPS, selected measurement methods, field notes and sketches to navigate and to collect site information. Project data is processed to prepare maps that include layers of GPS records, imagery and survey plans. Learners also interpret the symbols and contents used in maps, photos and survey plans. The course requires significant walking outdoors in a variety of weather conditions, using equipment to collect on-site data.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GIS 1300 - GIS Tools**

**Credits:** 3

This course introduces the concepts and applications of GIS technology (Geographic Information Systems). The student will gain hands-on experience using desktop GIS software in a computer lab environment. The GIS will be used to view, manage, and query spatial data, and to create hard copy map outputs suitable for reports and presentations. Students will use data from online sources for GIS projects and online GIS applications to retrieve land information.

View Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GPS 1200 - GPS, Site Mapping and Graphics**

**Credits:** 3

In this course, Global Positioning System (GPS) is used to navigate to site locations, and to record the location of features in the field. A variety of field measurement instruments, field notes and sketching are employed to collect site information. Data is processed in mapping programs to prepare maps in selected coordinate systems and to acquire land information from survey plans and air photos. The course requires significant walking outdoors in a variety of weather conditions, using equipment to collect on-site data.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6001 - Introduction to the Horse**

**Credits: 3**

This practical training course introduces students to the evolution of the horse along with the identification and management of horses used in the race horse industry. Topics include history, breeds, behaviour, anatomy, conformation and hoof care. In addition, students are taught equine bandaging, health and first aid as well as basic horse handling.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6003 - Training and Racing**

**Credits: 3**

This practical training course prepares students to perform the procedures required to get a race horse ready for training and racing including both harness and flatracers. Students will be trained in the proper application and care of training and racing equipment.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6004 - Work Place Regulation and Safety**

**Credits: 3**

Students are introduced to the safe operation of farm equipment common to the horse racing industry and to the roles of Horse Racing Alberta and related industry associations. Students will be trained in basic first aid (AED) and fire safety.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6005 - Personal Development and Employability**

**Credits: 3**

Students are introduced to basic employability, personal management, and communication skills. In addition, students receive industry work experience training while performing 120 hours of industry practicum.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6006 - Race Stable and Race Horse Management**

**Credits:** 3

This practical training course prepares students to care for race horses and manage an equine stable. Areas of focus include horse handling, maintaining an equine stable to industry standards, equine nutrition requirements and the importance of water in the equine diet.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HAT 1080 - Career Development and International Business Etiquette**

**Credits:** 3

Students will develop action plans for professional success, practice interview techniques, and create career documents to demonstrate strengths and skills, including cover letters and resumes. Students will also develop a basic understanding of, and the practices necessary to, effectively manage relationships, with a focus on cross-cultural variants within industry and how they impact international clients, guests, and business relationships. Students will complete a personality preference assessment to improve work productivity, teamwork and communication in both their personal and professional lives.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1110 - Mixology and International Spirits, Wine and Beer**

**Credits:** 3

Students are introduced to spirits, wine and beer from various regions of the world, inventory management, and must complete ProServe certification. Lab experience offers practical skills in bartending duties with an emphasis on mixology.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1112 - Culinary Theory and Production**

**Credits: 3**

Students are introduced to the theory of menu planning, evaluation, and design. Students will also be exposed to basic and advanced food preparation techniques, including food storage, food safety, pre-preparation, detailed plate presentation and intricate food combinations. Students must complete Food Safe Certification, WHMIS, and First Aid.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1114 - Dining Experience and Service**

**Credits: 3**

Students will experience and evaluate various dining facilities, with a focus on the analysis of the services and operations from a guest perspective. Students will learn and demonstrate professional service skills in an actual food service setting, including personal sales techniques. This course will include Dining Room Associate Certification.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1130 - Marketing for Hospitality and Tourism**

**Credits: 3**

Students will experience and evaluate a variety of hospitality and tourism facilities relating to product, price, place, promotion, people, physical evidence and process. E-commerce, social media and mobile applications are included as part of the marketing mix.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1170 - Work Experience I - Examining Hospitality and Tourism Industry**

**Credits: 3**

In this course students are provided the opportunity to apply, enhance and incorporate academic or technical knowledge and competencies acquired in the Hospitality and Tourism Management program at an industry-related business or organization, 250 hours of work experience is required and students must complete a series of assignments relating to the marketing and operations of the organization.

Course Outline

**Prerequisites:** HAT 2490 and HAT 2240

**Corequisites:** None

## **HAT 1220 - Hospitality and Tourism Human Resources**

**Credits:** 3

This course provides an overview of the fundamentals of human resource management with emphasis placed on contemporary issues within the hospitality and tourism industry. Students will gain an understanding in both the theory and practice of human resources planning, staff recruitment, selection, and retention, and Alberta Human Rights and Employment Standards legislation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1240 - Introduction to Accounting**

**Credits:** 3

Students are introduced to financial accounting including the basic structure of accounting, the accounting information system including the preparation of financial statements, and generally accepted accounting principles.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1255 - Global and Sustainable Tourism**

**Credits:** 3

Students will gain an understanding of the psychology of travel, tourism sectors, the role of key industry players, and contemporary issues in eco-tourism, sustainability, and business operations of various tourism organizations. Students will also experience and evaluate various tourism facilities, with a focus on the analysis of the services and operations from a guest perspective.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2035 - Selling and Convention Management**

**Credits: 3**

This course defines the scope and segmentation of the convention and event market. Students will study sales techniques and strategies to meet these market needs.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2038 - Accommodation Management**

**Credits: 3**

Students will assess customer needs and develop procedures and management strategies that result in accommodation service excellence. Training is provided on current property management software. Students will gain an understanding of all aspects of room division management, and experience and evaluate accommodation facilities, with a focus on the analysis of the services and operations from a guest perspective.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2170 - Work Experience II - Analysis of Hospitality and Tourism Practices**

**Credits: 3**

In this course students are provided the opportunity to apply, enhance and incorporate academic or technical knowledge and competencies acquired in the Hospitality and Tourism Management program at an industry-related business or organization. 250 hours of work experience is required and students must complete a series of assignments relating to the analysis of management and operations of the organization.

Course Outline

**Prerequisites:** HAT 1170

**Corequisites:** None

## **HAT 2235 - Security, Law and Risk Management for Hospitality and Tourism**

**Credits: 3**

This course provides an overview of contract law and tort law as they relate to the hospitality and tourism industry. Students will gain an understanding in insurance, licensing, the Public Health Act, the Alberta Innkeepers Act, and current security issues and procedures as they relate to the protection of guests and assets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2240 - Hospitality Cost Management**

**Credits:** 3

This course will involve gaining an understanding and practical application of establishing effective strategies involved in cost controls and management. Food, beverage and labour cost controls, budgeting, setting operational standards, the purchasing cycle, production controls, ratio analysis, variance, cash flow, cost management, and cost-volume-profit relationships will be evaluated from a managerial perspective.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2355 - Leisure, Sporting Events and Recreation Operations**

**Credits:** 3

This course provides students with an introductory understanding of the nature and scope of leisure, its role in the hospitality and tourism industry, and the function and structure of leisure providers. Students will have the opportunity to incorporate planning and management concepts to a leisure, sporting or recreation activity in their own community. Wellness tourism and urban recreation trends are also discussed in relation to their economic and social impacts.

Course Outline

**Prerequisites:** HAT 1255

**Corequisites:** None

## **HAT 2450 - Rural, Heritage and Culinary Tourism**

**Credits:** 3

Authentic guest experiences in the hospitality and tourism industry will drive innovation, product development, economic development and sustainable growth on a local, regional and national level. This theoretical and practical course introduces vital concepts relating to niche ventures and examines them from a variety of contexts including rural, ag-based, nature-based, heritage, and culinary tourism markets and operations.

Course Outline

**Prerequisites:** HAT 1255

**Corequisites:** None

## **HAT 2490 - Entrepreneurship and Product Development**

**Credits: 3**

Students will invest in, research, create and plan for all aspects of an actual tourism experience event including venue, menu, staffing, costing, marketing, and selling. The event(s) will take place during the residency term in the Event Operations and Management course.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2491 - Event Operations and Management**

**Credits: 3**

The capstone course in the program enables students to utilize their competencies in an intense, demanding and real-life project-based series of experiences as they execute the event(s) developed in the Entrepreneurship and Product Development course. As a team member, students will have the opportunity to gain valuable supervisory and management experience while providing customer service excellence to guests. This course takes place during a 2-week residency period following the work experience term.

Course Outline

**Prerequisites:** HAT 2490

**Corequisites:** None

## **HAT 2550 - Tour Guiding and Managing the Guest Experience**

**Credits: 3**

Students will learn all aspect of the tour guide industry, including pre-tour departure preparations, itinerary research and development, costing, guest and supplier relations, and tour monologue development and public speaking. Travel, accommodations, and attractions as they pertain to independent and group touring will also be covered. External certifications may be available.

Course Outline

**Prerequisites:** HAT 1255

**Corequisites:** None



## **HEO 6001 - Workplace Safety and Safety Tickets**

**Credits: 3**

Students will develop safety skills by completing industry standard safety certificate courses and apply health, safety and environmental procedures and practices based on applicable legislated rules and regulations. Emphasis will be placed on responsibilities and obligations of employers and employees regarding health, safety, and environment.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6002 - Introduction to Earthmoving**

Students will receive a comprehensive overview of earthmoving equipment and its uses. This course outlines career opportunities, operator responsibilities, and workplace fundamentals associated with heavy equipment operation. Students are exposed to the road building and well-site industry through hands-on practical experience – both on-site and through field trips. Students will further develop their skills in an industry-related worksite position where they apply competencies acquired during their education and training.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6003 - Equipment Operation and Preventative Mechanical Maintenance**

**Credits: 3**

Students are introduced to fundamentals of heavy equipment operation and preventative maintenance procedures and practices including inspections, start-up and shut-down procedures, and monitoring. This course will outline the operator's and company's responsibilities for industry accepted practices.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6004 - Fieldwork and Jobsite Fundamentals**

**Credits: 3**

Students are provided instruction for the safe operation and conduct on and around a jobsite. Students are introduced to the fundamentals of soil structure, grades and staking, and excavation math. Industry terms and symbols utilized on site plans associated with heavy equipment operation are also identified in this course.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6005 - Earthmoving Operational Techniques**

**Credits: 3**

Students will demonstrate the industry accepted practices and procedures of safe operation, preventative maintenance, basic movements and general principles of operation of selected earthmoving equipment and its attachments.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HRM 1010 - Human Resources Management**

**Credits: 3**

This course provides an overview of the fundamentals of human resource management including a foundation in theory and practice for areas such as human resources planning, recruitment and selection of staff, training and development and compensation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1000 - Discovering Plants**

**Credits: 3**

The student explores the plant world through the lenses of systems and classification, gaining an understanding of overall plant growth and response to the surrounding environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1100 - Managing Soils**

**Credits: 3**

Learners analyse, problem solve, and manage soils and soilless media for production and landscape applications.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1400 - Managing Pests I**

**Credits: 3**

Students investigate weeds, insects, and diseases of plants and propose management solutions within ecological systems.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1500 - Managing Landscapes**

**Credits: 3**

The learner gains experience in managing landscape sites through acquisition and implementation of design principles, cultural practices of plant material, and advancing the sustainability of landscape environments to industry standards.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1600 - Producing Greenhouse Crops**

**Credits: 3**

Students explore greenhouse systems, grow plants and manage production cycles to produce marketable crops.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1700 - Producing Horticulture Crops**

**Credits: 3**

Learners research and assess food and ornamental field crop production markets, locations, materials, and processes to achieve a sustainable enterprise.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1900 - Horticulture Field Studies I**

**Credits: 3**

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a one-month term of industry employment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1950 - Horticulture Field Studies II**

**Credits: 3**

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a two-month term of industry employment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2000 - Starting a Horticulture Business**

**Credits: 3**

This course will provide learners with an overview of the legal and financial requirements needed to start a small business.

Course Outline

**Prerequisites:** None  
**Corequisites:** None

## **HRT 2100 - Entrepreneurial Approach to Processing**

**Credits:** 3

Students create sustainable value-added products and opportunities within horticulture.  
Course Outline

**Prerequisites:** None  
**Corequisites:** None

## **HRT 2200 - Emerging Trends & Innovations in Horticulture**

**Credits:** 3

Students explore and implement marketing, regulatory, technological, and cultural requirements for innovative production systems.  
Course Outline

**Prerequisites:** None  
**Corequisites:** None

## **HRT 2300 - Developing a Specialty Landscape**

**Credits:** 3

Students assess current trends in non-traditional landscapes through the assessment of construction and plant material needs.  
Course Outline

**Prerequisites:** None  
**Corequisites:** None

## **HRT 2400 - Propagating Plants**

**Credits:** 3

Learners propagate plant material using a variety of methods and technologies including tissue culture.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2600 - Managing Pests II**

**Credits:** 3

Students will examine and assess management practices, including biological, cultural, chemical and physical methods, for pests of horticulture.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2700 - Mapping your World**

**Credits:** 3

This course introduces the concepts and applications of GIS technology (Geographic Information Systems). The student will gain hands-on experience using desktop GIS software in a computer lab environment. The GIS will be used to view, manage, and query spatial data, and to create hard copy map outputs suitable for reports and presentations. Students will use data from online sources for GIS projects and online GIS applications to retrieve land information.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2800 - Managing Landscape Construction**

**Credits:** 3

Students apply procedures and techniques in project planning, estimating and construction of horticulture projects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2900 - Horticulture Field Studies III**

**Credits: 3**

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a two-month term of industry employment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2950 - Horticulture Field Studies IV**

**Credits: 3**

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a two-month term of industry employment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 1001 - Surface Rights and Land Applications**

**Credits: 3**

Learners examine the workings of the judicial system in Alberta as it relates to the surface land acquisition process. Learners gain an appreciation for the amount of preparatory work required in appearing before a quasi-judicial board. Learners are able to explain and apply the requirements of the selected pieces of legislation used in the surface land business.

Course Outline

**Prerequisites:** LND 1009

**Corequisites:** None

## **LND 1003 - Energy Fundamentals**

**Credits: 3**

This course provides students with an understanding of the evolution of the oil and gas industry. They will be introduced to Canada's crude oil and natural gas resources and the role they play in modern society. Students will learn the basics of the industry, from exploration through to refining and end use. Alternative energy sources and the challenges and opportunities facing the industry in the 21st Century will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 1004 - Alberta Crown Lands**

**Credits:** 3

This course addresses the multiple demands on Alberta's Crown lands and examines the role different provincial government bodies have in the management of crown lands. Stakeholder interests are identified and discussed. Learners apply provincial regulations in the surface land acquisition and development process in scenarios.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 1009 - Land Documents & Compensation**

**Credits:** 3

This course provides an overview of documentation and compensation in the oil and gas industry. Students will learn about land professional roles, surface and mineral rights ownership in Alberta and the western Canada survey system. Upon completion of this course they will be able to perform compensation calculations and prepare surface leases and accompanying documents.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 1010 - Beyond Oil and Gas**

**Credits:** 3

This course primarily focuses on electrical, pipeline, telecommunication and highway design and planning in concert with land rights acquisition. The acquisition of land and land rights for alternative energy sources, such as coal, geothermal, wind power and solar energy, will also be explored. Survey drawings and sketch plans will be applied to assist the student in planning and routing and the proper completion of compensation calculations and legal documents.

Course Outline

**Prerequisites:** LND 1009

**Corequisites:** None

## **LND 2002 - Advanced Regulations**



**Credits: 3**

This course examines Federal and Provincial governmental requirements and issues important to land agents, land administrators, surface land owners, occupants, local authorities and managers. Learners will research issues impacting stakeholders including: setbacks, flaring, emergency preparedness.

Course Outline

**Prerequisites:** LND 1001, LND 1004

**Corequisites:** None

## **LND 2006 - Stakeholder Consultation**

**Credits: 3**

This course examines the role of Land Agents and Land Administrators in the public consultation process. Regulatory requirements pertaining to stakeholder consultation are studied. Scenarios provide students with practical application of the concepts contained in the regulations. A significant stakeholder in the surface land business is Aboriginal peoples. This course examines issues encountered by surface land professionals when working with aboriginal people. Historical and cultural reasons impacting current situations are studied. Tutorial discussion groups evaluate strategies for successful and sustainable industry/community relations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 2007 - Public Engagement**

**Credits: 3**

The field work for Land Agents in the areas of Public Engagement and Aboriginal Engagement has expanded exponentially in the past ten years. As regulatory expectations become more stringent and prescriptive, the demand for Land Agents to work in roles that address these requirements has led to new work opportunities. In addition to the new regulatory requirements, industry in general is striving to be more socially responsible and build positive corporate reputations globally, nationally and locally. At the local level, positive community relations is a key part of success, and Land Agents play a critical role in managing information exchange and resolving issues that arise. This course will prepare Land Agents with the depth of knowledge and skill needed to meet this growing demand.

Course Outline

**Prerequisites:** LND 1009

**Corequisites:** None

## **LND 2008 - Aboriginal Engagement**

**Credits: 3**

A very specialized and rapidly growing area of public engagement is that of Aboriginal consultation and community engagement. While the fiduciary responsibility to consult has been a burden on the crown since the time of confederation, the legislation and regulations requiring developers to play a direct role in this is relatively recent. Like public engagement, regulatory expectations related to Aboriginal consultation have expanded into complex and legally charged requirements. This is an area of specialized expertise that Land Agents may wish to pursue as a full-time career. This course will provide Land Agents with greater cultural awareness and the historical, political and legal background related to lands impacted by Aboriginal rights.

Course Outline

**Prerequisites:** LND 2007

**Corequisites:** None

## **LND 2350 - Land Negotiations and Ethics**

**Credits: 3**

This course introduces learners to land industry ethics and land acquisition negotiations. Learners apply ethics and communication strategies to land negotiations and business relations. The course uses actual land industry case scenarios.

Course Outline

**Prerequisites:** LND 2002, LND 2007

**Corequisites:** None

## **LND 2460 - Reclamation Fundamentals**

**Credits: 3**

This course is an overview of practices and principles involved in the reclamation of disturbed lands. It focuses on the application of soil handling and re-vegetation techniques to reclaim well sites and associated facilities as well as the reclamation and rehabilitation of spills into an aquatic environment. It also examines the establishment of vegetation on disturbed sites, site stabilization and provides an overview of the current reclamation criteria used in Alberta.

Course Outline

**Prerequisites:** AGN 1010, SOI 1000

**Corequisites:** None

## **LND 2500 - Land Negotiation Simulation**

**Credits: 3**

In this course, learners are expected to manage their negotiation projects in a professional manner as part of a larger team. Working with team members, learners prepare documents, manage time lines and problem solve. Negotiation and communication

skills are practiced in life-like contexts. Reflecting on their successes and failures as both a negotiator and as a team member is an expectation and opportunity for growth.

Course Outline

**Prerequisites:** AGB 1000,LND 2002, LND 2007

**Corequisites:** None

## **LND 2501 - Land Agent Tune Up**

**Credits:** 3

This course provides learners with an extensive review of selected competencies in order to help them prepare to write the Alberta government land agent license exams. The Alberta Land Agent reference manual, developed by the provincial Land Agent Advisory Committee, will be used to reinforce essential skills and knowledge. Students will also be required to complete an industry based practicum during the winter mid-term break and reflect on learning achieved during this experience.

Course Outline

**Prerequisites:** AGB 1000, LND 2002, LND 2007

**Corequisites:** None

## **LND 6100 - Land Documentation**

**Credits:** 3

Areas of study include an overview of rights and documentation associated with the ownership of land. Legal land descriptions, land title systems and dower situations are applied to the surface acquisition context. Documents for various types of land acquisitions are completed. Course material covers the working language of the surface land profession.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 6101 - Surface Rights and Land Applications**

**Credits:** 3

Learners examine the workings of the judicial system in Alberta as it relates to the surface land acquisition process. Learners gain an appreciation for the amount of preparatory work required in appearing before a quasi-judicial board. Learners are able to explain and apply the requirements of the selected pieces of legislation used in the surface land business.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 6105 - Managing Alberta's Lands**

**Credits: 3**

Learners will apply provincial regulations in the surface land acquisition and development process. Stakeholder interests will be identified. Basic agricultural terminology will be covered in relation to industry's impact on the landscape.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 6141 - Petroleum Industry Fundamentals**

**Credits: 3**

This course provides an overview of the petroleum industry starting with the theories related to the origins of oil and gas through to the refining of the end product. It focuses on the accepted theory for the origin of petroleum, interpretation of survey plans used in the industry, lease construction, drilling operations, well completion, surface infrastructure, transportation of product and the refining process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 6200 - Advanced Land Documentation**

**Credits: 3**

This is a project-based course that will enhance the learners' capabilities in land administration. Learners are expected to work independently and as part of a team to manage information on industry-related projects and are required to see them through to completion.

Course Outline

**Prerequisites:** LND 6100

**Corequisites:** None

## **LND 6202 - Advanced Regulations**

**Credits: 3**

This course examines Federal and Provincial governmental requirements and issues important to surface land agents, land analysts, surface land owners, occupants, local authorities and managers. Learners will research issues impacting stakeholders including: setbacks, flaring, and emergency preparedness.

Course Outline

**Prerequisites:** LND 6101

**Corequisites:** None

## **LND 6206 - Stakeholder Engagement**

**Credits: 3**

This course examines the role of Land Agents and Land Analysts in the public consultation process. Regulatory requirements pertaining to stakeholder consultation are studied. Scenarios provide students with practical application of the concepts contained in the regulations. This course examines issues encountered by surface land professionals when working with aboriginal people and addressing their rights associated with traditional lands. Historical, legal and cultural reasons impacting current situations are studied.

Course Outline

**Prerequisites:** LND 6100

**Corequisites:** None

## **LUP 1620 - Land Systems and Legislation**

**Credits: 3**

Legislation and land tenure systems for private, crown and aboriginal lands are examined. Understanding the functions of government and the development of environmental legislation help prepare students for careers in land and water resource management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LUP 2010 - Land Planning and Appraisal**

**Credits: 3**

This course evaluates the administration and valuation of rural property. Learners investigate the development of municipal government structures and assess their importance in the development of rural land. Major planning legislation and systems including on-farm processes are compared and contrasted. The appraisal of rural properties is examined as it applies to the duties and responsibilities of Land Agents.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LUP 2610 - Rural Development Practices**

**Credits:** 3

This course develops skills required by rural municipal Development Officers. Planning and development application scenarios provide hands-on experience in individual and group settings. Conflict resolution and positive communication techniques are examined. Various CAD design and sketching tools are used to support the Development Application process.

Course Outline

**Prerequisites:** LUP 1620

**Corequisites:** None

## **LUP 2620 - Applied Land Use Planning**

**Credits:** 3

This is a capstone course that focuses on problem solving and conflict resolution. Learners work directly with a participating Municipality. Final projects focus on the resolution of an existing issue and are presented to an active Municipal Council.

Course Outline

**Prerequisites:** LUP 2020

**Corequisites:** SOI 2500, LUP 2030

## **LVS 1370 - Principles of Animal Agriculture**

**Credits:** 3

In this introductory course, students examine fundamental principles of physiology, nutrition and animal health as well as participating in hands-on labs. This course also studies global production demographics, production trends and current issues affecting livestock industries.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LVS 2070 - Beef Cattle Management**

**Credits: 3**

This course deals with beef production from the birth to slaughter. The objective will be to prepare students to manage a cow/calf herd throughout the yearly cycle. Various options for marketing their calves including retained ownership will be investigated. Feedlot management principles will also be evaluated so participants will have an understanding of the whole value chain. Students will participate in calving rotations and feeding rotations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LVS 2370 - Livestock Nutrition**

**Credits: 3**

This course applies the principles of nutrition to livestock. It includes a discussion of nutrients, nutrient requirements, sources of nutrients and their cost. It also includes meeting the nutrient requirements of various livestock species through ration balancing.

Course Outline

**Prerequisites:** LVS 1370

**Corequisites:** None

## **LVS 2470 - Livestock Health and Disease**

**Credits: 3**

Students are instructed regarding basic concepts of livestock diseases including their causes, clinical signs, treatment and prevention. This course is intended for the Agricultural Management program.

Course Outline

**Prerequisites:** LVS 1370

**Corequisites:** None

## **LVS 2570 - Livestock Breeding Strategies**

**Credits: 3**

This course will emphasize reproduction and genetic strategies with the objective to meet the goals for your breeding stock. Students will have the opportunity to concentrate on species of personal interest; as such there will be a requirement for significant self-study and report writing. Participation in activities on the Olds College farm and trips to local livestock enterprises will be expected.

Course Outline

**Prerequisites:** LVS 1370

**Corequisites:** None

## **MCH 1142 - Basic Machining Techniques**

**Credits:** 3

This course covers safe operation and maintenance of the engine lathe and milling machine. Also covered is the use of precision measuring tools both metric and imperial. Throughout the course students will build a number of take home projects. A course fee will be levied for materials used for take home projects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MEC 1050 - Machinery and Technology**

**Credits:** 3

This course is a general overview of the farm machinery and technology used in Western Canada. Students will become familiar with the uses and purposes of tractors and combines as well as tillage, seeding, spraying and forage equipment. Precision Farming principles and components will also be studied.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MEC 1490 - Farmstead Management**

**Credits:** 3

This course is a general overview of farmstead planning, structures and utility systems. Students study floor planning, building materials, foundations, framing types, technical drawings, environmental controls, electrical and gas, water and sewage systems. Safety, maintenance, relevant codes and environmental planning issues are also studied.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MEC 2060 - Precision Cropping Systems**



**Credits: 3**

In this course selected electronic monitors and controllers used on tractors, seeders, sprayers and combines will be studied. Students will also become more familiar with equipment and software used in Precision Farming practices.

Course Outline

**Prerequisites:** MEC 1050

**Corequisites:** None

## **MEP 1006 - Livestock Slaughter**

**Credits: 3**

Through guided instruction and on site applications, students will perform humane slaughter of selected livestock species to meet industry and regulatory inspection requirements.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1007, MEP 1008, MEP 1009

## **MEP 1007 - Meat Cutting**

**Credits: 3**

Students will gain practical meat fabrication and packaging skills to produce meat cuts for the retail, food service and custom markets.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1008, MEP 1009

## **MEP 1008 - Value Added Processing**

**Credits: 3**

Students will participate in the preparation and processing of selected value added meat products such as fresh and fully cooked sausages, hams and deli style meats.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1007, MEP 1009

## **MEP 1009 - Food Safety and Sanitation**

**Credits: 3**

Students will apply food safety measures and conduct sanitation operations within the meat production environment to comply with regulations and industry standards.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1007, MEP 1008

## **MEP 1010 - Meat Industry Communication**

**Credits: 3**

In this course, students will develop communication skills focused on the meat industry. The course will prepare students to work in teams, practice effective customer relations and sales techniques, and pursue employment opportunities in the meat industry.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1007, MEP 1008, MEP 1009

## **MGT 1000 - Principles of Management**

**Credits: 3**

Today's managers perform the functions of planning, organizing, leading and controlling, and must do so within the context and constraints of environmental and social pressure and demands. This course examines the role of the manager and the skills and techniques needed to effectively and efficiently manage the resources of people, money, materials and time to achieve organizational objectives. Throughout this course, students will be required to demonstrate understanding of the key principles and functions of management, and to apply these skills in contemporary business situations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 1060 - Business Law**

**Credits: 3**

This course introduces the learner to elements of the law that play a significant role in business relationships. Specific topics include the dispute resolution process, the law of organizations, contracts and torts, commercial transactions, plus selected relevant legislation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 1200 - Organizational Behaviour**

**Credits:** 3

Students learn to improve organizational effectiveness through the modification of organizational behaviour in a fast-paced, globally competitive and technologically complex environment. Contemporary management trends and practices are examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 1410 - Retail Operations**

**Credits:** 3

This course covers the various aspects of a retail operation. Students will be able to apply selected business strategies to a retail environment. Strategies include market segmentation, pricing, merchandise selection, finances, and site selection.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 1620 - Selling Strategies**

**Credits:** 3

This course defines service culture, analyzes customer behavior and customer relationship management. The students will demonstrate the steps in the direct selling process and produce a secret shoppers report.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 2040 - Advanced Computer Applications**

**Credits: 3**

Students perform advanced computer functions that will aid in the management of an equine related business. Students become proficient in the use of advanced Word, advanced PowerPoint, and web site design.

Course Outline

**Prerequisites:** ACT 1000

**Corequisites:** None

## **MGT 2060 - Managing Information Systems**

**Credits: 3**

Students learn to make decisions regarding the applications of information technology. Topics include computer system hardware and software, database organization, networks, the systems development process and design of information system solutions, systems security and controls.

Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

## **MGT 2100 - Small Business Planning and Management**

**Credits: 3**

This course introduces students to the practices and procedures found in successfully creating and managing a small business in Canada. Business idea generation and evaluation, creation of competitive advantage, financing, forms of business organizations, financial and risk management, quality management and taxation are studied in the context of preparing students to start or manage a small business. Students will prepare and present a complete business plan.

Course Outline

**Prerequisites:** ACT 1000

**Corequisites:** None

## **MGT 2400 - Introduction to Project Management**

**Credits: 3**

This course provides students with a basic understanding of the generally accepted knowledge and practices of project management. The course follows the methodology of managing projects as recommended by the Project Management Institute

(PMI). Students will develop a working level competency in all of the project management knowledge areas, in addition to the tools and techniques that are used for managing projects successfully in a team environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 2800 - Business Strategy**

**Credits:** 3

This course examines top management decisions and emphasizes the development of business strategy. It integrates the management principles previously studied in the program using a series of business cases.

Course Outline

**Prerequisites:** MGT 1200, ACT 1012 and MKG 1020 or MKG 1021

**Corequisites:** None

## **MGT 3100 - Financial Management**

**Credits:** 3

This course applies the concepts of financial management relevant to non-financial managers. Building on fundamental business principles, learners will examine the relationship among the fundamental financial management accounting tools. Through case studies and exercises, they will learn about the role of integrated financial statements (balance sheet, income statement and cash flow budgets) in strategic planning and operational decision making in a dynamic organizational environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 3200 - Project Management for Agriculture**

**Credits:** 3

Learners will implement project management principles and processes in an agricultural context. Microsoft Project software will be used to implement a step-by-step process from defining a problem or opportunity through to project completion.

Comprehensive "Request for Proposals" will be developed as an integral part of the implementation of a successful proposal process. Critical thinking and analytical skills will be developed during the problem-solving process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 3333 - Agriculture Innovation and Leadership**

**Credits:** 3

This course will provide learners with a strategic perspective on the emerging roles of technology and innovation in the agricultural sector. Additionally, students will explore effective leadership methods. Students will analyze historical and current theories in Leadership and practices in preparation for selecting appropriate strategies for dealing with leadership situations. They will also examine contemporary leadership issues in the context of helping organizations achieve their stated goals.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 3400 - Strategic Human Resources Management**

**Credits:** 3

The learner focuses on acquiring a holistic perspective on human resource practices. Creating competitive advantage through working with the people in an organization is investigated from the perspective of the management generalist.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 3500 - Applied Research**

**Credits:** 3

Applied Research is a course focusing upon problem-solving, research, and project management principles. Once introduced to problem-solving, research, and project management principles, learners will identify a management problem, describe a plan to produce a solution, complete the plan and prepare a report on the project. The learner will integrate past and present academic and other learning experiences and solve a variety of problems associated with all such projects. Learners will provide feedback to each other during the problem-solving process and will participate in the evaluation of their peers' presentation as required. Students are encouraged to seek out others to act as mentors or coaches as they work through both the problem-solving and project process.

Course Outline

**Prerequisites:** None

**Corequisites:** MKG 3000

## **MGT 3600 - Economics and Risk Management**

**Credits: 3**

The learner prepares for managerial decision-making by investigating economic models and exploring how the Canadian economy functions. Students will study agricultural markets with an emphasis on price risk management in commodity marketing.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 4000 - Strategic Business Management**

**Credits: 3**

Strategic Business Management is an expansion of the principles of business management with emphasis upon the formation of business decisions and policies. The purpose of this course is to enable the student to draw on analytical tools and previous knowledge from other courses in analyzing complex business problems and to formulate managerial decisions and recommendations from a managerial prospective.

Course Outline

**Prerequisites:** MGT 3100, MKG 3000, MGT 3400

**Corequisites:** None

## **MGT 6120 - Organizational Behaviour**

**Credits: 3**

Students learn to improve organizational effectiveness through the modification of Organizational Behaviour in a fast-paced, globally competitive and technologically complex environment. Contemporary management trends and practices are examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 1020 - Principles of Marketing**

**Credits: 3**

This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environmental factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 1021 - Marketing Principles**

**Credits:** 3

This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environment factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets. While similar in course competencies to MKG 1020, the evaluation for this course meets specific transfer credit requirements for Business Administration students.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 1510 - Fashion Promotions**

**Credits:** 3

Students will learn the principles, strategies, and techniques of the promotional mix. They will analyze and practice developing promotional materials and events.

Course Outline

**Prerequisites:** MKG 1020

**Corequisites:** None

## **MKG 2020 - Professional Selling/Customer Relations Management**

**Credits:** 3

This course is designed for business and agricultural management diplomas - marketing stream majors. The emphasis is on developing successful sales professionals and the competencies necessary to effectively manage the sales process. This is also an excellent foundational course for students pursuing an entrepreneurial career. The course is broken into three components. Specifically, 1) the development of personal and business goal setting ability, 2) the development of sales skills, and 3) the use of Customer Relationship Management (CRM) techniques. This course has an applied focus which is achieved by in-class role playing workshops, industry speakers and some field study.

Course Outline



**Prerequisites:** None

**Corequisites:** None

## **MKG 2500 - Marketing Research**

**Credits:** 3

This course provides students with an introduction to the fundamentals of marketing research. The course focuses on the principles and process of marketing research, specifically the planning, collecting and analyzing of data relevant to the business/marketing decision-making process and communication of the results to management. Students will be able to use the knowledge and skills gained to conduct and present marketing research studies.

Course Outline

**Prerequisites:** None

**Corequisites:** Non

## **MKG 2680 - E-marketing**

**Credits:** 3

Students acquire the necessary skills to develop eMarketing campaigns and manage eMarketing plans from a marketing, as well as managerial perspective. Topics include developing an eMarketing campaign, using online analytics to track success, using social media to market, search engine optimization and affiliate programs.

Course Outline

**Prerequisites:** MKG 1021 or both MKG 1020 and AMT 1360

**Corequisites:** None

## **MKG 3000 - Strategic Marketing**

**Credits:** 3

This is an advanced marketing course designed for BAsC - Agribusiness students which will present students with an effective approach to analyzing, planning and implementing marketing strategies. Students will analyze the marketing efforts of a "client" organization as well as work in teams to complete a high level marketing simulation game. Additionally, students will explore the concepts of consultative selling customer date-basing and an account penetration planning process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 3500 - International Marketing**

**Credits: 3**

This course provides an overview of international marketing in the small business context. Identification and evaluation of opportunities in the international marketplace, foreign exchange and payment mechanisms, import and export documentation and processes, packaging, transportation and communication methods will be covered.

Course Outline

**Prerequisites:** MKG 3000

**Corequisites:** None

## **PEC 6001 - Safety**

**Credits: 1**

This course introduces students to the responsibilities and opportunities of the trade and the importance of good communication and workplace skills. Students will learn to use trade tools, equipment, and materials and follow safe work practices and procedures as prescribed in Occupational Health and Safety Standards. Fire detection and prevention along with safe application of ladders and scaffolding will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6002 - Building Materials**

**Credits: 1**

In this course students will learn to identify manufactured building products, solid wood products and joinery used within the construction industry as well as the various types, functions, and applications of some of the more common fasteners, adhesives, and sealants. Students will also describe the ingredients, production, placing and curing of concrete.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6003 - Hand and Power Tools**

**Credits: 3**

This course will provide theoretical and practical training in the selection, operation, and maintenance of various hand and power tools. Students will further develop their hand tool skills by constructing projects using wood materials.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6004 - Site Preparation and Building Layout**

**Credits:** 1

This course will introduce the building layout procedures and requirements of a project as well as a discussion of levelling equipment and excavation and shoring procedures. Students will identify the various equipment used in construction and employ safe procedures when working with cranes and hoisting equipment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6005 - Foundation**

**Credits:** 2

In this course, students will be introduced to various footings utilized in light construction as well as the methods and layout procedures for placing slabs on grade. Students will further develop their skills in constructing footing forms and fabricating wall forms. Conventional and alternate concrete foundation systems will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6006 - Floor Frame**

**Credits:** 1

The student is provided with an understanding of the forces that act upon a building and the various design principles that counteract these forces. Students will develop their skills by constructing a flooring system using common techniques and materials.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6007 - Estimating and Plans**

**Credits: 3**

This is an introductory course outlining the principles of blueprint reading and how to interpret the information contained in the different views. Students will practice drawing techniques and principles to produce project drawings as well as learn to solve mathematical problems as they relate to the trade.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6001 - Safety, Materials and Tools**

**Credits: 2**

In this course students will learn to apply communication skills in an industry context. They will be introduced to lifting operations, workshop safety and Occupational Health and Safety standards. They will learn to use common materials as well as hand, shop, and power tools common to the trade. Metal cutting and heating operations safely using oxyacetylene equipment will also be introduced.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6002 - Suspensions, Wheels and Systems**

**Credits: 3**

Students will study the operating principles and design features of common frame and suspension systems, and learn to perform common system repairs. This course also covers the basic skills needed to service bearings, seals, wheels, tires, and hubs. Students will learn to identify common trailer systems and components, and to service trailer coupling systems and landing gear. They will learn to perform a trailer inspection according to Canadian Vehicle Inspection (CVI) regulations. The course also provides experience following typical maintenance programs used with off-road and on-road equipment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6003 - Hydraulic Brake Systems**

**Credits: 1**

In this course students will learn to apply scientific principles to braking system operation and explain the operation as well as

servicing of hydraulic drum and disc brake systems. They will also study service procedures of power braking systems service procedures including parking brake and electric braking systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6004 - Electrical and Electronics**

**Credits:** 3

This course provides an introduction to the scientific principles necessary to explain magnetism and electrical theory in relation to industrial equipment. Students will learn to identify electrical circuit types and circuit defects. Using electrical test equipment, they will learn to measure electrical values and to measure, test and repair electrical circuits. They will also learn to service, test and charge a lead-acid battery. Students will practice testing discrete electronic components and describe the operation of basic computer-controlled systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6005 - Hydraulics Systems**

**Credits:** 1

This course focuses on hydraulic principles and the function of the following hydraulic system components; hydraulic oils, reservoirs, filters, conductors, and heat exchangers. Students will also study the functions and principles of operation of hydraulic system components.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6006 - Air Brakes**

**Credits:** 2

This course explains the fundamental principles behind the operation of an air brake system and its mechanical components. Students will learn to explain the principles of air brake system operation as well as service and diagnose truck/tractor and trailer air brake components and systems. They will also study the basic operation of an air antilock brake system.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6001 - Shop Safety, Equipment and Materials**

**Credits: 1**

This course introduces students to the responsibilities and opportunities of the trade and the importance of good communication and workplace skills. Students will learn to use general shop equipment and materials and follow safe work practices and procedures as prescribed in Occupational Health and Safety Standards. Fire detection and prevention along with safe use of oxy-fuel equipment will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6002 - Trade Tools and Shop Procedures**

**Credits: 1**

In this course students will demonstrate the correct use and general maintenance of hand tools, electrical testing equipment as well as common shop tools utilized in the trade. Students will also describe the safe use and care tune-up and service tools.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6003 - Basic Electrical Theory and Circuits**

**Credits: 1**

This course will provide students with theoretical and practical training in electrical circuits. Students will identify and interpret wiring diagrams in various electrical circuitry as well as test, repair, or replace wires and connectors. They will also learn to safely service, charge and maintain batteries.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6004 - Motorcycle Assembly and Pre-Delivery**

**Credits: 1**

This course will provide the necessary safe procedures in receiving new machines for assembly including damage inspection, manufacturer's instructions, pre-delivery inspections, and cosmetic repairs. Students will also prepare various units for extended storage in heated and unheated situations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6005 - Basic Tune-Up and Manufacturer's Service**

**Credits: 2**

In this course, students will perform a basic tune-up and service check based on the manufacturer's recommendations including; cleaning, inspecting, compression tests, adjustments, and overhaul. Performing common inspections and adjustments specified in service manuals will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6006 - Two and Four Stroke Engine Theory**

**Credits: 2**

This course will explain the operating principles and design features of the two and a four stroke engine and identify the methods used to seal the joint surfaces. Operating principles and design features of slide type and constant velocity type carburetors will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6007 - Wheel and Tire Maintenance**

**Credits: 2**

In this course, students will identify various wheel types and construction designs as well as the application and construction of various tires. Students will also perform front and rear wheel assembly inspections, measurements, overhaul and service. Tire service and inspection will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6008 - Mechanical and Hydraulic Brake Systems**

**Credits:** 2

Students in this course will learn to identify the components and operation of drum and disc brake systems. Students will inspect, maintain and repair drum brake and disc brake systems including the replacement and overhaul of various braking components.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6001 - Safety, Tools, Weld Faults and Oxy-Acetylene Welding**

**Credits:** 2

This course introduces students to the responsibilities and opportunities of the trade and the importance of good communication and workplace skills. Students will learn to use trade tools, equipment, and materials and follow safe work practices and procedures as prescribed in Occupational Health and Safety Standards. They will also learn to assemble oxy-fuel equipment, identify causes of weld faults and methods for their prevention.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6002 - SMAW 1**

**Credits:** 1

In this course students will learn to identify Shielded Metal Arc Welding (SMAW) equipment, select mild steel electrodes and identify basic joints and weld types. Students will learn to gouge and cut using a carbon arc cutting with air process and will also have the opportunity to observe plasma arc cutting.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6003 - GMAW, FCAW and SAW**



**Credits: 1**

Students will learn to apply safe work practices in selecting Gas Metal Arc Welding (GMAW) consumables and equipment as well as set up, use, maintain and troubleshoot GMAW equipment. They will also learn to select Submerged Arc Welding (SAW) equipment and consumables.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6004 - Trade Math**

**Credits: 2**

In this course students will learn to solve mathematical problems directly related to the welding trade. Mathematical operations involving fractions, decimals, geometric formulas, and percentages and ratios will be used throughout the course.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6005 - SMAW Practical**

**Credits: 3**

In this course, students will learn to perform surface welds in the flat position utilizing SMAW Welds on 3/8" mild steel plate. They will practice this skill as well as fillet and groove welds utilizing various electrodes in a number of different welding positions.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6006 - GMAW Practical**

**Credits: 2**

Students in this course will perform surface welds in the flat and horizontal positions utilizing GMAW welds on gauge and thicker mild steel. Utilizing Flux Cored Arc Welding (FCAW) Welds on mild steel, students will also perform surface welds in the flat and horizontal positions on mild steel. A combination of GMAW and FCAW welds on mild steel, 1G, 2G, and 3G position welds will be performed on mild steel.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6007 - Oxy Cutting Practical**

**Credits: 1**

This course introduces learners to alternate welding processes. Students will learn to perform oxy-fuel welding, braze welding and brazing utilizing various welding positions on mild steel. They will also perform straight line, bevel, and cutting techniques using a hand-held oxy-fuel cutting torch.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6001 - Safety Personal and Professional Development**

**Credits: 1**

This course introduces students to safe work practices and procedures related to Occupational Health and Safety Standards, WHMIS, infection control and hygiene. Students will also study provincial regulations related to their industry and personal and professional ethics and salon success.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6002 - Client Services**

**Credits: 1**

In this course students will learn how to gather client information, keep accurate client records and use this data to ensure predictable results for all services. They will develop communication skills required in the hairstyling industry and learn to recommend and prescribe professional hair care products for client's home use.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6003 - Facility and Equipment**

**Credits: 1**

Students in this course will learn about the use and care of tools and equipment common to the hairstyle industry. They will also develop a command of associated salon terminology.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6004 - Properties of Hair & Scalp**

**Credits: 1**

In this course students will learn about hair structure, chemistry and growth and the hair analysis process. They will also study mechanical, environmental, chemical and thermal damage of hair and be able to describe hair and scalp disorders.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6005 - Draping, Shampooing and Treatments**

**Credits: 4**

In this course students will learn to drape clients and perform shampoo and related treatments in a salon setting. They will also learn about selected types of shampoos and conditioners, and their application in the treatment of hair and scalp conditions. Brushing and massaging techniques will also be developed.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6006 - Haircutting**

**Credits: 4**

Students in this course will learn to describe the basic types of haircuts, and the different types of mustaches and beards. They will develop their ability to use all haircutting skills.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6007 - Hairstyling**

**Credits: 2**

In this course students will develop their ability to design and create hairstyles, from wet to dry. They will learn to apply hair styling techniques and procedures and perform basic finishing techniques.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6008 - Chemical Texturing**

**Credits: 1**

Students in this course will be introduced to the physical and chemical phases of perming as well as the different types of hair relaxers and their effects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6009 - Hair Colouring**

**Credits: 1**

In this course students will learn to describe the categories of colour and its effects on hair. They will also be able to describe basic colour application techniques and procedures and apply the law of colour to create and mix colour formulations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PLS 1010 - Plant Science Principles**

**Credits: 3**

This foundation course details plant morphology, physiology and taxonomy. Students learn how structures and processes affect overall plant growth and response to the surrounding environment. A dichotomous key is used to identify unknown plant species.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PLS 1310 - Ecological Principles and Weed Management**

**Credits:** 3

An introduction to ecosystems and the ecological principles underlying the establishment of invasive plant species. Students learn to identify common horticultural weeds and recognize how biology contributes to invasiveness. Strategies for proactive and reactive integrated weed management are described.

Course Outline

**Prerequisites:** PLS 1010

**Corequisites:** None

## **PRH 3530 - Technology Applications in Production Horticulture**

**Credits:** 3

This course examines the use of technology in Production Horticulture. The student will examine and utilize a variety of production related technologies in the management and culture of horticulture crops. Technologies covered will include crop modeling, robotics, environment control and data encoding and management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PRH 3540 - Biotechnology**

**Credits:** 3

This course examines the use and manipulation of plants and micro organisms to create products that benefit humankind. The student will examine and apply concepts of advanced plant propagation, plant breeding, and evaluate business and environmental implications.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PRH 3560 - Alternative Production Horticulture**

**Credits: 3**

This course examines alternative modes of horticulture crop production that do not fall within the mainstream of Production Horticulture. The student will examine a range of opportunities, assess their relative value, review demand, configure management practices, develop and apply working models.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SOI 1000 - Fundamentals of Soil Science**

**Credits: 3**

This course encompasses the study of soil formation, soil properties and the characteristics and distribution of prairie soil resources. Students will also be introduced to soil classification, soil fertility and sustainable soil management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SOI 1410 - Urban Soils**

**Credits: 3**

This course encompasses soil parameters that are applicable in urban situations. The learner will gain knowledge in urban soil properties and characteristics and how soil can be manipulated to be successful at all levels of project planning, design, installation and maintenance.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SOI 2340 - Soil Classification and Mapping**

**Credits: 3**

A study of soil genesis, morphology, and classification with particular focus on the Canadian System of Soil Classification (CSSC). Emphasis will be placed on the classification of soils by observing and measuring real soil properties that reflect

processes of soil formation and environmental factors. Students will also be introduced to the concepts and procedures involved in mapping soils and interpreting soil resource inventory information.

Course Outline

**Prerequisites:** SOI 1000

**Corequisites:** None

## **SOI 2410 - Urban Soil Application**

**Credits:** 3

This course will provide theoretical and practical training in evaluating physical, chemical, and biological processes of urban soils. Students examine factors that influence sustainable urban soil and solve problems directly affecting soil/plant systems. Students develop a working knowledge of soil fertility.

Course Outline

**Prerequisites:** SOI 1410

**Corequisites:** None

## **SOI 2411 - Advanced Golf Course Soils**

**Credits:** 3

This course will provide theoretical and practical training in evaluating physical, chemical, and biological processes of golf course soils. Students gain an understanding of factors that influence sustainable methods in golf course soil applications. They develop a working knowledge of soil fertility that will be utilized in the planning of specialized fertility programs.

Course Outline

**Prerequisites:** SOI 1410

**Corequisites:** None

## **SOI 2500 - Sustainable Soil Management**

**Credits:** 3

This advanced course in soil science will allow the learner to develop skills in soil management, soil conservation and plant nutrition in sustainable agricultural systems. Learners will discuss factors that lead to soil degradation and the practices that can mitigate these problems. This course will also integrate these principles in the development of a sustainable land management plan.

Course Outline

**Prerequisites:** SOI 2340

**Corequisites:** None

## **SPM 1020 - Training for Performance**

**Credits: 3**

Students will gain an understanding of the science of physical fitness and training. They will analyze the concepts of fitness and training, in relation to health and sports performance. They will review the different types of fitness, their underlying determinants, and the training strategies and adaptations that are used to improve these capabilities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 1040 - Activities and Sport**

**Credits: 3**

Students will learn and practice the rules, skills, and abilities involved in playing a variety of individual sports. Students will also learn about the equipment, required facilities, safety procedures, group management, and special requirements related to managing individual sports.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 1200 - Introduction to Coaching - Level I**

**Credits: 3**

In this course the student will address the basics of ethics, practice planning, nutrition, and the prevention of sports related injuries. The course incorporates coaching theory components of the National Coaching Certification Program (NCCP). There are additional costs related to the NCCP certification process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 1220 - Fitness for Life**

**Credits: 3**



Students will gain an understanding in health promotion and wellness models and the principles of exercise and nutrition, as they relate to health, social, cultural, economic, international, and environmental issues. The principles of exercise prescription for cardiovascular fitness, muscular strength, and endurance are presented. Emphasis is placed on personal health, nutrition, stress reduction, and the prevention of activity injuries.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 1240 - Sport Leadership**

**Credits: 3**

Students will analyze various leadership theories, and will apply these theories to sport management and the culture of sport. Students will participate in a variety of self-assessment activities, and course topics include leadership styles, roles and behaviors in the context of sport organizations, and the implications of managing and leading in sport.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 1260 - Introduction to Sport Management**

**Credits: 3**

Students will analyze various management theories and models, and will assess the basic organizational and business structures of sport, fitness, and leisure industries. Content areas include professional, Olympic, and intercollegiate sports, as well as the promotion business sector of exercise, fitness, and sport.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 2020 - Sport and Recreation Management**

**Credits: 3**

Students will examine contemporary planning models and practices for major sport events, including provincial, national, and international events, tournaments, and championships. The content area include: feasibility studies, bidding, operational planning, implementation, monitoring, management, branding and promotion, evaluation, and renewal of sport events.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 2200 - Introduction to Coaching - Level 2**

**Credits: 3**

In this course the student will apply fitness conditioning principles to develop a coaching plan designed to meet identified National Certification Coaching Program (NCCP) requirements. They will learn to apply teaching, learning and leadership theory to coaching and provide basic mental skill development support to athletes. There are additional costs related to the NCCP certification process.

Course Outline

**Prerequisites:** SPM 1200

**Corequisites:** None

## **SPM 2220 - Sport Event Management**

**Credits: 3**

Students will examine contemporary planning models and practices for major sport events, including provincial, national, and international events, tournaments, and championships. The content areas include: feasibility studies, bidding, operational planning, implementation, monitoring, management, branding and promotion, evaluation, and renewal of sport events.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 2230 - Behaviour in Sports Organizations**

**Credits: 3**

Building on the foundational knowledge from previous courses in the program, students will evaluate the behaviours in sport organizations. With an emphasis on non-profit sport organizations, students will gain an understanding in a variety of topics including change management, leadership, conflict, motivation, staffing (particularly related to volunteers), decision making and team building, organizational dynamics, and the politics and power issues specific to sport organizations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 2500 - Event Planning**

**Credits: 3**

This course provides an introductory overview of the theory and procedures essential to create and operate an event. Students will have the opportunity to apply these principles to a variety of event environments.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1000 - Technician Basics**

**Credits: 3**

In this introductory course, the student will gain an understanding of shop procedures and practices. They will learn the use and care of selected measuring, hand and power tools, workplace safety and common industry practices. The student will construct selected shop projects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1026 - Braking and Trailer Systems**

**Credits: 3**

Students will gain an understanding of common braking and trailer systems. They will study the operation, repair and troubleshooting of air, hydraulic and electric braking systems, suspension systems and trailer components and systems. Together, students will repair selected brake systems and inspect selected trailer components.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1100 - Hydraulic and Electrical Basics**

**Credits: 3**

This course is an introduction to hydraulic and electrical principles and systems. Students will study hydraulic and electrical components, how they work and how they are connected in a system. Students will study open and closed center hydraulic systems, and how electricity is created and used. Working with hydraulic test benches, multimeters, circuit boards and other laboratory aids, the students will build and test a variety of selected hydraulic and electrical circuits. Using and interpreting electrical schematics, students will locate components and perform basic repairs on wiring harnesses.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1133 - Agricultural Equipment I**

**Credits:** 3

This course is an introduction of agricultural equipment and drive systems. The student will become acquainted with the function, operation and adjustment of selected equipment. This shall include tractor performance, tillage, cutting, baling and forage equipment. Driveline components, light duty transmissions, clutch and differentials will also be studied.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1404 - Engine Fundamentals and Systems**

**Credits:** 3

This course will introduce students to the fundamental operating and maintenance principles of gasoline and diesel engines. Students will be able to describe two and four stroke cycle engine operating principles for both gasoline and diesel engine. The student's descriptions will include parts identification preventative maintenance programs, engine lubrication, cooling, inlet and exhaust systems found on gasoline and diesel engines.

Course Outline

**Prerequisites:** TEC 1000

**Corequisites:** TEC 1504

## **TEC 1504 - Engine Service and Repair**

**Credits:** 3

This course is a detailed study of engine (gasoline and diesel) components, systems and repairs. Students will study in detail the cooling, lubrication, intake and exhaust systems of modern diesel engines. Students will disassemble a diesel engine, measure its components as part of the evaluation of the components, describe their function and reassemble the engine to industry specifications. Included in this activity the student will perform engine tune up procedures, preventative maintenance procedures and evaluate engine condition.

Course Outline

**Prerequisites:** TEC 1000

**Corequisites:** TEC 1404

## **TEC 1522 - Starting and Charging Systems**

**Credits: 3**

Students will study the operation, testing and repair of alternators, starting motors, batteries, and ignition components. The servicing of wire terminals and connectors will be performed. The course also includes the study of basic electronics and electronic control systems.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

## **TEC 1604 - Diesel Fuel Systems**

**Credits: 3**

This is an in depth study of diesel fuel, selected mechanical fuel injection systems, and selected electronic controlled fuel injection systems. The students will study the process used to manufacture diesel fuel, safety and guidelines used for the handling and storage of diesel fuel. The student will describe the operating and testing principles of selected mechanical fuel injection systems, engine governor assemblies and fuel injectors used in diesel engines. The student also studies electronically controlled fuel systems and the capabilities of the technician to diagnose trouble codes and failures to stay within the emission regulations. Also included in this course the student will describe the operation of engine compression brakes and engine performance terminology as it pertains to dynamometer testing.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 2126 - Hydraulic Shift Transmissions**

**Credits: 3**

Students will study the theory, operation and service procedures of hydraulic/power shift transmissions, automatic transmissions, torque converters and hydraulic retarders used in off road equipment. The students will disassemble, inspect and reassemble a power shift or automatic transmission. The students will also study system schematic interpretation using technical manuals and testing and trouble shooting procedures.

Course Outline

**Prerequisites:** TEC 1100, TEC 2305

**Corequisites:** None

## **TEC 2218 - Steering and Suspension**

**Credits: 3**

In this course students will study the fundamentals and service of steering and suspension equipment operated "on road" and "off road" including agricultural equipment. Students will also study wheel angles and alignment, and selected accessories or attachments associated with modern equipment.

Course Outline

**Prerequisites:** TEC 1000, TEC 1026

**Corequisites:** None

## **TEC 2226 - Off Road Systems**

**Credits: 3**

Students will gain an understanding of different types of undercarriage, their applications and selected ground engagement tools used in Off Road equipment. They will study proper methods for evaluating wear, disassembly, proper usage and their effect on machine performance. Students will use safe handling and overhaul techniques to disassemble, measure and re-assembly undercarriages, track tension systems and ground engagement tools.

Course Outline

**Prerequisites:** TEC 1000

**Corequisites:** None

## **TEC 2305 - Hydraulics II**

**Credits: 3**

Students will study advanced hydraulic systems including open centre, closed centre, load sensing and pilot operated systems. The students will also study system schematic interpretation using technical manuals and testing and troubleshooting procedures. Selected system components will be disassembled to learn inspection and repair procedures.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

## **TEC 2338 - HVAC Systems**

**Credits: 3**

This heating and air-conditioning course covers the theory of operation, system controls, servicing, and diagnostics of selected

systems. Students will practice selected service procedures to industry standards on laboratory air conditioning units and live equipment. Students will be encouraged to obtain the Heating Refrigeration Air Conditioning Institute of Canada environmental awareness certification. This certification will be offered on the students' own time (evening) and at their own expense.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

## **TEC 2433 - Agricultural Equipment II**

**Credits: 3**

Students will study equipment used in seeding, spraying and harvesting, including some of the monitors and GPS systems used on this equipment. Precision Farming practices, components and software will also be studied.

Course Outline

**Prerequisites:** TEC 1133

**Corequisites:** None

## **TEC 2436 - On Road Power Trains**

**Credits: 3**

This is a detailed course covering basic power train applications to heavy duty applications found in equipment (trucks) operated normally "on road". The students will study topic areas from basic principles, fundamentals and repairs of clutches, transmissions, drivelines, differentials and transfer cases. Students will disassemble, troubleshoot, evaluate and reassemble selected power train components.

Course Outline

**Prerequisites:** TEC 1000, TEC 1133

**Corequisites:** None

## **TEC 2705 - Hydraulics III**

**Credits: 3**

Students will study hydrostatic drive systems, off road steering systems and electrical/electronically controlled hydraulic systems. The students will also study system schematic interpretation using technical manuals and testing and troubleshooting procedures. Selected system components will be disassembled to learn inspection and repair procedures.

Course Outline

**Prerequisites:** TEC 2305

**Corequisites:** None

## **TEC 2722 - Electrical and Electronic Diagnostics**

**Credits:** 3

This course is a detailed study of major electrical systems, troubleshooting of components and circuits on selected pieces of equipment. Students will be involved in using diagnostic tools and schematics for troubleshooting faults on equipment. On-board computer controllers for the purpose of diagnostics will also be discussed.

Course Outline

**Prerequisites:** TEC 1522

**Corequisites:** None

## **TEC 2733 - Agricultural Equipment Repair**

**Credits:** 3

Students will gain experience in the overhaul and repair of agricultural equipment. They will use service and parts manuals to disassemble, analyze, repair and reassemble agricultural equipment. The course will use current shop procedures and practices to give the student knowledge of how an agricultural equipment repair shop operates.

Course Outline

**Prerequisites:** TEC 1133, TEC 1000

**Corequisites:** None

## **TEC 2749 - Heavy Equipment Repair**

**Credits:** 3

Students will gain experience in the overhaul and repair of heavy equipment. They will use service and parts manuals to disassemble, analyze, repair and reassemble heavy equipment. The course will use current shop procedures and practices to give the student knowledge of how a heavy equipment repair shop operates.

Course Outline

**Prerequisites:** TEC 1100, TEC 2226

**Corequisites:** None

## **TRF 1000 - Succeeding in an Inquiry Based Learning Environment**



**Credits: 3**

Students assemble information, discover processes and apply techniques that prepare them for success in an inquiry based learning environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1210 - Managing Turfgrass**

**Credits: 3**

Students discover the fundamental principles of turfgrass management

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1600 - Developing Turfgrass Operational Strategies**

**Credits: 3**

Students develop an operational strategy plan utilizing best management practices in financial and human resources.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1620 - Applying Environmental Principles for Pesticide Certification**

**Credits: 3**

Students achieve Federal Pesticide Assistant Certification through implementing safe handling, application and legislation of pesticides.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1660 - Managing Sustainable Turfgrass Irrigation**

**Credits: 3**

Students discover, design and assemble irrigation components and systems implementing water conservation processes.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1710 - Turf Pest Management**

**Credits: 3**

This course examines the taxonomy, morphology, and biology of arthropods and vertebrates that affect turf and turf workers. The students will examine structure and function in relation to identification, detection and role of organisms in an ecosystem with a focus on interactions. Students will relate principles of arthropod and vertebrate development to management strategies. The focus will be on damage prevention through selection and integration of sustainable and economic biological, chemical, cultural and physical management tools.

Course Outline

**Prerequisites:** PLS 1010

**Corequisites:** PLS 1310

## **TRF 1720 - Golf Course Field School 1; Assessing Equipment Inventories & Practices**

**Credits: 3**

Students develop a plan to understand the equipment inventory and the individual roles that each piece of equipment has in golf course conditioning.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1730 - Discovering Construction Principles**

**Credits: 3**

Students discover and implement fundamental construction and project management techniques.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1740 - Golf Course Field School 2; Discovering Cultural Practices**

**Credits: 3**

Students identify and analyse cultural practices as they relate to the golf course system.

Course Outline

**Prerequisites:** TRF 1720

**Corequisites:** None

## **TRF 1760 - Golf Course Field School 3; Evaluating Playing Conditions**

**Credits: 3**

Students develop best management practices of playing conditions as they relate to course set-up, player experience and maintenance standards.

Course Outline

**Prerequisites:** TRF 1720 and TRF 1740

**Corequisites:** None

## **TRF 2100 - Turf Equipment Maintenance**

**Credits: 3**

The students gain an understanding of preventative maintenance performed on horticultural and turf grass equipment. They will study the basic engine principles of gasoline and diesel engines, hydraulic fundamentals and cutting unit theory. Together, students perform preventative maintenance on selected live units.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2300 - Golf Course Management**

**Credits: 3**

Students gain a knowledge of ethics and standards within the golf course profession. The roles of various golf course industry employment positions are examined as they pertain to the business of golf. Students address etiquette and rules of golf. Students evaluate various forms of golf business organizations and assess golf course operating budgets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2400 - Managing Agronomic Environments**

**Credits:** 3

Students develop strategies for turf care related to management of a golf course.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2500 - Environmental Management for Golf Courses**

**Credits:** 3

Students gain an understanding of moral issues pertaining to golf course and the environment. Principles of the Audubon Cooperative Sanctuary Program for Golf Courses are used to develop an environmental management plan for a golf course. Students develop strategies to implement Best Management Practices with the goal of fostering environmental awareness and commitment to sustainability.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2620 - Procuring Pesticide Certification**

**Credits:** 3

Students investigate preventative and curative applications for turfgrass pest management and achieve full regional pesticide application certification.

Course Outline

**Prerequisites:** TRF 1620

**Corequisites:** None

## **TRF 2640 - Implementing Environmental Systems for Golf Courses**

**Credits: 3**

Students discover the principles of the Audobon Cooperative Sanctuary Program for Golf Courses.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2660 - Evaluating Irrigation Environmental Efficiencies**

**Credits: 3**

Students assess irrigation environmental impacts through irrigation auditing and central control software  
Course Outline

**Prerequisites:** TRF 1660

**Corequisites:** None

## **TRF 2700 - Principles of Golf Course Construction**

**Credits: 3**

Students gain an understanding of the specialized techniques in constructing golf course features. Students also gain an understanding of plan development and construction. They complete projects that are consistent with industry practices.  
Course Outline

**Prerequisites:** CAD 1050

**Corequisites:** None

## **TRF 2720 - Golf Course Pesticide Application**

**Credits: 3**

Students gain knowledge and skill in the safe handling, application, and legislation of pesticides for golf courses. They participate in calculating, mixing, and calibration of equipment for the safe application of pesticides. Students are prepared to write the Alberta Pesticide Applicator Certificate exam.  
Course Outline

**Prerequisites:** TRF 1200

**Corequisites:** None

## **TRF 2730 - Applying Golf Course Construction Techniques**

**Credits: 3**

Students discover, develop and implement golf course construction elements

Course Outline

**Prerequisites:** TRF 1730

**Corequisites:** None

## **TRF 2740 - Evaluating Professional Standards**

**Credits: 3**

Students evaluate frameworks necessary to implement golf course operational standards

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2760 - Turfgrass Diseases**

**Credits: 3**

This course examines the taxonomy and biology of viruses, bacteria, fungi, algae, nematodes and parasitic plants. The students will examine structure and function in relation to identification, detection and role of organisms on the golf course with a focus on biotic and abiotic interactions. Selected common diseases will be examined. Students relate principles of disease development to management strategies. The focus will be on damage prevention through selection and integration of sustainable and economic biological, chemical, cultural, and physical management strategies.

Course Outline

**Prerequisites:** PLS 1010

**Corequisites:** None

## **TRF 2800 - Managing Golf Course Soils**

**Credits: 3**

Students assemble information and discover processes that influence sustainable methods in golf course soil management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2810 - Internship I; Evaluating Golf Course Infrastructure**

**Credits:** 3

Students develop a plan to assess infrastructure requirements and the roles that infrastructure element has in the golf course system

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2820 - Internship II; Formulating Ecological System Diversifications**

**Credits:** 3

Students implement technology to assemble and analyse golf course plant diversification to maintain or change the integrity of the original intent of the planting plan.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2830 - Internship III; Golf Course Environmental Practices**

**Credits:** 3

Students identify and assess elements of an environmental position of a golf course and integrate their skills to defend, improve or change the position from a sustainable perspective.

Course Outline

**Prerequisites:** TRF 2640

**Corequisites:** None

## **TRF 3000 - Creating an Agronomic Calendar**

**Credits:** 3

Students plan and build an agronomic calendar relating to all applications of products, scheduling of staff and implementation of cultural practice and budgets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 3020 - Assessing Water Quality on Golf Courses**

**Credits:** 3

Students assemble information and discover and analyse processes that influence sustainable methods in golf course water management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 3100 - Exploring Case Studies in Golf Course Management**

**Credits:** 3

Students analyse, reflect and propose solutions to challenges in golf course case studies.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 3120 - Maintaining Golf Course Design Integrity**

**Credits:** 3

Students explore trends and technologies as it relates to golf course design and the management of design integrity.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 4000 - Golf Course Master Planning**



**Credits: 3**

Students apply master planning principles to develop standards for a golf course. Students evaluate a golf course within the context of a long-term planning strategy to manage developmental changes over time. Students develop a long-range master plan for a golf course including specific golf course construction projects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 4100 - Certified Environmental Professional**

**Credits: 3**

Students gain an understanding of moral and ethical issues pertaining to golf courses and the environment. Principles of The Audubon Cooperative Sanctuary Program for Golf Courses are used to develop an environmental management plan for a golf course. Students develop strategies to implement Best Management Practices with the goal of fostering environmental awareness and commitment to sustainability.

Course Outline

**Prerequisites:** TRF 2500

**Corequisites:** None

## **TRF 4200 - Golf Operational Management**

**Credits: 3**

The learner will gain knowledge of operational considerations for the management of selected areas of a golf business. Through a series of case studies and projects, students will enhance their understanding of golf shop operations, food and beverage operations, financial management strategies and the impact of maintenance operations on business performance.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1010 - Transition to College Life**

**Credits: 3**

The student develops an understanding of expectations and skills required to cope independently in the Transitional Vocational Program. This course is offered in the month of August.

Course Outline

**Prerequisites:** None  
**Corequisites:** None

## **TVP 1020 - Personal and Financial Management**

**Credits:** 3

The students will develop skills for managing personal finances by developing and maintaining a personal budget. Students will gain skills to manage independently in their community.

Course Outline

**Prerequisites:** None  
**Corequisites:** None

## **TVP 1030 - Workplace Communications**

**Credits:** 3

The student will enhance communication skills. Students will apply skills in listening, oral presentations, computers and verbal/non-verbal communications.

Course Outline

**Prerequisites:** None  
**Corequisites:** None

## **TVP 1040 - Transition to Workplace**

**Credits:** 3

Students will demonstrate skills to increase work effectiveness. Course content will develop personal organization, accountability and basic safety training for the workplace. Students will also prepare an occupational profile.

Course Outline

**Prerequisites:** None  
**Corequisites:** None

## **TVP 1050 - Consumer Skills**

**Credits:** 3

Students establish necessary skills needed for management of a self sufficient lifestyle. Activities prepare students for moving into an independent living opportunity.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1060 - Employment Search**

**Credits:** 3

The students will develop employment search skills and research employment opportunities. Learners will develop a resume and portfolio to enhance post college employment opportunities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1070 - Workplace Relations**

**Credits:** 3

Student develops skills to build and maintain employment relationships. Students demonstrate an understanding of self empowerment, conflict resolution skills and effective work-place skills.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1110 - Work Experience I**

**Credits:** 3

Provides students with practical employment skills and hands on training in suitable employment areas.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1120 - Work Experience II**

**Credits: 3**

The student will develop greater independence in practical hands-on training in suitable employment areas.  
Course Outline

**Prerequisites:** TVP 1110

**Corequisites:** None

## **TVP 1130 - Work Practicum**

**Credits: 3**

Student will complete their final work practicum with minimal contact from Olds College Staff. Students will perform work-place skills independently.

Course Outline

**Prerequisites:** TVP 1120

**Corequisites:** None

## **VMR 1010 - Animal Health Systems and Management**

**Credits: 3**

Students will use terminology in veterinary medicine. Students will describe emergency and animal health management principles and procedures.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **VMR 1020 - Animal Breeds, Handling and Behaviour**

**Credits: 3**

Different breeds and natural behaviours will be studied and students will identify species and breeds of domestic animals. Students will perform safe handling and restraint techniques on domestic animals.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **VMR 1510 - Infectious Diseases and Prevention**

**Credits: 3**

Students will describe disease conditions of domestic animals and common pharmaceutical agents used in veterinary medicine. Students will review legislation regarding use of pharmaceuticals and will write the Production Animal Medicine Regulation exam. Students describe nutritional requirements for dogs and cats.

Course Outline

**Prerequisites:** VMR 1010

**Corequisites:** None

## **VMR 1520 - Veterinary Procedures Awareness**

**Credits: 3**

Students will recognize and describe common procedures performed in a veterinary hospital. Students will be introduced to veterinary ethics, with an emphasis on animal welfare issues. Critical thinking is applied to animal welfare situations in the pet industry, the livestock industry and to animals used in research, in circuses and wildlife.

Course Outline

**Prerequisites:** VMR 1010, VMR 1020

**Corequisites:** None

## **VMR 1530 - Reception Procedures in Veterinary Medicine**

**Credits: 3**

Students will prepare for their Industry Practicum by preparing portfolios and working with locations to develop veterinary practice protocols. Students will operate standard office equipment. Students will review communication skills and apply them to veterinary settings. Students will hear from industry representatives and participate in industry related field trips.

Course Outline

**Prerequisites:** AHT 1050

**Corequisites:** None

## **VMR 1550 - Veterinary Practice Software**

**Credits: 3**

Using a relational database, students will design data tables, select appropriate data types and relate tables logically. Students will create and modify database objects including tables, forms, reports and queries. They will apply core skills to streamline

data entry, ensure data integrity, automate tasks and analyse data. Students will use a selection of veterinary specific software.

**Prerequisites:** CMP 1000

## **VMR 2950 - Industry Practicum**

**Credits:** 3

Students spend 4 weeks (160 hours) in a veterinary hospital or related institution where they apply competencies acquired during their education and training in the VMR Program. Students will prepare for their industry practicum by utilizing job searching techniques, cover letter and resume writing to secure a placement for their industry practicum.

Course Outline

**Prerequisites:** Pass all required courses and have a cumulative GPA at or above that required for graduation.

**Corequisites:** None

## **VTA 6010 - Small Animal Restraint and Handling**

**Credits:** 3

This course will provide students with knowledge of breeds and behaviors of domestic cats and dogs. Students will learn and apply small animal handling and restraint techniques.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **VTA 6020 - Principles of Veterinary Clinical Procedures**

**Credits:** 3

Students will describe principles of common small animal surgeries and clinical procedures routinely performed in veterinary practices.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **VTA 6030 - Veterinary Equipment and Instrumentation**

**Credits: 3**

Students will describe common biosecurity protocols used in veterinary practice. This course will review veterinary instruments and their care and maintenance. Students will complete WHMIS training.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **VTA 6040 - Veterinary Patient Preparation and Husbandry**

**Credits: 3**

This course will provide students with knowledge of the roles of all veterinary team members. Principles of surgical preparation, husbandry and post surgical care of dogs and cats will be discussed. Students will review the importance of medical records.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **WLD 1167 - Introductory Welding**

**Credits: 3**

Students will gain an understanding into the safety, theory and techniques of manual arc welding, oxy-fuel equipment and gas metal arc welding. They will study electrode selection, welding metallurgy, repair and fabrication procedures and metal joint preparation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **WLD 2167 - Intermediate Welding**

**Credits: 3**

Students will further their understanding of safety and welding practices utilizing oxy-acetylene, Plasma Arc Cutting (PAC), Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW) processes used widely by industry today.

Course Outline

**Prerequisites:** WLD 1167

**Corequisites:** None

## **WTR 1200 - Managing Water Systems**

**Credits: 3**

Students explore the water management issues of horticulture operations focusing on the design and installation of appropriate irrigation systems to reflect industry standards and specific site needs.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **WTR 1330 - Water Fundamentals**

**Credits: 3**

This course is an introduction to the science and issues of water resource management. Topics include the properties of water, surface and groundwater hydrology, water quality standards, water quality analysis and sampling, and the protection of water resources.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **WTR 1430 - Introductory Golf Course Irrigation**

**Credits: 3**

Students gain an understanding of golf course irrigation systems. Students complete activities relating to installation, operation and maintenance of irrigation components. Students learn irrigation system design in relation to water movement and pressure.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **WTR 2330 - Water Quality**

**Credits: 3**

Students will investigate the physical, chemical and biological characteristics of water and their environmental and economic impacts. Monitoring systems and groundwater remediation methods are introduced along with field experiences in water quality



data collection from surface and groundwater sources. Laboratory skills in general microbiology and water analysis are a major emphasis of the course.

Course Outline

**Prerequisites:** WTR 1330

**Corequisites:** None

## **WTR 2630 - Watershed Management**

**Credits: 3**

The 'watershed approach' is explored as a strategy for managing aquatic resources. Content areas include state-of-the-watershed assessments, alternatives for managing water quantity, alternatives for managing water quality, methods for restoring aquatic ecosystems, and watershed planning processes. A culminating project requires students to choose a watershed for which an environmental issue of concern is identified and addressed through an appropriate management plan.

Course Outline

**Prerequisites:** WTR 1330

**Corequisites:** None

## **WTR 2730 - Advanced Golf Course Irrigation**

**Credits: 3**

Students gain an understanding of golf course pumping stations and advanced controls of these systems. Irrigation system auditing and software is utilized in labs to facilitate environmental practices. Rain Bird Central Control Software is used by the students to program realistic golf course conditions.

Course Outline

**Prerequisites:** WTR 1430

**Corequisites:** None

## **WTR 3000 - Water Capture and Management for Landscape Applications**

**Credits: 3**

The learner shall gain knowledge and skills in the principles of the design and development of water capture systems and use for small and large scale landscape applications. Topics include laws legislating water use, types of capture systems and water quality.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## Athletics at Olds College

### Athletics

[^TOP](#)

Our Athletic Department has made huge strides in promoting and expanding its athletic programming. As a new member of the Alberta College Athletic Conference and continuing member of the Alberta College Athletic League, Olds College Athletics is making its mark.

Visit [www.oldscollege.ca/athletics/index](http://www.oldscollege.ca/athletics/index) to learn more about our athletics teams and events.

For further information, please contact our Director of Health and Wellness Services at 403-507-7780.

## Programs of Study

### Advanced Farrier Science

#### Program Summary

The Olds College Advanced Farrier Science Certificate program prepares its graduates to be self-employed in the farrier industry by providing educational excellence in farriery, blacksmithing, anatomy and physiology, horsemanship, welding, record keeping and human relations.

#### Program Outcomes

Graduates will:

- Interact professionally with clients and colleagues within the farrier and equine industry.
- Provide farrier customer service and client education
- Perform basic trimming and showing of the equine foot.
- Perform modifications to machine made shoes in the forge.
- Produce useable forging tools for the production of horseshoes.

- Apply therapeutic and corrective horseshoes and appliances to the equine foot.
- Demonstrate the ability to braze and lap weld in the gas and coal forge.
- Weld using the manual arc process.
- Weld using the oxy-acetylene equipment.
- Build farrier and blacksmithing tools using the arc welding process as well as the oxy-acetylene process.
- Perform basic computer skills utilizing Excel software to create basic records and financial reports for an independent farrier business.
- Exercise ability to make sound choices in the safety and management of the horse.
- Perform different modes of restraint to safely control and work on horses to create a safe working environment.
- Apply horseshoes and shoeing techniques specific to the thoroughbred and standard bred industry.

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/animal-sciences/advanced-farrier-science/admission-requirements/index](http://www.oldscollege.ca/programs/animal-sciences/advanced-farrier-science/admission-requirements/index)

## Program Requirements

Winter Semester: January - April

### **FAR 1200 - Equine Anatomy**

**Credits: 3**

Students learn terminology, anatomy and physiology of the horse with special emphasis on the limbs and feet.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **FAR 1300 - Horse Handling and Horseshoeing**

**Credits: 3**

Students will practice safe and effective horse handling skills and learn the art and science of trimming and shoeing horses with machine made and handmade shoes.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAR 1400 - Introduction to Blacksmithing**

**Credits:** 3

Students will learn the basic skills of blacksmithing by preparing and maintaining the coal forge fire and producing and maintaining basic forging tools and handmade horseshoes.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits:** 3

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAR 1700 - Farrier Welding**

**Credits:** 3

Students will gain an understanding of the safety, theory and techniques of oxy-acetylene welding and cutting, shielded metal arc welding and gas metal arc welding and machining. They will study electrode selection, welding metallurgy, repair and fabrication procedures and metal joint preparation.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Spring and Summer Semester: May - August

## **DFS 1550 - Directed Field Studies I**

**Credits: 6**

Working with a practicing farrier, students will obtain practical experience and mentorship toward the successful achievement of their learning plans.

Visit Course Outline for more information

**Prerequisites:** FAR 1300, FAR 1400

**Corequisites:** None

**Fall Semester: October - December**

### **ACT 1000 - Recordkeeping**

**Credits: 3**

Recordkeeping is a course that provides learners with the opportunity to develop competencies in input, manipulation and output of data necessary to demonstrate the successful operation of a business enterprise. This course is designed to provide an application of spreadsheet software skills to the operations tracking of data needed to develop financial statements. It is strongly recommended students have a working knowledge of spreadsheets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **FAR 2400 - Advanced Keg Shoe Modifications**

**Credits: 3**

Students will learn the application and modification of keg shoes to alter and correct gait faults and lameness.

Course Outline

**Prerequisites:** FAR 1300, FAR 1400

**Corequisites:** None

### **FAR 2500 - Advanced Corrective and Therapeutic Forging**

**Credits: 3**

Students will learn the art and science of making specialized horseshoes for specific therapeutic and abnormalities in gait and stance.

Visit Course Outline for more information

**Prerequisites:** FAR 1300, FAR 1400

**Corequisites:** None

## Total Credits

Total Credits: 30

## Graduation Requirements

To obtain a certificate a student must achieve the following:

- A minimum of 30 credits
- A cumulative GPA of 2.00 or better
- Completion of all the required courses in the program
- Fullfillment of the Graduation Policy - Residence Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For information on fee payment and refund guidelines, visit [www.oldscollege.ca/student-services/financial/index](http://www.oldscollege.ca/student-services/financial/index)

## Agricultural and Heavy Equipment Certificate

### Program Summary

The Olds College Agricultural and Heavy Equipment Program prepares graduates for their careers by focusing on the analysis of systems, diagnosis of failures, and repair of equipment.

Two Semesters

Fall: September - December

Winter: January - April

### Program Outcomes

Graduates will:

- Employ current OH&S and Industry safety standards and procedures in the workplace
- Communicate to achieve desired outcomes in industry
- Make decisions regarding the adjustment and repair of agricultural and heavy equipment systems
- Demonstrate proficiency in adjustment and repair of selected agricultural and heavy equipment systems to meet industry and government standards
- Diagnose common faults on agricultural and heavy equipment

- Maintain agricultural and heavy equipment
- Use advance technologies on agricultural and heavy equipment

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/agricultural-heavy-equipment/index](http://www.oldscollege.ca/programs/trades/agricultural-heavy-equipment/index)

## Agricultural & Heavy Equipment Certificate Description

### Class Projects

All Agricultural and Heavy Equipment students have the opportunity to repair and rebuild their own projects in classes where selected external projects may be taken on by the college. The cost of these projects is not included in the student's tuition. The costs are over and above all other costs the student pays at Olds College. The students will be apprised of these costs in each class where projects are needed. It is completely optional for students to bring in their own projects.

### Apprenticeship Accreditation

The graduate of the one-year certificate has the opportunity to write the apprenticeship exams for the first two-years of either the Agricultural or Heavy Equipment Technician trades. However, in order to challenge these exams, graduates will have to present a minimum GPA of 2.3 in order to be eligible. This gives the graduate technical accreditation towards the first two years of their chosen trade. The student can then choose to continue on and attain Alberta Journeyman status, completing mandatory on the job training hours as specified by Alberta Apprenticeship and attend technical training for the third and fourth period in their chosen trade. For more information contact the program coordinator.

## Program Requirements

Fall Semester: September - December

### **TEC 1100 - Hydraulic and Electrical Basics**

**Credits: 3**

This course is an introduction to hydraulic and electrical principles and systems. Students will study hydraulic and electrical components, how they work and how they are connected in a system. Students will study open and closed center hydraulic systems, and how electricity is created and used. Working with hydraulic test benches, multimeters, circuit boards and other laboratory aids, the students will build and test a variety of selected hydraulic and electrical circuits. Using and interpreting electrical schematics, students will locate components and perform basic repairs on wiring harnesses.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1133 - Agricultural Equipment I**

**Credits:** 3

This course is an introduction of agricultural equipment and drive systems. The student will become acquainted with the function, operation and adjustment of selected equipment. This shall include tractor performance, tillage, cutting, baling and forage equipment. Driveline components, light duty transmissions, clutch and differentials will also be studied.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1026 - Braking and Trailer Systems**

**Credits:** 3

Students will gain an understanding of common braking and trailer systems. They will study the operation, repair and troubleshooting of air, hydraulic and electric braking systems, suspension systems and trailer components and systems. Together, students will repair selected brake systems and inspect selected trailer components.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1000 - Technician Basics**

**Credits:** 3

In this introductory course, the student will gain an understanding of shop procedures and practices. They will learn the use and care of selected measuring, hand and power tools, workplace safety and common industry practices. The student will construct selected shop projects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **WLD 1167 - Introductory Welding**

**Credits:** 3

Students will gain an understanding into the safety, theory and techniques of manual arc welding, oxy-fuel equipment and gas



metal arc welding. They will study electrode selection, welding metallurgy, repair and fabrication procedures and metal joint preparation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **TEC 1604 - Diesel Fuel Systems**

**Credits:** 3

This is an in depth study of diesel fuel, selected mechanical fuel injection systems, and selected electronic controlled fuel injection systems. The students will study the process used to manufacture diesel fuel, safety and guidelines used for the handling and storage of diesel fuel. The student will describe the operating and testing principles of selected mechanical fuel injection systems, engine governor assemblies and fuel injectors used in diesel engines. The student also studies electronically controlled fuel systems and the capabilities of the technician to diagnose trouble codes and failures to stay within the emission regulations. Also included in this course the student will describe the operation of engine compression brakes and engine performance terminology as it pertains to dynamometer testing.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1504 - Engine Service and Repair**

**Credits:** 3

This course is a detailed study of engine (gasoline and diesel) components, systems and repairs. Students will study in detail the cooling, lubrication, intake and exhaust systems of modern diesel engines. Students will disassemble a diesel engine, measure its components as part of the evaluation of the components, describe their function and reassemble the engine to industry specifications. Included in this activity the student will perform engine tune up procedures, preventative maintenance procedures and evaluate engine condition.

Course Outline

**Prerequisites:** TEC 1000

**Corequisites:** TEC 1404

## **TEC 1522 - Starting and Charging Systems**

**Credits:** 3

Students will study the operation, testing and repair of alternators, starting motors, batteries, and ignition components. The

servicing of wire terminals and connectors will be performed. The course also includes the study of basic electronics and electronic control systems.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

## **TEC 1404 - Engine Fundamentals and Systems**

**Credits:** 3

This course will introduce students to the fundamental operating and maintenance principles of gasoline and diesel engines. Students will be able to describe two and four stroke cycle engine operating principles for both gasoline and diesel engine. The student's descriptions will include parts identification preventative maintenance programs, engine lubrication, cooling, inlet and exhaust systems found on gasoline and diesel engines.

Course Outline

**Prerequisites:** TEC 1000

**Corequisites:** TEC 1504

## **COM 1020 - Workplace Communication**

**Credits:** 3

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **Total Credits**

Total Fall Semester: 15 credits

Total Winter Semester: 15 credits

Total Required Credits: 30 credits

## **Graduation Requirements**

To obtain a certificate a student must achieve the following:

- A minimum of 30 credits
- A cumulative GPA of 2.00 or better
- Completion of all required courses for this program

- Fulfillment of the Graduation Policy - Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For information on fee payment and refund guidelines, visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

# Agricultural and Heavy Equipment Diploma

## Program Details

The Olds College Agricultural and Heavy Equipment Program prepares graduates for their careers by focusing on the analysis of systems, diagnosis of failures, and repair of equipment.

## Program Summary

Four Semesters (first two semesters are the Certificate program)

Fall: September - December

Winter: January - April

## Program Outcomes

Graduates will:

- Employ current OH&S and Industry safety standards and procedures in the workplace
- Communicate to achieve desired outcomes in industry
- Make decisions regarding the adjustment and repair of agricultural and heavy equipment systems
- Demonstrate proficiency in adjustment and repair of selected agricultural and heavy equipment systems to meet industry and government standards
- Diagnose common faults on agricultural and heavy equipment
- Maintain agricultural and heavy equipment
- Use advanced technologies on agricultural and heavy equipment

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/agricultural-heavy-equipment/index](http://www.oldscollege.ca/programs/trades/agricultural-heavy-equipment/index)

## Two Majors

**Agricultural Equipment Major**  
**Heavy Equipment Major**

## Program Requirements

### Class Projects

All Agricultural and Heavy Equipment students have the opportunity to repair and rebuild their own projects in classes where selected external projects may be taken on by the college. The cost of these projects is not included in the student's tuition.

The costs are over and above all other costs the student pays at Olds College. The students will be apprised of these costs in each class where projects are needed. It is completely optional for students to bring in their own projects.

### Apprenticeship Accreditation

The graduate of the two-year diploma has the opportunity to write the apprenticeship exams for the first two-years of both the Agricultural and Heavy Equipment Technician trades and the third and fourth years of either the Agricultural or Heavy Equipment Technician Trade based on their chosen major. However, in order to challenge these exams, graduates will have to present a GPA of 2.3 to be eligible to write these exams. This gives the graduate full technical accreditation towards their trade. To continue on and attain Alberta Journeyman status, the graduate must complete mandatory on-the-job training hours as specified by Advanced Education and Apprenticeship.

The program is accredited by Advanced Education and Apprenticeship. For further accreditation information contact the program coordinator.

## Agricultural Equipment Major

Fall Semester: September - December

### **TEC 2305 - Hydraulics II**

**Credits: 3**

Students will study advanced hydraulic systems including open centre, closed centre, load sensing and pilot operated systems. The students will also study system schematic interpretation using technical manuals and testing and troubleshooting procedures. Selected system components will be disassembled to learn inspection and repair procedures.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

## **TEC 2218 - Steering and Suspension**

**Credits: 3**

In this course students will study the fundamentals and service of steering and suspension equipment operated "on road" and "off road" including agricultural equipment. Students will also study wheel angles and alignment, and selected accessories or attachments associated with modern equipment.

Course Outline

**Prerequisites:** TEC 1000, TEC 1026

**Corequisites:** None

## **TEC 2722 - Electrical and Electronic Diagnostics**

**Credits: 3**

This course is a detailed study of major electrical systems, troubleshooting of components and circuits on selected pieces of equipment. Students will be involved in using diagnostic tools and schematics for troubleshooting faults on equipment. On-board computer controllers for the purpose of diagnostics will also be discussed.

Course Outline

**Prerequisites:** TEC 1522

**Corequisites:** None

## **TEC 2226 - Off Road Systems**

**Credits: 3**

Students will gain an understanding of different types of undercarriage, their applications and selected ground engagement tools used in Off Road equipment. They will study proper methods for evaluating wear, disassembly, proper usage and their effect on machine performance. Students will use safe handling and overhaul techniques to disassemble, measure and re-assembly undercarriages, track tension systems and ground engagement tools.

Course Outline

**Prerequisites:** TEC 1000

**Corequisites:** None

## **TEC 2338 - HVAC Systems**

**Credits: 3**

This heating and air-conditioning course covers the theory of operation, system controls, servicing, and diagnostics of selected systems. Students will practice selected service procedures to industry standards on laboratory air conditioning units and live

equipment. Students will be encouraged to obtain the Heating Refrigeration Air Conditioning Institute of Canada environmental awareness certification. This certification will be offered on the students' own time (evening) and at their own expense.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

Winter Semester: January - April

## **TEC 2433 - Agricultural Equipment II**

**Credits: 3**

Students will study equipment used in seeding, spraying and harvesting, including some of the monitors and GPS systems used on this equipment. Precision Farming practices, components and software will also be studied.

Course Outline

**Prerequisites:** TEC 1133

**Corequisites:** None

## **TEC 2733 - Agricultural Equipment Repair**

**Credits: 3**

Students will gain experience in the overhaul and repair of agricultural equipment. They will use service and parts manuals to disassemble, analyze, repair and reassemble agricultural equipment. The course will use current shop procedures and practices to give the student knowledge of how an agricultural equipment repair shop operates.

Course Outline

**Prerequisites:** TEC 1133, TEC 1000

**Corequisites:** None

## **TEC 2705 - Hydraulics III**

**Credits: 3**

Students will study hydrostatic drive systems, off road steering systems and electrical/electronically controlled hydraulic systems. The students will also study system schematic interpretation using technical manuals and testing and troubleshooting procedures. Selected system components will be disassembled to learn inspection and repair procedures.

Course Outline

**Prerequisites:** TEC 2305

**Corequisites:** None

## **TEC 2126 - Hydraulic Shift Transmissions**

**Credits:** 3

Students will study the theory, operation and service procedures of hydraulic/power shift transmissions, automatic transmissions, torque converters and hydraulic retarders used in off road equipment. The students will disassemble, inspect and reassemble a power shift or automatic transmission. The students will also study system schematic interpretation using technical manuals and testing and trouble shooting procedures.

Course Outline

**Prerequisites:** TEC 1100, TEC 2305

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **Heavy Equipment Major**

Fall Semester: September - December

## **TEC 2226 - Off Road Systems**

**Credits:** 3

Students will gain an understanding of different types of undercarriage, their applications and selected ground engagement tools used in Off Road equipment. They will study proper methods for evaluating wear, disassembly, proper usage and their effect on machine performance. Students will use safe handling and overhaul techniques to disassemble, measure and re-assemble undercarriages, track tension systems and ground engagement tools.

Course Outline

**Prerequisites:** TEC 1000

**Corequisites:** None

## **TEC 2305 - Hydraulics II**

**Credits:** 3

Students will study advanced hydraulic systems including open centre, closed centre, load sensing and pilot operated systems. The students will also study system schematic interpretation using technical manuals and testing and troubleshooting procedures. Selected system components will be disassembled to learn inspection and repair procedures.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

## **TEC 2338 - HVAC Systems**

**Credits:** 3

This heating and air-conditioning course covers the theory of operation, system controls, servicing, and diagnostics of selected systems. Students will practice selected service procedures to industry standards on laboratory air conditioning units and live equipment. Students will be encouraged to obtain the Heating Refrigeration Air Conditioning Institute of Canada environmental awareness certification. This certification will be offered on the students' own time (evening) and at their own expense.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

## **TEC 2722 - Electrical and Electronic Diagnostics**

**Credits:** 3

This course is a detailed study of major electrical systems, troubleshooting of components and circuits on selected pieces of equipment. Students will be involved in using diagnostic tools and schematics for troubleshooting faults on equipment. On-board computer controllers for the purpose of diagnostics will also be discussed.

Course Outline

**Prerequisites:** TEC 1522

**Corequisites:** None

## **TEC 2218 - Steering and Suspension**

**Credits:** 3



In this course students will study the fundamentals and service of steering and suspension equipment operated "on road" and "off road" including agricultural equipment. Students will also study wheel angles and alignment, and selected accessories or attachments associated with modern equipment.

Course Outline

**Prerequisites:** TEC 1000, TEC 1026

**Corequisites:** None

Winter Semester: January - April

## **TEC 2436 - On Road Power Trains**

**Credits: 3**

This is a detailed course covering basic power train applications to heavy duty applications found in equipment (trucks) operated normally "on road". The students will study topic areas from basic principles, fundamentals and repairs of clutches, transmissions, drivelines, differentials and transfer cases. Students will disassemble, troubleshoot, evaluate and reassemble selected power train components.

Course Outline

**Prerequisites:** TEC 1000, TEC 1133

**Corequisites:** None

## **TEC 2705 - Hydraulics III**

**Credits: 3**

Students will study hydrostatic drive systems, off road steering systems and electrical/electronically controlled hydraulic systems. The students will also study system schematic interpretation using technical manuals and testing and troubleshooting procedures. Selected system components will be disassembled to learn inspection and repair procedures.

Course Outline

**Prerequisites:** TEC 2305

**Corequisites:** None

## **TEC 2749 - Heavy Equipment Repair**

**Credits: 3**

Students will gain experience in the overhaul and repair of heavy equipment. They will use service and parts manuals to disassemble, analyze, repair and reassemble heavy equipment. The course will use current shop procedures and practices to give the student knowledge of how a heavy equipment repair shop operates.

Course Outline

**Prerequisites:** TEC 1100, TEC 2226

**Corequisites:** None

## **TEC 2126 - Hydraulic Shift Transmissions**

**Credits:** 3

Students will study the theory, operation and service procedures of hydraulic/power shift transmissions, automatic transmissions, torque converters and hydraulic retarders used in off road equipment. The students will disassemble, inspect and reassemble a power shift or automatic transmission. The students will also study system schematic interpretation using technical manuals and testing and trouble shooting procedures.

Course Outline

**Prerequisites:** TEC 1100, TEC 2305

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Total Credits

Total First Year Credits (Agricultural and Heavy Equipment Certificate): 30

Total Second Year Credits: 30

Total Required Credits: 60

## **Graduation Requirements**

To obtain a diploma a student must achieve the following:

1. A minimum of 60 credits (30 from 1st year Certificate)
2. A cumulative GPA of 2.00 or better
3. Completion of all required courses for the major chosen
4. Fulfillment of the Graduation Policy - Residency Requirements
5. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For information on fee payment and refund guidelines, visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Agricultural Equipment Technician Apprenticeship

For more information on this program - please refer to the Apprenticeship Program of Study

### Program Summary

This program is comprised of 4 Periods

Eight Weeks Each Period

The Alberta Agricultural Machinery Industry and Alberta Apprenticeship and Industry Training and Alberta Advanced Education and Technology Initiated a four year Agricultural Equipment Technician Apprentice Program. This program has been in place since the fall of 2001

## Agricultural Management

### Program Summary

The Olds College Agricultural Management Diploma prepares graduates for entry into careers managing agricultural production, service and value-adding enterprises.

### Program Outcomes

An Agricultural Management graduate will:

- Communicate professionally with stakeholders
- Develop enterprise goals and plans
- Apply problem solving strategies throughout the agri-value chain
- Apply project management principles to achieve defined project outcomes
- Appraise the performance of self and others
- Apply business principles to achieve organization goals
- Assess local and global market opportunities
- Assess animal and plant production and processing systems
- Assess the use of technology in the production and processing of food and non-food agricultural products
- Develop business plans

In addition to these outcomes common to all majors, there are outcomes specific to each major:

Production Major

- Solve problems relating to production and management
- Manage financial information and physical records for decision making
- Apply principles and practices of livestock production
- Apply principles and practices of crop production
- Implement marketing strategies
- Comply with regulatory requirements associated with production and management
- Practice land and water resource stewardship
- Manage ecological, economic, and social issues of production decisions and processes
- Manage agricultural development using appropriate technology
- Manage agricultural equipment
- Develop strategies to address production variability
- Implement risk management strategies
- Utilize technology associated with production and management

#### Finance Major

- Analyze financial statements
- Assess the financial strength of an agri-business
- Assess the payment capacity of an agri-business
- Appraise strategic aspects of an agri-business
- Evaluate the strategic management practices of an agri-business

#### Marketing Major

- Apply the principles of marketing to create a marketing mix
- Develop pricing strategies for value added activities
- Develop customer relationship management (CRM) strategies
- Utilize E-marketing strategies in the professional selling process
- Apply the sales process and professional selling skills

## Program Details

### Two Year Diploma

Fall: September - December

Winter: January - April

### Admission Requirements

Admission Requirements can be found at [www.oldscollge.ca/programs/agriculture/agriculture-management/index](http://www.oldscollge.ca/programs/agriculture/agriculture-management/index)

### Program Requirements

Our program requires completion of a core set of courses within all the Agricultural Management majors. These courses have been selected to provide a strong foundation for all advanced courses.

In addition to completing these core courses, each major allows some electives and the college offers courses through Continuing Education to allow students to pick up courses in areas of interest.

Some of these electives require prerequisite courses to be completed as outlined in the course descriptions. Although recommendations are provided, you are responsible for making sure all prerequisites are completed and that you will meet the specified graduation requirements.

## First Year Credits - All Majors

Fall Semester: September - December

### **AMT 1035 - Agricultural Management Principles**

**Credits: 3**

The learner develops fundamental concepts of business management within the context of agriculture. These basic tools will provide the foundation for sound business decisions as they relate to all aspects and functional areas of the organization.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **AMT 1335 - Agribusiness Accounting**

**Credits: 3**

The learner generates financial records and statements, using generally accepted accounting principles, for agribusinesses. Industry software is used and attention to unique industry issues is emphasized.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **AGN 1240 - Principles of Crop Production**

**Credits: 3**

This course takes a systems approach to Western Canadian agricultural crop production. Topics in land preparation, crop selection, crop establishment, and harvesting will be supplemented with basic soil characteristics and plant

morphology. Identification of major Canadian crops and their product end use will also prepare the student for further studies in Agronomy.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LVS 1370 - Principles of Animal Agriculture**

**Credits: 3**

In this introductory course, students examine fundamental principles of physiology, nutrition and animal health as well as participating in hands-on labs. This course also studies global production demographics, production trends and current issues affecting livestock industries.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AMT 1040 - Survey of Agribusiness**

**Credits: 3**

This is an introductory course on the nature of agricultural business from both a local and an international perspective. The learner explores the global policy framework as well as national laws and programs which support agricultural enterprise. Selected sectors of the industry are then investigated with these perspectives in mind.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AMT 1360 - Agribusiness Information Technology**

**Credits: 3**

This course is an overview of selected agri-business technological tools and software. Students apply and evaluate selected business software applications, examine business web activities and assess selected business reports.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **MEC 1050 - Machinery and Technology**

**Credits: 3**

This course is a general overview of the farm machinery and technology used in Western Canada. Students will become familiar with the uses and purposes of tractors and combines as well as tillage, seeding, spraying and forage equipment. Precision Farming principles and components will also be studied.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 1020 - Principles of Marketing**

**Credits: 3**

This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environmental factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

AND

One course to be approved in discussion with your Coordinator

Total Credits

Total Credits: 30

Production Major Description

In their second year, learners who are interested in production agriculture should choose this major. This major prepares students for all types of farm operations or for corporate farming environments. The emphasis is on management of all assets and resources of the farming operation.

## Second Year

Fall Semester: September - December

### **AGN 2540 - Range and Forage Crop Management**

**Credits: 3**

This course focuses on the multi-faceted forage crop and range management industry; identification, use and management of native and agronomic species in perennial ecosystems will be emphasized. Practical skills including utilizing plant keys, plant inventories, assessment of plant health, habitat and herbivore management are reviewed. A collection of native and agronomic plant species will be compiled into a manual for future reference.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

### **AMT 2020 - Advanced Product Marketing**

**Credits: 3**

This is an advanced course on marketing as it relates to profitable pricing decisions using break even information. There will be an opportunity to focus on a commodity of choice as it relates to the Canadian Grading System, strategic commodity sales and the creation of promotional materials. The development and presentation of an in depth marketing plan will demonstrate the importance of strategically pricing both inputs and outputs within an agricultural business.

Visit Course Outline for more information

**Prerequisites:** MKG 1020

**Corequisites:** None

### **AMT 2035 - Agribusiness Financial Management**

**Credits: 3**

This is a course on business management practices and processes for decision making. The impact of money management on business performance is examined through the application of selected budgeting processes and business risk assessments.



Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

AND

One Second Year course to be approved in discussion with your Coordinator

AND

One Second Year course to be approved in discussion with your Coordinator

Winter Semester: January - April

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AGN 2740 - Environmental Farm Management**

**Credits: 3**

This course studies the practices of soil and water management and their application in sustainable agricultural systems. Students discuss the management of problem soils, water sheds and riparian areas. This course also examines soil conservation strategies, carbon sequestration and environmental farm planning.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

## **AMT 2630 - Agribusiness Planning and Management**

**Credits: 3**

This course allows the learner to integrate concepts from other agricultural management courses in the preparation and presentation of a business plan related to an agri-business or agri-value venture.

Visit Course Outline for more information

**Prerequisites:** AMT 1035, MKG 1020, AMT 1335

**Corequisites:** None

## **MEC 1490 - Farmstead Management**

**Credits: 3**

This course is a general overview of farmstead planning, structures and utility systems. Students study floor planning, building materials, foundations, framing types, technical drawings, environmental controls, electrical and gas, water and sewage systems. Safety, maintenance, relevant codes and environmental planning issues are also studied.

Course Outline

**Prerequisites:** None

**Corequisites:** None

AND

One Second Year course to be approved in discussion with your Coordinator

### **Total Credits**

Total Credits: 30

## **Marketing Major Description**

This major is designed to prepare you to take on a position in the agricultural sector dedicated to the marketing and sale of a variety of agricultural products and commodities and to the provision of customer service in a variety of manners. This includes products or services used to produce agricultural goods and the marketing of goods produced by agriculture to consumers.

This major is particularly suited to the career-minded individual who hopes to assume an agricultural marketing position in the future.

### **Second Year**

Fall Semester: September - December

## **MKG 2020 - Professional Selling/Customer Relations Management**

**Credits: 3**

This course is designed for business and agricultural management diplomas - marketing stream majors. The emphasis is on developing successful sales professionals and the competencies necessary to effectively manage the sales process. This is also an

excellent foundational course for students pursuing an entrepreneurial career. The course is broken into three components. Specifically, 1) the development of personal and business goal setting ability, 2) the development of sales skills, and 3) the use of Customer Relationship Management (CRM) techniques. This course has an applied focus which is achieved by in-class role playing workshops, industry speakers and some field study.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AMT 2020 - Advanced Product Marketing**

**Credits: 3**

This is an advanced course on marketing as it relates to profitable pricing decisions using break even information. There will be an opportunity to focus on a commodity of choice as it relates to the Canadian Grading System, strategic commodity sales and the creation of promotional materials. The development and presentation of an in depth marketing plan will demonstrate the importance of strategically pricing both inputs and outputs within an agricultural business.

Visit Course Outline for more information

**Prerequisites:** MKG 1020

**Corequisites:** None

AND

Second year course to be approved in discussion with your Coordinator

AND

Second year course to be approved in discussion with your Coordinator

AND

Second year course to be approved in discussion with your Coordinator

Winter Semester: January - April

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **MKG 2680 - E-marketing**

**Credits: 3**

Students acquire the necessary skills to develop eMarketing campaigns and manage eMarketing plans from a marketing, as well as managerial perspective. Topics include developing an eMarketing campaign, using online analytics to track success, using social media to market, search engine optimization and affiliate programs.

Course Outline

**Prerequisites:** MKG 1021 or both MKG 1020 and AMT 1360

**Corequisites:** None

## **AMT 2630 - Agribusiness Planning and Management**

**Credits: 3**

This course allows the learner to integrate concepts from other agricultural management courses in the preparation and presentation of a business plan related to an agri-business or agri-value venture.

Visit Course Outline for more information

**Prerequisites:** AMT 1035, MKG 1020, AMT 1335

**Corequisites:** None

AND

Once second year course to be approved in discussion with your Coordinator

AND

One second year course to be approved in discussion with your Coordinator

### **Total Credits**

Total Second Year Credits: 30

## **Finance Major Description**

The Finance major prepares you for a career in agricultural lending and finance. Demand for employees is high in chartered banks, trust companies, credit unions, treasury branches and federal and provincial agricultural lending agencies. Employment in agricultural equipment lending and leasing is also possible.

### **Second Year**

Fall Semester: September - December

## **AMT 2035 - Agribusiness Financial Management**

**Credits: 3**

This is a course on business management practices and processes for decision making. The impact of money management on business performance is examined through the application of selected budgeting processes and business risk assessments. Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

## **ACT 2010 - Managerial Accounting**

**Credits: 3**

The course will introduce elements of decision making and company control with a focus on the decision making based on quantitative (numerical) analysis. The goal is to provide a background for improved strategic company decisions. Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

## **MGT 1060 - Business Law**

**Credits: 3**

This course introduces the learner to elements of the law that play a significant role in business relationships. Specific topics include the dispute resolution process, the law of organizations, contracts and torts, commercial transactions, plus selected relevant legislation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

AND

One second year course to be approved in discussion with your coordinator

AND

One second year course to be approved in discussion with your coordinator

Winter Semester: January - April

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **MEC 1490 - Farmstead Management**

**Credits:** 3

This course is a general overview of farmstead planning, structures and utility systems. Students study floor planning, building materials, foundations, framing types, technical drawings, environmental controls, electrical and gas, water and sewage systems. Safety, maintenance, relevant codes and environmental planning issues are also studied.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AMT 2600 - Agricultural Asset Valuation**

**Credits:** 3

The learner is provided with the fundamental principles by which to estimate the value of an agribusiness asset. These principles will be applied to a variety of assets including land, major structures, equipment, and inventory.

Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

## **FIN 2135 - Financial Lending**

**Credits:** 3

The learner applies accounting fundamentals and advanced analysis procedures to the field of agricultural lending. Financial statement information is compiled and verified. Techniques such as trend and ratio analysis are used to assess the credit risk associated with an agricultural business. While the primary emphasis is from the perspective of the lender, borrowers are able to apply the information to strengthen their negotiating position.

Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

## **AMT 2630 - Agribusiness Planning and Management**

**Credits: 3**

This course allows the learner to integrate concepts from other agricultural management courses in the preparation and presentation of a business plan related to an agri-business or agri-value venture.

Visit Course Outline for more information

**Prerequisites:** AMT 1035, MKG 1020, AMT 1335

**Corequisites:** None

AND

One second year course to be approved in discussion with your coordinator

AMT 2600 and FIN 2135 will be offered in alternate years with a combined cohort of first and second year students

## Total Credits

Total Second Year Credits: 30

## Approved Option Courses for all Majors

Semester 3 - Approved Options (second year course already listed or course below)

### **AGN 2640 - Principles of Soils and Crop Nutrition**

**Credits: 3**

This course provides the learner with the principles of soil characteristics, soil fertility, and fertilizer application. The learner will study chemical and physical soil properties, essential plant nutrient, soil testing, fertilizer types and application methods. Soil sampling techniques, interpretation of soil test reports and development of fertilizer blends will be performed.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

### **LVS 2370 - Livestock Nutrition**

**Credits: 3**

This course applies the principles of nutrition to livestock. It includes a discussion of nutrients, nutrient requirements, sources of nutrients and their cost. It also includes meeting the nutrient requirements of various livestock species through ration balancing.

Course Outline

**Prerequisites:** LVS 1370

**Corequisites:** None

## **LVS 2470 - Livestock Health and Disease**

**Credits:** 3

Students are instructed regarding basic concepts of livestock diseases including their causes, clinical signs, treatment and prevention. This course is intended for the Agricultural Management program.

Course Outline

**Prerequisites:** LVS 1370

**Corequisites:** None

## **MEC 2060 - Precision Cropping Systems**

**Credits:** 3

In this course selected electronic monitors and controllers used on tractors, seeders, sprayers and combines will be studied. Students will also become more familiar with equipment and software used in Precision Farming practices.

Course Outline

**Prerequisites:** MEC 1050

**Corequisites:** None

Semester 2 and 4 - Approved Options (second year course already listed or course below)

## **LVS 2570 - Livestock Breeding Strategies**

**Credits:** 3

This course will emphasize reproduction and genetic strategies with the objective to meet the goals for your breeding stock. Students will have the opportunity to concentrate on species of personal interest; as such there will be a requirement for significant self-study and report writing. Participation in activities on the Olds College farm and trips to local livestock enterprises will be expected.

Course Outline



**Prerequisites:** LVS 1370

**Corequisites:** None

## **LVS 2070 - Beef Cattle Management**

**Credits:** 3

This course deals with beef production from the birth to slaughter. The objective will be to prepare students to manage a cow/calf herd throughout the yearly cycle. Various options for marketing their calves including retained ownership will be investigated. Feedlot management principles will also be evaluated so participants will have an understanding of the whole value chain. Students will participate in calving rotations and feeding rotations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AGN 2240 - Field Crop Management**

**Credits:** 3

Students will explore advanced topics in field crop management. Some of these will include plant growth and development, crop genetic improvement, grain storage and quality evaluation, and process of crops for food and industrial by-products. Identification of all Western Canadian field crops will be emphasized.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

## **AGN 1540 - Introductory Pest Management**

**Credits:** 3

Students will study the principles of pest management in agricultural cropping systems. They will learn the basic concepts of integrated pest management and principles guiding the safe use of pesticides. Learners will also focus on the identification of selected weeds, diseases and insects of field crops in Western Canada.

Course Outline

**Prerequisites:** AGN 1240, PLS 1010

**Corequisites:** None

## **Graduation Requirements**

To obtain a diploma a student must achieve the following:

1. A minimum of 60 credits

2. A cumulative GPA of 2.00 or better
3. Completion of all required courses for the major chosen
4. Fulfillment of the Graduation Policy - Residency Requirements
5. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For information on fee payment and refund guidelines, visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Animal Health Technology

### Program Summary

The Olds College Animal Health Technology Program prepares its graduates to be employed in the animal health industry by providing educational excellence in technical procedures, animal nursing care, and client relations.

### Two-Year Diploma

Accredited by the Canadian Veterinary Medical Association  
Accredited by the American Animal Hospital Association  
Inspected by Alberta Veterinary Medical Association  
Inspected by the Canadian Council on Animal Care

### Two Delivery Options

#### **ON-CAMPUS DELIVERY - FALL ENTRY ONLY**

First-Year – Two Semesters: September – April  
Second-Year – Three Semesters: September – June

#### **ON-LINE DELIVERY OPTION - SUMMER ENTRY ONLY**

First-Year – Four Semesters: July – June  
Second-Year – Four Semesters: September – August

### Program Outcomes

Graduates will:

- Interact professionally with clients and colleagues within the animal health industry
- Communicate effectively within the animal health industry
- Perform animal nursing care

- Perform veterinary surgical and dental procedures
- Perform veterinary anesthetic and analgesic procedures
- Perform biosecurity measures and protocols in an animal health care environment
- Perform veterinary diagnostic laboratory techniques
- Perform veterinary diagnostic imaging procedures

## Program Details

## Program Description

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/animal-sciences/animal-health-technology-aht/admission-requirements/index](http://www.oldscollege.ca/programs/animal-sciences/animal-health-technology-aht/admission-requirements/index)

## Submission Deadline

Applicants applying for the on-campus delivery option must submit all marks to Olds College on or before August 1.

Applicants applying for the on-line delivery option must submit all marks to Olds College on or before June 1.

### **NOTE:**

Class size is limited to 30 students in each delivery option.

Past experience indicates a strong demand for this program, therefore, prospective students should pay close attention to the application requirements and timelines.

## Professional Requirements

Most provincial/territorial associations require graduation from a CVMA accredited college for eligibility to work as an Animal Health Technologist.

In Alberta membership in the Alberta Association of Animal Health Technologists (AAAHT) and Alberta Veterinary Medical Association (ABVMA) is compulsory for an AHT employed in veterinary medicine and for AHT students that are employed in veterinary practice.

Successful completion of the Veterinary Technologist National Examination (VTNE) is required for AAAHT and ABVMA active membership.

There are three windows to write this exam; in March, July and in December each year. Typically graduating on-site students will write in July and graduating on-line students will write in December.

Fees for this exam are approximately \$300.00 U.S.

Please contact the Animal Health Technology Association in the province where you plan to work for their specific requirements for membership.

## Animal Health Technology Diploma Options

Two Options - On-Campus or On-Line

### On-Campus Delivery Option

The first-year of this option runs from September through April and is taught at Olds College. During this time, students will be trained in veterinary laboratory techniques including parasitology, hematology, diagnostic imaging, other clinical diagnostic procedures and will be introduced to the basics of animal care.

From September through April of the second year students return to Olds College. The training during this time concentrates heavily on hands-on experience in the techniques involved in the animal health field. These techniques include obtaining and testing laboratory specimens, caring for and handling animals, assisting with surgery and anesthesia, and performing veterinary office procedures. Access to the Olds College farm provides students with opportunities to receive training involving cattle, sheep and horses. Students also play an active role in running the program's small animal facilities and adoption program.

The final component of this option is a six-week, industry practicum component. This on-the-job training can take place in veterinary practices, zoos, wildlife centers and diagnostic or research laboratories located locally, nationally or internationally.

### On-Line Delivery Option

The on-line delivery option features on-line delivery of the theory components during the regular academic year. Students then attend the Olds College campus for intense hands-on training during the summer months. This delivery option is completed over 25 months with a two-month break over summer before the beginning of the second-year. It allows the learner to complete the majority of the program at home, yet delivers the same amount of hands-on training as the on-campus delivery option. This option also has a six week industry practicum component.

The first year begins with seven-weeks on campus in July and August. Students then go on-line from September to mid April. The first year finishes with ten weeks on-campus from the end of April to the end of June. The second year begins again in September when they go on-line from September to April. They return to campus for ten weeks from the end of April to the end of June. Students finish the program by completing a six week industry practicum in July and August. Students will participate in graduation ceremonies during the last time on campus and their transcripts will be complete upon the completion of their practicum.

## On-Campus Program Requirements

### First Year

Fall Semester: September - December

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1010 - Veterinary Laboratory Procedures**

**Credits: 3**

Students will develop a proficiency in the use, care and maintenance of selected laboratory equipment. Guidelines for laboratory safety will be covered in order to promote safety awareness. Students will become familiar with characteristics of bacteria, fungi, viruses and parasites. An emphasis will be placed on the cause, clinical signs and treatment of important veterinary diseases and the human health implications. Students will learn to perform common diagnostic procedures in order to identify microbes and parasites.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1030 - Animal Anatomy and Physiology**

**Credits: 3**

This course is a comprehensive study of all body systems for domestic animals using both a systems and regional approach. Students learn how body parts and functions are interrelated and what is normal for each species. Hands-on laboratory dissection from various species and interactive labs allow students to apply the theory they have learned for each system.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1040 - Animal Breeds, Behavior and Management**

**Credits: 3**

This course provides students with foundational veterinary medical terminology they will use throughout their career. They will

also study different breeds, learning to interpret their natural behaviors as they relate to safe handling, restraint and management practices. Students will perform safe handling and restraint techniques used in common aspects of the veterinary industry. These activities take place with common domestic species.

Visit Course Outlines for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1050 - Introduction to the Veterinary Profession**

**Credits:** 3

Students will become familiar with selected animal health organizations and will adhere to the regulations of veterinary medicine in Alberta. Students are introduced to strategies and techniques for managing self and interacting with others. Students will discuss client service within the veterinary practice and will examine animal welfare and ethical issues.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **AHT 1550 - Clinical Communication for the Veterinary Profession**

**Credits:** 3

Students will enhance existing skills in intrapersonal and interpersonal communication and develop specific skills in communicating with veterinary clients and veterinary professionals. Students will demonstrate communication strategies and will participate in self-reflection and evaluation of these skills.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AHT 1510 - Veterinary Hematology and Urinalysis**

**Credits:** 3

This course provides a study of normal blood composition, production, metabolism, functions and morphology as it applies to the animal's health status. Students will examine normal hemostasis and normal values in common domestic animals. Students will also identify disorders of leukocytes, erythrocytes, thrombocytes and hemostasis. Students will then apply principles of collecting, preparing and evaluating samples with an emphasis on practical hematology and urinalysis procedures. The student

will differentiate between normal and abnormal results from laboratory techniques and apply these results when identifying disorders.

Visit Course Outline for more information

**Prerequisites:** AHT 1010, AHT 1030

**Corequisites:** None

## **AHT 1520 - Veterinary Diagnostic Imaging**

**Credits: 3**

This course focuses on x-ray production, maintaining imaging equipment and related materials to ensure quality of results and safety of operations. Students will apply knowledge of anatomy and physiology as it pertains to diagnostic images. Students will produce diagnostic images using proper positioning and restraint procedures in both small and equine species, process latent images, evaluate radiographs and maintain record keeping logs.

Visit Course Outline for more information

**Prerequisites:** AHT 1030, AHT 1040

**Corequisites:** None

## **AHT 1530 - Animal Nutrition**

**Credits: 3**

This course focuses on the role of nutrition in life stages, life styles, and in common physiological conditions of companion and large animal species. Students will learn about nutrition as it applies to prevention, maintenance and veterinary prescribed treatment protocols of animal health. Students will apply this knowledge to educate clients regarding all aspects of nutrition in a veterinary setting.

Visit Course Outline for more information

**Prerequisites:** AHT 1030

**Corequisites:** None

## **AHT 1540 - Animal Health Pharmacology**

**Credits: 3**

Students will become familiar with drugs commonly used in the veterinary industry. Pharmacological agents are discussed based on body systems, their common uses, side effects and drug forms. Common mathematical fundamentals will be covered including knowledge of common measurement systems, conversions between systems and dosage calculations.

Visit Course Outline for more information

**Prerequisites:** AHT 1030

**Corequisites:** None

Total Credits

Total Credits: 30

Second Year

Fall Semester: September - December

## **AHT 2020 - Small Animal Anesthesia and Analgesia**

**Credits: 3**

Students will explain the effects and indications for anesthetic and analgesic drugs. They will predict the effects of these agents and be able to respond appropriately. They will assemble and explain components of the anesthetic machine allowing them to use, maintain, and trouble shoot problems with anesthetic equipment. Students will explain manual and electronic monitoring in a variety of patients so they can safely monitor patients under anesthesia.

Visit Course Outline for more information

**Prerequisites:** AHT 1540

**Corequisites:** None

## **AHT 2030 - Clinical Veterinary Lab Procedures**

**Credits: 3**

Students will review and perform diagnostic laboratory skills developed throughout the program. The focus of this course is to increase accuracy of various laboratory skills to a level of competency required in the animal health field. This course will focus on hematology, urinalysis, parasitology, microbiology and clinical chemistry. The students will learn how to differentiate between normal and abnormal results from laboratory techniques and how these results can be applied when identifying disorders.

Visit Course Outline for more information

**Prerequisites:** AHT 1510

**Corequisites:** None

## **AHT 2040 - Small Animal Surgery and Dentistry**

**Credits: 3**

Students will explain the role of the AHT prior to, during, and after surgical and dental procedures. An understanding of surgical procedures and dental disease will be gained so they can accurately discuss and educate owners in these areas. Students will describe dental procedures to prepare for their role during dental assessment and treatments.

Visit Course Outline for more information



**Prerequisites:** AHT 1540

**Corequisites:** None

## **AHT 2050 - Clinical Procedures**

**Credits:** 3

Students will perform selected clinical procedures on domestic animals. They will learn to describe parturition, neonatal care and necropsy procedures.

Visit Course Outline for more information

**Prerequisites:** AHT 1030, AHT 1040

**Corequisites:** None

## **AHT 2520 - Large Animal Disorders**

**Credits:** 3

This course is an overview of common large animal disorders. The topics are presented by organ systems and each disorder includes cause, clinical signs, diagnostic tests, treatment and prevention. Students will explain disorders as they relate to treatments and communication with clients.

Visit Course Outline for more information

**Prerequisites:** AHT 1530, AHT 1540, AHT 2030

**Corequisites:** None

Winter Semester: January - April

## **AHT 2510 - Small Animal Disorders**

**Credits:** 3

This course is an overview of common small animal disorders. The topics are presented by organ systems and each disorder includes cause, clinical signs, diagnostic tests, treatment and prevention. Students will explain disorders as they relate to treatments and communication with clients.

Visit Course Outline for more information

**Prerequisites:** AHT 1530, AHT 1540, AHT 2030

**Corequisites:** None

## **AHT 2530 - Applied Small Animal Anesthesia, Surgery and Dentistry**

**Credits: 3**

Students will perform anesthesia, surgical assistance, and dental procedures on small animals.  
Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040

**Corequisites:** None

## **AHT 2540 - Large Animal Clinical Procedures**

**Credits: 3**

Students will perform anesthesia, surgical assistance, equine dentistry procedures and selected clinical procedures.  
Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

## **AHT 2550 - Small Animal Emergency Medicine and Clinical Procedures**

**Credits: 3**

Students will explain common emergencies encountered in a small animal setting. Students will perform selected clinical procedures on small animals.  
Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

Spring Semester: May - June

## **AHT 2950 - Industry Practicum**

**Credits: 3**

Students spend six weeks (240 hours) in a veterinary hospital or related animal health business or organization where they apply competencies acquired during their education and training in the AHT program. Students will prepare for their industry practicum by utilizing job searching techniques, cover letter and resume writing to secure placement for their industry practicum.  
Visit Course Outline for more information

**Prerequisites:** AHT 2510, AHT 2520, AHT 2530, AHT 2540 and AHT 2550. Students must pass all required courses and meet all graduation requirements.

**Corequisites:** None

## Total Credits

Total First Year Credits:	30
Total Second Year Credits:	30
Total Required Credits:	60

## On-Line Program Requirements

Based on 2013/2014 offering. Currently under review.

### First Year

#### Summer Semester: July - August (On Campus)

Block 1 - 7 Weeks

### **AHT 1010 - Veterinary Laboratory Procedures**

**Credits: 3**

Students will develop a proficiency in the use, care and maintenance of selected laboratory equipment. Guidelines for laboratory safety will be covered in order to promote safety awareness. Students will become familiar with characteristics of bacteria, fungi, viruses and parasites. An emphasis will be placed on the cause, clinical signs and treatment of important veterinary diseases and the human health implications. Students will learn to perform common diagnostic procedures in order to identify microbes and parasites.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **AHT 1030 - Animal Anatomy and Physiology**

**Credits: 3**

This course is a comprehensive study of all body systems for domestic animals using both a systems and regional approach. Students learn how body parts and functions are interrelated and what is normal for each species. Hands-on laboratory dissection from various species and interactive labs allow students to apply the theory they have learned for each system.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **AHT 1040 - Animal Breeds, Behavior and Management**

**Credits: 3**

This course provides students with foundational veterinary medical terminology they will use throughout their career. They will also study different breeds, learning to interpret their natural behaviors as they relate to safe handling, restraint and management practices. Students will perform safe handling and restraint techniques used in common aspects of the veterinary industry. These activities take place with common domestic species.

Visit Course Outlines for more information

**Prerequisites:** None

**Corequisites:** None

Fall Semester: September - December (On-Line)

Block 2 - 15 Weeks

### **AHT 1030 - Animal Anatomy and Physiology**

**Credits: 3**

This course is a comprehensive study of all body systems for domestic animals using both a systems and regional approach. Students learn how body parts and functions are interrelated and what is normal for each species. Hands-on laboratory dissection from various species and interactive labs allow students to apply the theory they have learned for each system.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **AHT 1040 - Animal Breeds, Behavior and Management**

**Credits: 3**

This course provides students with foundational veterinary medical terminology they will use throughout their career. They will also study different breeds, learning to interpret their natural behaviors as they relate to safe handling, restraint and management practices. Students will perform safe handling and restraint techniques used in common aspects of the veterinary industry. These activities take place with common domestic species.

Visit Course Outlines for more information

**Prerequisites:** None

**Corequisites:** None

### **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April (On-Line)

Block 3 - 15 Weeks

## **AHT 1050 - Introduction to the Veterinary Profession**

**Credits: 3**

Students will become familiar with selected animal health organizations and will adhere to the regulations of veterinary medicine in Alberta. Students are introduced to strategies and techniques for managing self and interacting with others. Students will discuss client service within the veterinary practice and will examine animal welfare and ethical issues.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AHT 1530 - Animal Nutrition**

**Credits: 3**

This course focuses on the role of nutrition in life stages, life styles, and in common physiological conditions of companion and large animal species. Students will learn about nutrition as it applies to prevention, maintenance and veterinary prescribed treatment protocols of animal health. Students will apply this knowledge to educate clients regarding all aspects of nutrition in a veterinary setting.

Visit Course Outline for more information

**Prerequisites:** AHT 1030

**Corequisites:** None

## **AHT 1540 - Animal Health Pharmacology**

**Credits: 3**

Students will become familiar with drugs commonly used in the veterinary industry. Pharmacological agents are discussed based

on body systems, their common uses, side effects and drug forms. Common mathematical fundamentals will be covered including knowledge of common measurement systems, conversions between systems and dosage calculations.  
Visit Course Outline for more information

**Prerequisites:** AHT 1030

**Corequisites:** None

Spring Semester: May - June (On Campus)

Block 4 - 10 Weeks

## **AHT 1550 - Clinical Communication for the Veterinary Profession**

**Credits: 3**

Students will enhance existing skills in intrapersonal and interpersonal communication and develop specific skills in communicating with veterinary clients and veterinary professionals. Students will demonstrate communication strategies and will participate in self-reflection and evaluation of these skills.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AHT 1510 - Veterinary Hematology and Urinalysis**

**Credits: 3**

This course provides a study of normal blood composition, production, metabolism, functions and morphology as it applies to the animal's health status. Students will examine normal hemostasis and normal values in common domestic animals. Students will also identify disorders of leukocytes, erythrocytes, thrombocytes and hemostasis. Students will then apply principles of collecting, preparing and evaluating samples with an emphasis on practical hematology and urinalysis procedures. The student will differentiate between normal and abnormal results from laboratory techniques and apply these results when identifying disorders.

Visit Course Outline for more information

**Prerequisites:** AHT 1010, AHT 1030

**Corequisites:** None

## **AHT 1520 - Veterinary Diagnostic Imaging**

**Credits: 3**

This course focuses on x-ray production, maintaining imaging equipment and related materials to ensure quality of results and safety of operations. Students will apply knowledge of anatomy and physiology as it pertains to diagnostic images. Students will produce diagnostic images using proper positioning and restraint procedures in both small and equine species, process latent images, evaluate radiographs and maintain record keeping logs.

Visit Course Outline for more information

**Prerequisites:** AHT 1030, AHT 1040

**Corequisites:** None

## **AHT 2050 - Clinical Procedures**

**Credits: 3**

Students will perform selected clinical procedures on domestic animals. They will learn to describe parturition, neonatal care and necropsy procedures.

Visit Course Outline for more information

**Prerequisites:** AHT 1030, AHT 1040

**Corequisites:** None

## **Second Year**

Fall Semester: September - December (On-Line)

Block 5 - 15 Weeks

## **AHT 2020 - Small Animal Anesthesia and Analgesia**

**Credits: 3**

Students will explain the effects and indications for anesthetic and analgesic drugs. They will predict the effects of these agents and be able to respond appropriately. They will assemble and explain components of the anesthetic machine allowing them to use, maintain, and trouble shoot problems with anesthetic equipment. Students will explain manual and electronic monitoring in a variety of patients so they can safely monitor patients under anesthesia.

Visit Course Outline for more information

**Prerequisites:** AHT 1540

**Corequisites:** None

## **AHT 2510 - Small Animal Disorders**

**Credits: 3**

This course is an overview of common small animal disorders. The topics are presented by organ systems and each disorder includes cause, clinical signs, diagnostic tests, treatment and prevention. Students will explain disorders as they relate to treatments and communication with clients.

Visit Course Outline for more information

**Prerequisites:** AHT 1530, AHT 1540, AHT 2030

**Corequisites:** None

## **AHT 2520 - Large Animal Disorders**

**Credits:** 3

This course is an overview of common large animal disorders. The topics are presented by organ systems and each disorder includes cause, clinical signs, diagnostic tests, treatment and prevention. Students will explain disorders as they relate to treatments and communication with clients.

Visit Course Outline for more information

**Prerequisites:** AHT 1530, AHT 1540, AHT 2030

**Corequisites:** None

Winter Semester: January - April (On-Line)

Block 6 - 15 Weeks

## **AHT 2030 - Clinical Veterinary Lab Procedures**

**Credits:** 3

Students will review and perform diagnostic laboratory skills developed throughout the program. The focus of this course is to increase accuracy of various laboratory skills to a level of competency required in the animal health field. This course will focus on hematology, urinalysis, parasitology, microbiology and clinical chemistry. The students will learn how to differentiate between normal and abnormal results from laboratory techniques and how these results can be applied when identifying disorders.

Visit Course Outline for more information

**Prerequisites:** AHT 1510

**Corequisites:** None

## **AHT 2040 - Small Animal Surgery and Dentistry**

**Credits:** 3

Students will explain the role of the AHT prior to, during, and after surgical and dental procedures. An understanding of surgical procedures and dental disease will be gained so they can accurately discuss and educate owners in these areas. Students will describe dental procedures to prepare for their role during dental assessment and treatments.

Visit Course Outline for more information

**Prerequisites:** AHT 1540

**Corequisites:** None



## **AHT 2540 - Large Animal Clinical Procedures**

**Credits: 3**

Students will perform anesthesia, surgical assistance, equine dentistry procedures and selected clinical procedures.  
Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

## **AHT 2550 - Small Animal Emergency Medicine and Clinical Procedures**

**Credits: 3**

Students will explain common emergencies encountered in a small animal setting. Students will perform selected clinical procedures on small animals.

Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

Spring Semester: May - June (On Campus)

Block 7- 10 Weeks

## **AHT 2030 - Clinical Veterinary Lab Procedures**

**Credits: 3**

Students will review and perform diagnostic laboratory skills developed throughout the program. The focus of this course is to increase accuracy of various laboratory skills to a level of competency required in the animal health field. This course will focus on hematology, urinalysis, parasitology, microbiology and clinical chemistry. The students will learn how to differentiate between normal and abnormal results from laboratory techniques and how these results can be applied when identifying disorders.

Visit Course Outline for more information

**Prerequisites:** AHT 1510

**Corequisites:** None

## **AHT 2040 - Small Animal Surgery and Dentistry**

**Credits: 3**

Students will explain the role of the AHT prior to, during, and after surgical and dental procedures. An understanding of surgical

procedures and dental disease will be gained so they can accurately discuss and educate owners in these areas. Students will describe dental procedures to prepare for their role during dental assessment and treatments.  
Visit Course Outline for more information

**Prerequisites:** AHT 1540

**Corequisites:** None

## **AHT 2530 - Applied Small Animal Anesthesia, Surgery and Dentistry**

**Credits:** 3

Students will perform anesthesia, surgical assistance, and dental procedures on small animals.  
Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040

**Corequisites:** None

## **AHT 2540 - Large Animal Clinical Procedures**

**Credits:** 3

Students will perform anesthesia, surgical assistance, equine dentistry procedures and selected clinical procedures.  
Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

## **AHT 2550 - Small Animal Emergency Medicine and Clinical Procedures**

**Credits:** 3

Students will explain common emergencies encountered in a small animal setting. Students will perform selected clinical procedures on small animals.  
Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

Summer Semester

Block 8 - 6 weeks

## **AHT 2950 - Industry Practicum**

**Credits: 3**

Students spend six weeks (240 hours) in a veterinary hospital or related animal health business or organization where they apply competencies acquired during their education and training in the AHT program. Students will prepare for their industry practicum by utilizing job searching techniques, cover letter and resume writing to secure placement for their industry practicum. Visit Course Outline for more information

**Prerequisites:** AHT 2510, AHT 2520, AHT 2530, AHT 2540 and AHT 2550. Students must pass all required courses and meet all graduation requirements.

**Corequisites:** None

**Total Credits**

Total First Year Credits:	36
Total Second Year Credits:	24
Total Required Credits:	60

**Graduation Requirements**

To obtain a diploma a student must achieve:

1. Completion of all required courses – 60 credits – as listed in the program requirements
2. A cumulative GPA of 2.00
3. Satisfactory completion of practical experience and/or assignments as may be required.
4. Fulfillment of the Graduation Policy – Residency Requirement
5. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

**Fee Payment and Refund Guidelines**

For further information on fee payment and refund guidelines, visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

**Apparel Technology****Program Summary****Fashion Apparel Major**

The Olds College Fashion Apparel major prepares its graduates to contribute to the growth and development of the custom apparel production industry by providing educational excellence in pattern making, fitting, apparel construction and alterations with a foundation in design and product development.

# Costume Cutting and Construction Major

The Olds College Costume Cutting and Construction major prepares its graduates to support the needs and contribute to the success of the performing arts industry by providing educational excellence in pattern making and costume construction for women's and men's wear.

## Program Outcomes

- Manage apparel projects
- Communicate effectively to meet or exceed the demands of the fashion workplace/performing arts community
- Identify historical sources of design
- Select fabrics for textile products
- Create patterns for individual shapes using flat pattern and draping methods
- Operate industrial sewing and pressing equipment
- Construct basic and advanced garments and/or costumes
- Demonstrate employability skills, as required in the fashion workplace/entertainment industry

## Fashion Apparel Major

- Apply elements and principles of design to fashion apparel
- Alter garments to meet clients' needs
- Analyze product development as it relates to the apparel industry
- Prepare patterns for production
- Administer the daily operations of a fashion business
- Use specialized equipment to meet the needs of the apparel industry

## Costume Cutting and Construction Major

- Follow designer concepts in the development of costumes
- Alter and repair costumes to meet production needs
- Utilize specialty tools and notions to apply design details
- Demonstrate safe practices in the entertainment industry
- Participate as a member of the production team and the running crew
- Determine opportunities for career advancement in the entertainment industry

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/fashion/apparel-technology/admission-requirements/index](http://www.oldscollege.ca/programs/fashion/apparel-technology/admission-requirements/index)

## Program Requirements

## First Year - Both Majors

Fall Semester: September - December

### **APT 1100 - Apparel Construction I**

**Credits: 3**

Students use industrial sewing equipment to develop fundamental sewing techniques in accordance with industry standards. Techniques are practiced through a series of required samples. Students use project management strategies to plan and complete apparel projects. Garments produced in this course are related to the lower torso and the patterns are developed in Pattern Design I.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** APT 1745

### **APT 1745 - Pattern Design I**

**Credits: 3**

Students practice the basic principles of pattern design, particularly as they relate to the lower torso. Both flat pattern and draping methods are explored to create individual slopers and patterns. Students interpret fashion drawings and create patterns for skirts and pants.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **APT 1750 - Technical Design for the Apparel Industry**

**Credits: 3**

Students convey design ideas using technical drawings and terminology to accurately specify proportion, style and details. They apply the elements and principles of color and design to develop fashion concepts. Students apply their skills of creating technical drawings to the development of specifications sheets used in the fashion industry.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **APT 1160 - History of Clothing**

**Credits: 3**

Students study historical costume as a reflection of social, political and economic conditions. They identify dominant silhouettes, styles and details and relate historical influences to contemporary fashion.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **APT 1200 - Apparel Construction II**

**Credits: 3**

Through a series of required samples, students continue to develop their intermediate sewing skills using industrial sewing equipment. They use project management strategies to plan and complete the apparel projects. Garments produced in this course are related to the upper torso and the patterns are developed in APT 1740 - Pattern Design II

Visit Course Outline for more information

**Prerequisites:** APT 1100

**Corequisites:** APT 1740

## **CMP 1100 - Computer Applications I**

**Credits: 3**

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business

documents and presentations. The exploration of various apps and approaches and techniques for using and managing mobile devices will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **APT 1740 - Pattern Design II**

**Credits:** 3

Students practice the basic principles of pattern design, particularly as they relate to the upper torso. Both flat pattern and draping methods are explored by students who then create individual slopers and manipulate slopers to create patterns. Students develop specification sheets detailing their design concepts prior to creating the patterns.

Visit Course Outline for more information

**Prerequisites:** APT 1745

**Corequisites:** None

## **APT 1120 - Textiles**

**Credits:** 3

Students analyze the characteristics of fibres, yarns and fabrics and relate the characteristics to quality, performance and care requirements. They explore color applications and identify aesthetic and functional finishes. Based on physical characteristics and method of construction, students identify selected fabrics. Textiles are selected and evaluated for end use.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

**Total Credits**

Total Credits First Year: 30

## Second Year Costume Cutting and Construction Major

Fall Semester: September - December

### **CCC 2050 - Costume Cutting and Construction**

**Credits: 3**

Cutting and construction techniques specific to costumes for the arts and entertainment industry are practiced. Students work with fabrics with unique characteristics. They apply the process of costume cutting and construction to both contemporary and period costumes.

Visit Course Outline for more information

**Prerequisites:** APT 1200, APT 1740

**Corequisites:** CCC 2160

### **CCC 2160 - Couture for Stage**

**Credits: 3**

Embellishment and finishing techniques, characteristic to historical and haute couture garments are developed in this course. Students determine appropriate construction techniques to apply to fabrics that have unique characteristics. They plan and complete a historical garment using couture techniques.

Visit Course Outline for more information

**Prerequisites:** APT 1100, APT 1200, CCC 2050

**Corequisites:** CCC 2050

### **APT 2530 - Integrated Tailoring**

**Credits: 3**

Students draft pattern components related to tailored jackets. They combine traditional and contemporary tailoring methods and practice selected construction techniques through a series of required samples. A custom tailored jacket is planned, drafted and constructed using tailoring skills and project management strategies.

Course Outline



**Prerequisites:** APT 1200 & APT 1740

**Corequisites:** None

## **FAS 2010 - Introduction to Image Consulting**

**Credits:** 3

Students will make appropriate recommendations for select aspects of a client's image by analyzing lifestyle, clothing, accessory, and style needs and recommending strategies to the client to achieve the desired image. FAS 2010 is a capstone course.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **CCC 2400 - Introduction to the Arts and Entertainment Industry**

**Credits:** 3

Students gain an understanding of the arts and entertainment industry through the exploration of opportunities and participation in events.

Visit Course Outline for more information

**Prerequisites:** APT 1200, APT 1740

**Corequisites:** None

Winter Semester: January - April

## **APT 2520 - Integrated Knits**

**Credits:** 3

Specialized drafting and construction techniques are practiced through a series of required samples. Students accommodate the unique characteristics of knit fabrics as they design, plan, develop the pattern, and construct knitwear apparel.

Visit Course Outline for more information

**Prerequisites:** APT 1200 and APT 1740

**Corequisites:** None

## **CCC 2200 - Costuming Workshops**

**Credits:** 3

Through the facilitation of industry guests and instructors, students explore a variety of areas specific to costuming. Workshops may include subjects such as millinery, corsetry and specific period study.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CCC 2600 - Costume Cutting and Construction Practicum**

**Credits:** 3

Students work in a theatre with a costume designer and production team to realize the costumes needed for a theatre production. Together, students cut and construct the costumes.  
Visit Course Outline for more information

**Prerequisites:** CCC 1000, CCC 2050, CCC 2160

**Corequisites:** CCC 1000, CCC 2300

## **CCC 1000 - Pattern Design for Menswear**

**Credits:** 3

Students practice the principles of flat pattern design as they relate to menswear. Students interpret fashion drawings and create modern and historical patterns for men's trousers, waistcoats and jackets.  
Visit Course Outline for more information

**Prerequisites:** APT 1740

**Corequisites:** CCC 2300

## **CCC 2300 - Men's Tailoring**

**Credits:** 3

Students examine the evolution of the tailored suit and focus on construction of a trouser, waistcoat and jacket. Historical construction techniques will be discussed and implemented in the construction process.  
Visit Course Outline for more information

**Prerequisites:** APT 2400, CCC 1000

**Corequisites:** None

## **Total Credits**

Total Credits Second Year: 30

## **Second Year Fashion Apparel**

Fall Semester: September - December

### **FAP 2470 - Digital Media for Fashion**

**Credits: 3**

Students use appropriate programs to create fashion presentations. They amalgamate digital work to develop solutions for managing tasks related to apparel business.

Visit Course Outline for more information

**Prerequisites:** CMP 1100

**Corequisites:** None

### **FAP 2460 - Pattern Design III**

**Credits: 3**

In this advanced pattern design course, students apply pattern drafting and draping methods to advanced bodice and dress designs. They analyze design requirements for technical garments and determine solutions to meet specific needs. Students create specification sheets and apply project management strategies to the development of advanced patterns and toiles.

Course Outline

**Prerequisites:** APT 1740

**Corequisites:** None

### **APT 2530 - Integrated Tailoring**

**Credits: 3**

Students draft pattern components related to tailored jackets. They combine traditional and contemporary tailoring methods and practice selected construction techniques through a series of required samples. A custom tailored jacket is planned, drafted and constructed using tailoring skills and project management strategies.

Course Outline

**Prerequisites:** APT 1200 & APT 1740

**Corequisites:** None

### **FAS 2010 - Introduction to Image Consulting**

**Credits: 3**

Students will make appropriate recommendations for select aspects of a client's image by analyzing lifestyle, clothing, accessory, and style needs and recommending strategies to the client to achieve the desired image. FAS 2010 is a capstone course.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **FAP 2580 - Apparel Industry Applications**

**Credits:** 3

Students analyze the process of product development from concept to point of sale. Students develop an apparel prototype, sourcing the required materials, developing detailed specification and costing sheets and analyzing the production process. Students complete a 40 hour practicum in the apparel industry.

Course Outline

**Prerequisites:** APT 1200 and APT 1740

**Corequisites:** None

Winter Semester: January - April

## **FAP 2465 - Apparel Construction III**

**Credits:** 3

In this course, students develop advanced embellishment and finishing techniques characteristic of bridal and evening wear. They determine appropriate construction techniques to apply to fabrics that have unique characteristics. Students plan and complete a dress, using the pattern that they design in Pattern Design III.

Course Outline

**Prerequisites:** APT 1200, FAP 2460

**Corequisites:** None

## **FAP 2445 - Computerized Pattern Design**

**Credits:** 3

Students in this course practice using industry specific pattern drafting software. Flat pattern drafting principles are applied in this computer environment for the creation of standard and made-to-measure patterns.

Visit Course Outline for more information

**Prerequisites:** APT 1740 & APT 1745

**Corequisites:** None

## **APT 2520 - Integrated Knits**

**Credits: 3**

Specialized drafting and construction techniques are practiced through a series of required samples. Students accommodate the unique characteristics of knit fabrics as they design, plan, develop the pattern, and construct knitwear apparel.

Visit Course Outline for more information

**Prerequisites:** APT 1200 and APT 1740

**Corequisites:** None

## **FAP 2540 - Apparel Alterations**

**Credits: 3**

Students develop skills in altering ready-made garments. Through the management and operation of an alterations shop, students fit and alter garments to meet client's needs.

Course Outline

**Prerequisites:** APT 1200

**Corequisites:** None

## **FAP 2550 - Grading and Marker Making**

**Credits: 3**

Students apply the principles of pattern grading to increase and decrease the size of selected patterns manually, and in a computerized environment. Grading charts are analyzed and developed. Students learn and practice the principles of marker making using industry specific software.

Course Outline

**Prerequisites:** CMP 1100 and APT 1740

**Corequisites:** FAP 2445

## **Total Credits**

Total Credits Second Year: 30

## **Total Credits**

Total First Year Credits: 30

Total Second Year Credits: 30

Total Required Credits: 60

## Graduation Requirements

To earn a diploma, students must achieve the following:

- A total of 60 credits
- A GPA of 2.00 or better
- Completion of all required courses as outlined in the program requirements
- Fulfillment of the Graduation Policy - Residency Requirement
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For further information on fee payments and refund guidelines, visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Apprenticeship Programs

### Descriptions

Offered only to registered apprentices in Alberta who are registering for technical training at Olds College.

Registered apprentices receive notification listing the dates for technical training sessions at the college offering training for their specific trade from Alberta Apprenticeship and Industry Training.

Apprentices are encouraged to register as soon as they receive their notification in early May to ensure a seat, as spaces are allocated on a first come, first serve basis.

### Fees and Refund Guidelines

For more information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

### Apprenticeship Programs List

**Agricultural Equipment Technician**

**Carpentry**

**Welder**

**Heavy Equipment Technician**

**Landscape Gardener**

For further information on Agricultural Equipment Technician Apprenticeship, Carpentry Apprenticeship, Welder Apprenticeship and Heavy Equipment Technician Apprenticeship, please contact

Gord Ahner  
Apprentice Coordinator  
403-556-8296  
Email: gahner@oldscollege.ca

For further information on Landscape Gardener Apprenticeship, please contact

Darlene Morton  
403-556-4775  
Email: dmorton@oldscollege.ca

The information you are receiving is current, but please be advised that all programs are subject to revision.

Apprenticeship is a combination of on-the-job and technical training in an earning-while-learning arrangement that leads to certification as a journeyman certificate in a recognized trade. The apprenticeship programs at Olds College are under the administration of Alberta Apprenticeship and Industry Training. Apprentices work under a qualified tradesman becoming familiar with the principles, skills, tools and the materials of a trade. Depending on the trade, the term of apprenticeship varies from three to four years.

The trades that Olds College provides technical training for are three and four year trades. During this time apprentices are indentured (under contract) to an employer(s) who has agreed to provide opportunities for them to work and gain experience in the trade, and allow them to attend in-school technical training. Apprentices are usually paid an hourly wage, which increases according to their time, and experience in the trade. Rate of pay is based on a specific percentage of the prevailing journeyman's wage in their shop.

## Certification

Alberta Apprenticeship and Industry Training awards apprentices completing all four-years successfully, a completion of Apprenticeship and Journeyman's Certificate of Proficiency in the apprentice's trade of choice. Those apprentices who attain a pass on the optional Inter-Provincial Examination for this trade will qualify for The Inter-Provincial Red Seal, which ensures recognition of qualifications in most Canadian provinces.

To enter an apprenticeship program and become an apprentice, registrants must be at least 16 years of age and have the educational qualifications for the specific trade. (See individual program descriptions below).

Apprentices attending Olds College must be first indentured as apprentices in the Province of Alberta unless special circumstances exist.

## Application Procedures

All applications and inquiries regarding becoming an apprentice should be made to a Regional Service Centre of Alberta Apprenticeship and Industry Training.

Prospective apprentices are encouraged to visit the Alberta Apprenticeship and Industry Training website at [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)

### **NOTE:**

Applications need to be printed from this site. For a list of offices, please visit [tradesecrets.alberta.ca/contact-us/](http://tradesecrets.alberta.ca/contact-us/)

## Agricultural Equipment Technician Apprenticeship

### Program Summary

This program is comprised of 4 periods with eight weeks in each period.

The Alberta Agricultural Machinery Industry and Alberta Apprenticeship and Industry Training and Alberta Advanced Education and Technology initiated a four-year Agricultural Equipment Technician apprentice program. This program has been in place since the Fall of 2001.

### Program Description

Agricultural Equipment Technician apprenticeship may be for you if you are an individual who likes a technically challenging career working with machinery, and/or with computers, a rural lifestyle and assisting the industry that grows our food.

### Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index](http://www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index)

### Employment Opportunities

Agricultural Equipment Technicians may work in a dealer's service centre or may travel to farms to work on agricultural equipment. In addition, Agricultural Equipment Technicians typically repair and overhaul engines, mechanical and power-shift transmissions, hydraulic and electrical systems on tractors, tillage machinery, and harvesting equipment. They also assemble and adjust new farm machinery and related equipment. Agricultural Equipment Technicians may specialize in specific areas including engine overhaul, hydraulics, electrical systems, power transmissions, fuel injection, or other related agricultural equipment.

### Training Period Description

Subject areas are listed below for each in-school technical training period consisting of four eight-week training periods coinciding with years of work related experience.

**First Period Training Topics Include:** Safety, tools and skills, materials, electrical welding and oxyfuel cutting, basic electrical, basic hydraulics, power trains and agricultural equipment.

**Second Period Training Topics Include:** Engine fundamentals, service and repair, engine systems, diesel fuel injection, electronic fuel management and heavy duty charging and cranking systems.

**Third Period Training Topics Include:** Spraying equipment, air conditioning, heating systems, agricultural equipment, braking systems, seeding systems, precision farming, preventive maintenance, failure analysis and advanced power trains.

**Fourth Period Training Topics Include:** Advanced hydraulics, electrical and electronic diagnosis, hydraulic, power shift



transmissions and steering and suspension systems.

## Carpentry Apprenticeship

### Program Summary

This program is comprised of 4 Periods with eight weeks in each period.

Applicants must be indentured as apprentices and employed in the carpentry trade prior to entering technical training at Olds College.

### Program Description

A carpentry apprenticeship may be for you if you are an individual who enjoys a challenging career working with your hands, building structures that will be a part of the community for years into the future.

### Admission Requirements

Admission requirements are located at: [www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index](http://www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index)

### Employment Opportunities

Carpenters work in a wide variety of areas within the trade, these consist of concrete forming, building framing, site preparation, estimating, site supervision and facility repairs and renovations. A carpenter has the opportunity to be employed by a construction company or to be self-employed.

### Training Period Descriptions

**First Period training includes the following:** Safety, building materials, hand and power tools, site preparation and building layout, foundations, floor framing and estimating and plan development.

**Second period training includes the following:** Frame structures, residential roofs, interior and exterior finishes, wood stairs and estimating and plans.

**Third period training includes the following:** Safety, concrete, building layout, commercial formwork, commercial interior, timber construction and estimating and plans.

**Fourth period training includes the following:** Safety, interior finishes, exterior finishes, roof frame and stairs, building design and renovations, energy efficiency and building science, estimating and plans.

## Welding Apprenticeship

## Program Summary

This program is comprised of three periods with 8 weeks in each period.

Applicants must be indentured as apprentices and employed in the welding trade prior to entering technical training at Olds College.

## Program Description

A welding apprenticeship may be for you if you are an individual who likes a technically challenging career working with several different types of metals in fabrication and repair fields of the industry.

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index](http://www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index)

## Employment Opportunities

Welders work in a wide array of fields of the industry from pipeline construction to fabrication in a factory setting. The welder could be operating a modern mobile unit welder or working in a well equipped shop.

## Training Period Description

Subject areas are listed below for each in school training period.

**First Period Training Topics Include:** Safety, tools, welding faults, oxy-fuel welding, shielded metal arc welding, gas metal arc welding, flux core arc welding, submerged arc welding, and trade math problems.

**Second Period Training Topics Include:** SMAW Two, GTAW One, GMAW and FCAW Two, Pattern Development and Drawing Interpretation.

**Third Period Training Topics Include:** SMAW Three, GTAW Two, Drawing Interpretation, and Trade Science.

## Heavy Equipment Technician Apprenticeship

### Program Summary

This program is comprised of 4 periods, with 8 weeks in each period (with different exit points and credentials).

Applicants must be indentured as apprentices and employed in the heavy equipment industry prior to entering technical training at Olds College.

### Program Description

A Heavy Equipment Technician apprenticeship may be for you if you are an individual who likes a technically challenging career working with large off road machinery, trucks, trailers and buses or other heavy industrial machinery.

## Admission Requirements

Admission requirements are located at: [www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index](http://www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index)

## Employment Opportunities

Heavy Equipment Technicians may work in equipment dealer's service centres, resource company shops, trucking firms, industrial plants, and municipal shops. Heavy Equipment Technicians typically repair and overhaul engines, mechanical and power-shift transmissions, hydraulic and electrical systems on mobile and stationary equipment.

## Training Period Descriptions

Subject areas are listed below for each in school training period.

**First Period Training Topics Include:** Safety, tools, material and equipment, truck and trailer suspension, wheels and systems, hydraulic and air brake systems, basic electrical, basic electronics, and hydraulics.

**Second Period Training Topics Include:** Engine fundamentals, service and repair, engine systems, diesel fuel injection, electronic fuel management and heavy duty charging and cranking systems.

**Third Period Off Road Training Topics Include:** Advanced hydraulics, electrical and electronic diagnosis, hydraulic, power shift transmissions and steering and suspension systems.

**Fourth Period On-Road Training Topics Include:** Power steering systems, truck and transport power train, air conditioning, antilock braking systems, and vehicle electrical and electronic diagnosis and failure analysis.

## Landscape Gardener Apprenticeship

### Program Summary

This program is comprised of 4 periods with eight weeks in each period.

Applicants are indentured as apprentices and employed in the Landscape/Horticulture industry prior to entering technical training at Olds College.

### Program Description

If you like to work with plants and are interested in growing, installing and maintaining trees, flowers and turf grass in ornamental landscapes this program is for you. Does the idea of earning while learning as you work toward certification as a

journeymen suit your lifestyle and career goals? You will work with hard landscaping including pavers, wood construction projects and water features.

## Admission Requirements

Admission Requirements are located at: [www.oldscollge.ca/programs/apprenticeship/apprenticeship-admissions-info/index](http://www.oldscollge.ca/programs/apprenticeship/apprenticeship-admissions-info/index)

## Employment Opportunities

During your apprenticeship and as a journeyman you can find employment throughout the widely varied horticulture industry. A list of some of the possibilities include: parks/golf course maintenance, retail/wholesale horticulture marketing and sales, nursery production, green house production, sod production, landscape construction, installation and maintenance, tree care, and pest control.

Depending on your aptitude, interests and experience you may eventually become self-employed or work for someone else in the private or public sector.

## Training Period Descriptions

Subject areas for each technical training period are listed below.

**First Period Training Topics Include:** Workplace safety, tools and machinery, soils, plant identification, botany, greenhouse production, and landscape construction.

**Second Period Training Topics Include:** Sales and communications, basic surveying, landscape construction, greenhouse structures and environments, plant identification, pests and pest management, pesticide use and safety, and turf maintenance.

**Third Period Training Topics Include:** Landscape design, interior plantscape maintenance, plant identification, and herbaceous ornamentals in the landscape, plant physiology, irrigation, arboriculture, and plant production.

**Fourth Period Training Topics Include:** Landscape design; landscape construction, irrigation, estimating and tendering, plant identification, and nursery and sod production.

## Other Opportunities for LGAP

Journeymen wishing to continue their technical training in a more specialized vein can apply to the Ornamental Horticulture or Turfgrass Management program. Recognition of Prior Learning may be granted based on relevant work experience, training and recognized certification through the College Prior Learning Assessment and Recognition process. Journeymen Landscape Gardeners who obtained better than 75% in their examinations may apply for entrance into the Arboriculture, Landscape Management majors or Turfgrass Management.

Journeymen will receive credits for Prior Learning (varies with major) for training taken in the Landscape Gardener Apprenticeship program.

These applications will be handled on a case by case basis.

Upon completion of a diploma, journeymen may apply to continue in the third-year of the Bachelor of Applied Science Degree Program.

# Arboriculture Technician Certificate

## Program Summary

The Olds College Arboriculture Certificate Program prepares its graduates to apply their knowledge and skills in tree diagnostics and care.

This program is pending ministry approval.

## Program Outcomes

Graduates will be able to:

- Apply a working knowledge of current industry safety standards and practices
- Demonstrate an awareness of arboriculture industry sectors
- Communicate to influence business and regulatory decisions within the horticulture sector
- Perform selected calculations for efficient and profitable horticulture practices
- Identify tree species
- Recognize specific tree requirements
- Integrate appropriate technologies into current urban forest maintenance practices
- Recognize the ecological, economic, and social implications of horticulture decisions and processes
- Manage various tasks, opportunities, and problems using a comprehensive problem solving strategy
- Demonstrate ethical and appropriate behaviour that contributes to the achievement of personal goals and business objectives

## Admission Requirements

View [oldscollege.ca/programs/horticulture/arboriculture-Technician-/admission-requirements/index](http://oldscollege.ca/programs/horticulture/arboriculture-Technician-/admission-requirements/index) for admissions requirements

## Program Requirements

Winter Semester: January - April

### **ARB 1000 - Exploring the Life of Trees**

**Credits: 3**

Students explore the world of trees through identification and by discovering the structure and function of woody plants as they respond to their surrounding environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ARB 1100 - Conducting Ground Operations**

**Credits:** 3

Students gain individual and team skills necessary to provide support to arborists working aloft in addition to experiencing the safe use of tools and techniques used to handle tree parts on the ground.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ARB 1200 - Pruning Trees for Structure and Health**

**Credits:** 3

Learners discover the principles and practices of pruning trees by utilizing tools and techniques required to influence plant architecture.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ARB 1300 - Performing Tree Risk Assessment**

**Credits:** 3

The learner gains knowledge in the detection, assessment, and mitigation of tree risk by implementing industry assessment strategies on trees in the landscape.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ARB 2100 - Conducting Aerial Operations**

**Credits:** 3

The student develops the skills necessary to safely perform tree care activities within tree canopies using tools and techniques common to arboriculture. The learner will also create and practice emergency response plans for tree climber extrications.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## Graduation Requirements

To obtain a certificate, a student must achieve:

- A minimum of 15 credits
- A cumulative GPA of 2.00 or better
- Successful completion of all required courses as listed in the program requirements
- Fulfillment of the Graduation Policy - Residency Requirements

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Bachelor of Applied Science - Agribusiness

### Program Summary

The Olds College Bachelor of Applied Science - Agribusiness Degree Program builds upon knowledge, experiences and skills previously gained in relevant academic programs and prior work/life experiences. The BASC program prepares its graduates to apply knowledge and skills gained in strategic business management and career planning to contribute to the global agribusiness industry.

### Program Outcomes

Graduates will:

- Gather, analyze, evaluate, use information from a variety of sources to complete tasks, solve problems, make decisions relevant to the program's related occupational fields of practice
- Apply critical thinking and analytical skills both inside and outside the program's fields of study
- Use problem-solving strategies related to a major's disciplines and/or occupational fields of practice to complete projects
- Using a variety of media, communicate accurately and reliably both orally and in writing to a range of audiences
- Recognize limits to knowledge and skill level within program related occupational fields of practice
- Identify and address learning needs in changing circumstances and select an appropriate course of action to achieve learning goals
- Work effectively with others
- Behave consistently with ethically sound reasoning

### Program Details

## **Two Year Diploma plus Third Year Academic Study**

Two-Semesters

Fall: September - December

Winter: January - April

## **Fourth Year Directed Field Study**

Eight Months Commencing with the Industry Placement

## **Admission Requirements**

Admission requirements can be located at: [www.oldscollege.ca/programs/business/bachelor-of-applied-science-agribusiness/index](http://www.oldscollege.ca/programs/business/bachelor-of-applied-science-agribusiness/index)

## **Program Description**

## **Program Requirements**

### **Third Year**

Fall Semester: September - December

## **MGT 3100 - Financial Management**

**Credits: 3**

This course applies the concepts of financial management relevant to non-financial managers. Building on fundamental business principles, learners will examine the relationship among the fundamental financial management accounting tools. Through case studies and exercises, they will learn about the role of integrated financial statements (balance sheet, income statement and cash flow budgets) in strategic planning and operational decision making in a dynamic organizational environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 3200 - Project Management for Agriculture**

**Credits: 3**



Learners will implement project management principles and processes in an agricultural context. Microsoft Project software will be used to implement a step-by-step process from defining a problem or opportunity through to project completion. Comprehensive "Request for Proposals" will be developed as an integral part of the implementation of a successful proposal process. Critical thinking and analytical skills will be developed during the problem-solving process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 3400 - Strategic Human Resources Management**

**Credits:** 3

The learner focuses on acquiring a holistic perspective on human resource practices. Creating competitive advantage through working with the people in an organization is investigated from the perspective of the management generalist.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 3000 - Strategic Marketing**

**Credits:** 3

This is an advanced marketing course designed for BAsC - Agribusiness students which will present students with an effective approach to analyzing, planning and implementing marketing strategies. Students will analyze the marketing efforts of a "client" organization as well as work in teams to complete a high level marketing simulation game. Additionally, students will explore the concepts of consultative selling customer data-basing and an account penetration planning process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 3333 - Agriculture Innovation and Leadership**

**Credits:** 3

This course will provide learners with a strategic perspective on the emerging roles of technology and innovation in the agricultural sector. Additionally, students will explore effective leadership methods. Students will analyze historical and current theories in Leadership and practices in preparation for selecting appropriate strategies for dealing with leadership situations. They will also examine contemporary leadership issues in the context of helping organizations achieve their stated goals.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BAS 3999 - Introduction to Self Directed Learning**

**Credits: 3**

This course provides learners with the opportunity to develop and use the skill of reflection to help them prepare a learning plan that will guide their fourth year in Directed Field Study. Learners will produce a portfolio that addresses their past, current and future learning and skill development objectives. All design and presentation activity will be completed using a technology interface that will enable learners to enhance their professional skills in communicating a technology.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **BAS 3999 - Introduction to Self Directed Learning**

**Credits: 3**

This course provides learners with the opportunity to develop and use the skill of reflection to help them prepare a learning plan that will guide their fourth year in Directed Field Study. Learners will produce a portfolio that addresses their past, current and future learning and skill development objectives. All design and presentation activity will be completed using a technology interface that will enable learners to enhance their professional skills in communicating a technology.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **MGT 3500 - Applied Research**

**Credits: 3**

Applied Research is a course focusing upon problem-solving, research, and project management principles. Once introduced to problem-solving, research, and project management principles, learners will identify a management problem, describe a plan to produce a solution, complete the plan and prepare a report on the project. The learner will integrate past and present academic and other learning experiences and solve a variety of problems associated with all such projects. Learners will provide feedback to each other during the problem-solving process and will participate in the evaluation of their peers' presentation as required. Students are encouraged to seek out others to act as mentors or coaches as they work through both the problem-solving and project process.  
Course Outline

**Prerequisites:** None

**Corequisites:** MKG 3000

## **MGT 3600 - Economics and Risk Management**

**Credits: 3**

The learner prepares for managerial decision-making by investigating economic models and exploring how the Canadian economy functions. Students will study agricultural markets with an emphasis on price risk management in commodity marketing.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 4000 - Strategic Business Management**

**Credits: 3**

Strategic Business Management is an expansion of the principles of business management with emphasis upon the formation of business decisions and policies. The purpose of this course is to enable the student to draw on analytical tools and previous knowledge from other courses in analyzing complex business problems and to formulate managerial decisions and recommendations from a managerial prospective.

Course Outline

**Prerequisites:** MGT 3100, MKG 3000, MGT 3400

**Corequisites:** None

## **MKG 3500 - International Marketing**

**Credits: 3**

This course provides an overview of international marketing in the small business context. Identification and evaluation of opportunities in the international marketplace, foreign exchange and payment mechanisms, import and export documentation and processes, packaging, transportation and communication methods will be covered.

Course Outline

**Prerequisites:** MKG 3000

**Corequisites:** None

Fourth Year - Required course

Two Semesters - Eight Months

Students are required to pay the tuition fee for each term of BAS 4999 prior to commencement of the term.

## **BAS 4999 - Directed Field Study**

**Credits: 30**

This course in Directed Field Studies (DFS) is the fourth year of study of the Bachelor of Applied Science Degree. Students will develop individualized learning plans for the DFS and complete the DFS based upon their learning goals. Upon completion of the DFS, each student will submit a written final report and career profile/portfolio for assessment.

Visit Course Outline for more information

**Prerequisites:** BAS 3999 and 15 credits from 3rd year of study

**Corequisites:** None

**Total Credits**

Total Third Year Credits: 30

Total Directed Field Study Credits: 30

Total Required Credits: 60

**Graduation Requirements**

Students must complete the following to qualify for the Bachelor of Applied Science - Agribusiness degree:

1. Two semesters of academic study at Olds College (30 credits)
2. Two semesters (eight months) of Directed Field Study (30 credits)
3. Complete all courses successfully and have a GPA of 2.50 or better
4. Fulfillment of the Graduation Policy - Residency Requirement
5. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

**Fee Payment and Refund Guidelines**

For further information on fee payment and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

**Bachelor of Applied Science - Golf Course Management****Program Summary**

The Bachelor of Applied Science Golf Course Management prepares diploma graduates to assume positions of responsibility with the golf industry. The program provides business, applied science and advanced technical training.

**Program Outcomes**

Graduates will:

- Gather, analyze, evaluate, use information from a variety of sources to complete tasks, solve problems, make decisions relevant to the program's related occupational field of practice
- Apply critical thinking and analytical skills both inside and outside the programs field of study
- Use problem-solving strategies related to a discipline and/or occupational field of practice to complete projects
- Using a variety of media, communicate accurately and reliably both orally and in writing to a range of audiences
- Recognize limits to knowledge and skill level within program related occupational field of practice
- Identify and address learning needs in changing circumstances and select an appropriate course of action to achieve learning goals
- Work effectively with others
- Behave consistently with ethically sound reasoning
- Apply ethical decision making and sound business, applied science and advanced technical training.

## Admission Requirements

Admission Requirements can be found at [www.oldscollge.ca/programs/horticulture/turfgrass/golf-course-management/index](http://www.oldscollge.ca/programs/horticulture/turfgrass/golf-course-management/index)

## Program Requirements

Fall Term: November - December

### **BHO 3999 - Directed Field Study Preparation**

**Credits: 3**

This course supports learners as they develop their reflective practice, analyze their current competencies and prepare for the fourth year of the Applied Degree. Learners gain skills and knowledge that support self-directed learning, and document past achievement and future plans in a web-based career portfolio. They set career goals and prepare a learning plan and evaluation criteria that will form the basis of their personalized learning experience in BHO 4999 Horticulture Directed Field Study. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **BHO 3100 - Research Methods**

**Credits: 3**

This course will prepare learners to understand selected elements of statistics and their application in decision-making processes. The focus is on developing an understanding of common research methods and their application in problem solving and permits an informed evaluation of published research. The concepts covered in this course will be applied in BHO 4000 Integrated Project.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 3300 - Project Management Principles**

**Credits:** 3

The learner shall gain knowledge and skills in the principles of project management. Topics include general project planning, work breakdown structures, scheduling, and project control/tracking. Various project management software are used to facilitate learning these principles.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Term: January - April

## **TRF 4100 - Certified Environmental Professional**

**Credits:** 3

Students gain an understanding of moral and ethical issues pertaining to golf courses and the environment. Principles of The Audubon Cooperative Sanctuary Program for Golf Courses are used to develop an environmental management plan for a golf course. Students develop strategies to implement Best Management Practices with the goal of fostering environmental awareness and commitment to sustainability.

Course Outline

**Prerequisites:** TRF 2500

**Corequisites:** None

## **TRF 3000 - Creating an Agronomic Calendar**

**Credits:** 3

Students plan and build an agronomic calendar relating to all applications of products, scheduling of staff and implementation of cultural practice and budgets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 4000 - Golf Course Master Planning**

**Credits: 3**

Students apply master planning principles to develop standards for a golf course. Students evaluate a golf course within the context of a long-term planning strategy to manage developmental changes over time. Students develop a long-range master plan for a golf course including specific golf course construction projects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 3020 - Assessing Water Quality on Golf Courses**

**Credits: 3**

Students assemble information and discover and analyse processes that influence sustainable methods in golf course water management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 4200 - Golf Operational Management**

**Credits: 3**

The learner will gain knowledge of operational considerations for the management of selected areas of a golf business. Through a series of case studies and projects, students will enhance their understanding of golf shop operations, food and beverage operations, financial management strategies and the impact of maintenance operations on business performance.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 3100 - Exploring Case Studies in Golf Course Management**

**Credits: 3**

Students analyse, reflect and propose solutions to challenges in golf course case studies.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 3120 - Maintaining Golf Course Design Integrity**

**Credits: 3**

Students explore trends and technologies as it relates to golf course design and the management of design integrity.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

Spring/Summer Term: May - October

### **BHO 4999 - Horticulture Directed Field Study**

**Credits: 30**

The fourth year of study of the Bachelor of Applied Science Degree is based on the model of self-directed learning in a mentored workplace setting, referred to as a Directed Field Study (DFS). The DFS will consist of the equivalent of two academic terms. During their DFS employment, the learner maintains a current personalized site-specific learning plan and receives support from an industry mentor as they work to achieve specified learning outcomes. Throughout this process the learner documents evidence of achievement and upon completion of the DFS, they submit a written final report and updated career portfolio for assessment

Visit Course Outline for more information

**Prerequisites:** BHO 3999 and 15 credits from third year of study

**Corequisites:** None

Summer/Fall Term: May - January

### **BHO 4999 - Horticulture Directed Field Study**

**Credits: 30**

The fourth year of study of the Bachelor of Applied Science Degree is based on the model of self-directed learning in a mentored workplace setting, referred to as a Directed Field Study (DFS). The DFS will consist of the equivalent of two academic terms. During their DFS employment, the learner maintains a current personalized site-specific learning plan and receives support from an industry mentor as they work to achieve specified learning outcomes. Throughout this process the learner documents evidence of achievement and upon completion of the DFS, they submit a written final report and updated career portfolio for assessment

Visit Course Outline for more information

**Prerequisites:** BHO 3999 and 15 credits from third year of study

**Corequisites:** None

Graduation Requirements



Students must complete the following to qualify for the Bachelor of Applied Science in Golf Course Management degree:

1. Successfully complete 60 credits
2. Have a GPA of 2.50 or better
3. Fulfillment of the Graduation Policy - Residency Requirement
4. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

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## Bachelor of Applied Science - Horticulture

### Program Summary

The Bachelor of Applied Science Horticulture prepare diploma graduates to assume positions of responsibility within the production horticulture and landscape industries. The program provides business, applied science and advanced technical training.

### Program Outcomes

Graduates will:

- Gather, analyze, evaluate, use information from a variety of sources to complete tasks, solve problems, make decisions relevant to occupational fields of practice
- Apply critical thinking and analytical skills both inside and outside the program's fields of study
- Use problem-solving strategies related to the discipline and/or occupational fields of practice to complete projects
- Using a variety of media, communicate accurately and reliably both orally and in writing to a range of audiences
- Recognize limits to knowledge and skill level within program related occupational fields of practice
- Identify and address learning needs in changing circumstances and select an appropriate course of action to achieve learning goals
- Work effectively with others
- Behave consistently with ethically sound reasoning
- Apply ethical decision making and sound business practices to promote professionalism and growth of the horticulture industry.

### Admission Requirements

Visit [www.oldscollege.ca/programs/horticulture/horticulture/bachelor-of-applied-science-horticulture/index](http://www.oldscollege.ca/programs/horticulture/horticulture/bachelor-of-applied-science-horticulture/index) for admission requirements

### Program Requirements

Fall Semester: November - December

### **BHO 3100 - Research Methods**

**Credits: 3**

This course will prepare learners to understand selected elements of statistics and their application in decision-making processes. The focus is on developing an understanding of common research methods and their application in problem solving and permits an informed evaluation of published research. The concepts covered in this course will be applied in BHO 4000 Integrated Project.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **BHO 3300 - Project Management Principles**

**Credits: 3**

The learner shall gain knowledge and skills in the principles of project management. Topics include general project planning, work breakdown structures, scheduling, and project control/tracking. Various project management software are used to facilitate learning these principles.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **BHO 3999 - Directed Field Study Preparation**

**Credits: 3**

This course supports learners as they develop their reflective practice, analyze their current competencies and prepare for the fourth year of the Applied Degree. Learners gain skills and knowledge that support self-directed learning, and document past achievement and future plans in a web-based career portfolio. They set career goals and prepare a learning plan and evaluation criteria that will form the basis of their personalized learning experience in BHO 4999 Horticulture Directed Field Study.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **BHO 3340 - Applying Geospatial Technologies**

**Credits: 3**

Learners apply knowledge and skills gained in the Second Year "Mapping Your World" course (HRT 2700) to a real-world project. The learner develops a geospatial data collection strategy, compiles data from multiple sources, creates presentation maps and reports and performs analysis on the data.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BHO 3500 - Sustainable Sites**

**Credits: 3**

This course introduces the principles and applications of processes that integrate sustainable system functions to preserve or replicate natural processes in landscape development and management practices. Building on knowledge and experience acquired through previous education and employment, the learner will participate in the development of projects promoting sustainable site initiatives.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BHO 3540 - Social Innovation Through Horticulture**

**Credits: 3**

At the end of this course learners have the opportunity to participate in socially innovative initiatives related to various sectors of the green industry.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BHO 3800 - Plant Environment Systems**

**Credits: 3**

Plant environment systems is a course focusing on a systems approach in the analysis and problem solving of plant growth environments. This course is designed to provide learners with opportunities to enhance their working knowledge of physical, chemical, biological and environmental dynamics in managing plant growth systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **WTR 3000 - Water Capture and Management for Landscape Applications**

**Credits:** 3

The learner shall gain knowledge and skills in the principles of the design and development of water capture systems and use for small and large scale landscape applications. Topics include laws legislating water use, types of capture systems and water quality.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Spring Semester: May - June

## **BHO 4000 - Integrated Project**

**Credits:** 3

Integrated Project is a capstone course focusing on problem-solving and project management principles. It is designed to provide learners with opportunities to bring knowledge, skills, and dispositions developed from past education and work experience to manage a project. The course bridges the gap between learning in school and learning on the job through the project designed and executed by the learner.

Visit Course Outline for more information

**Prerequisites:** BHO 3100 and BHO 3300

**Corequisites:** None

## **BHO 4710 - Ethics and Pest Management**

**Credits:** 3

This is an advanced course in the problems and procedures of integrated pest management and environmental issues and their ethical implications. Students engage in analytical thought and discourse through their interaction with the materials of the course. Students prepare an integrated pest management plan relevant to their major.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 4999 - Horticulture Directed Field Study**

**Credits: 30**

The fourth year of study of the Bachelor of Applied Science Degree is based on the model of self-directed learning in a mentored workplace setting, referred to as a Directed Field Study (DFS). The DFS will consist of the equivalent of two academic terms. During their DFS employment, the learner maintains a current personalized site-specific learning plan and receives support from an industry mentor as they work to achieve specified learning outcomes. Throughout this process the learner documents evidence of achievement and upon completion of the DFS, they submit a written final report and updated career portfolio for assessment

Visit Course Outline for more information

**Prerequisites:** BHO 3999 and 15 credits from third year of study

**Corequisites:** None

## Graduation Requirements

To obtain an Applied Degree, a student must achieve the following:

1. Successfully completed 60 credits
2. Complete all required courses successfully and have a GPA of 2.50 or better
3. Fulfillment of the Graduation Policy - Residency Requirement
4. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [catalog.oldscollege.ca/content.php](http://catalog.oldscollege.ca/content.php)

# Brewmaster and Brewery Operations Management

## Program Summary

This program prepares graduates for employment in the expanding brewery, microbrewery and brewpub industries. The program provides significant hands-on training on-site and includes specialized instruction in brewing technology, brewery operations, sales management and advanced business applications specific to beer-related or brewery-related business sectors.

## Program Outcomes

Graduates will be able to:

- Demonstrate the fundamental techniques of beer making.
- Demonstrate laboratory analysis of beer as required in a brewery.
- Select and use established techniques in marketing and public relations related to the beer industry.
- Discuss the history and evolution of the beer industry in relation to today's market.
- Analyze and determine options and select styles from advanced techniques in the beer making process.
- Identify, select and utilize process technology practices in brewery operations, packaging and handling.

- Evaluate consistency and quality of beer, and determine beer style and characteristics.
- Discuss and apply business principles and strategies related to brewery operations, including human resource management, sales and government legislation.
- Formulate and develop a beer recipe for the market place.

## Two Year Diploma

Four Semesters

- Fall: September - December
- Winter: January - April

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/horticulture/brewmaster-brewery-operations-management/admission-requirements/admission-information-2014/index](http://www.oldscollege.ca/programs/horticulture/brewmaster-brewery-operations-management/admission-requirements/admission-information-2014/index)

## Program Requirements

### First Year

Fall Semester: September - December

### **BRW 1100 - Introduction to Brewing**

**Credits: 3**

In this course, you will learn how to create the complete brewing process from grain to glass and discover how the separate processes interact to produce the final product. You will investigate the constituents of beer and how they affect an individual, in particular alcohol, its potential for abuse, and its influence on society. You will have the opportunity to participate in the ProServe Program.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **BRW 1101 - Basic Practical Brewing**

**Credits: 3**

Through the operation of the Olds College Teaching Brewery and Pilot brewery, you will learn the fundamentals of beer making from scratch. Using brewery equipment and technology you will develop your knowledge of the beer industry and the critical role of brewery safety.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1103 - Sensory Evaluation of Beer**

**Credits: 3**

In this course, you will develop skills to critically evaluate a beer's sensory properties, judge quality and detect potential defects in beer. In an ideal tasting environment, you will learn how to isolate and identify a wide range of beer flavors. you will investigate the physiology and psychology of sensory perception, assess and describe the elements of beer quality using the appropriate brewing jargon.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1300 - Brewing Ingredients**

**Credits: 3**

In this course, you will learn how various ingredients in the beer making process affect the style and quality of beer and will examine barley and malting; the growing and selection of barley, the different varieties for malting and the technology and science of malting grains for different beer styles. You will analyze malt, specialty malts and adjuncts and examine the growing of hops and varieties of hops that come from principal production areas worldwide. You will investigate the effects of hops on the production of wort and the development of beer flavor.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **BUS 1050 - Business Mathematics**

**Credits: 3**

Students develop mathematics skills applicable to practical problems in business, industry and future employment. Topics include presentation of financial information, consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, depreciation methods, capitalized costs, cash flow analysis, lease versus buy decision, net present value and internal rate of return. This course prepares students for later courses in accounting, marketing, business and finance.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CMP 1100 - Computer Applications I**

**Credits:** 3

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents and presentations. The exploration of various apps and approaches and techniques for using and managing mobile devices will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits:** 3

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester - January - April

## **BRW 1200 - Brewing Microbiology**

**Credits:** 3

This course will focus on microorganisms involved in beer production. Students will develop an awareness and understanding of the importance of the biology of yeasts, their growth, propagation and management. Students will also be exposed to the other organisms that influence brewing and the role played by enzymes. Laboratory exercises will provide hands-on experience and will include biology, cultivation, purification, identification of yeasts and bacteria involved in beer production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None



## **BRW 1201 - Practical Brewing**

**Credits: 3**

In this course, through the operation of the Olds College Teaching Brewery and Pilot brewery, you will learn the advanced beer making techniques from scratch. Using brewery equipment and technology you will further develop your knowledge of the beer industry and the critical role of brewery safety.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1203 - Sensory Evaluation of World Beers**

**Credits: 3**

In this course, you will further develop your beer sensory skills. You will develop a deeper understanding of beer flavor and beer terminology and be provided with appropriate samples to not only identify sensory attributes but to also measure the intensities of those attributes in beer. You will investigate threshold testing procedures and discover your personal tasting procedure and discuss ways of continuing your training on your own. Equally important to tasting ability is the understanding of how best to collect and analyze sensory data. You will learn about the different types of sensory tests and sensory panels. Statistical methods and experimental design will be discussed as well as how to statistically analyze the data from the different sensory tests.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1205 - Brewery Equipment and Technology**

**Credits: 3**

In this course you will learn the basics of unit operations and processing equipment used in modern commercial beer making. Visits to breweries will provide hands-on experience with equipment from filtration to packaging. You will investigate scheduling, record keeping, packaging techniques, basic tanks and temperature controls, lauter tuns, mash filters and wort boiling systems.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1206 - Brewing Chemistry**

**Credits: 3**

In this course you will review chemistry fundamentals as they apply to the production of wort and beer with emphasis on wort production, fermentation, and filtration. Using laboratory exercises, you will study the properties of gases and liquids, thermodynamics, pH and pressure, and how they influence brewery production processes and beer quality. You will also develop knowledge and skills about the different types of chemicals used in beer production and maintenance of brewery hygiene. Finally, you will become familiar with the lab equipment and lab techniques used to measure, monitor and analyze the different chemical properties of wort and beer, and understand their relationships to beer production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1207 - Packaging**

**Credits:** 3

In this course, you will develop basic knowledge of bottling, canning and kegging beer, emphasizing best practices and their impact on product stability and shelf life. You will learn how issues of colloidal stability, microbiological stability and oxygen pickup relate to processing techniques and how packaging quality control tests relate to process control. You will investigate how draught system design and maintenance relates back to the core of delivering beer at its best to the consumer. You will learn principles of labeling and packaging line design. You will learn the importance of, and practice, Health and Safety in the workplace.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **Total Credits**

Total Credits First Year: 42

## **Second Year**

Fall Semester: September - December

## **BRW 1104 - History of Brewing and Beer**

**Credits: 3**

In this course you will investigate the history of beer and brewing from its earliest recorded origins in Mesopotamia, the evolution of the brewing industries and the roles played by individuals, organizations and governments in beer development. You will learn how beer styles have impacted today's beer industry and will sample an extensive range of beer styles reflecting those available over the years.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1294 - Sensory Evaluation of Beer, Wine and Spirits**

**Credits: 3**

In this course you will develop advanced skills in the evaluation of beer and introductory skills in the evaluation of wine and spirits. You will enhance your skills to critically evaluate a beer's sensory properties, make a judgment on quality and detect potential defects. You will compare beer, wine and spirit tasting profiles and learn how they apply to combinations with each other and food.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1301 - Practical Brewing II**

**Credits: 3**

In this course, through the use of the Olds College Teaching Brewery and Pilot brewery, you will operate and control both systems independently. Using brewery equipment and technology you will further develop your knowledge of the beer industry and the critical role of brewery safety.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1304 - Brewhouse Calculations and Recipe Formulation**

**Credits: 3**

In this course you will learn to use mathematics in the brewery in materials control and development of beer recipes to determine precise alcohol levels, and grain and hop usage rates. You will develop your own recipes and test them in the brewing courses. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1306 - Filtration, Carbonation and Finishing**

**Credits:** 3

In this applied and theoretical course you will study cellar storage, the different types of filters, their operation and role in the clarification of beer. You will also practice natural and forced carbonation methods and the stabilizing of beer ready for packaging operations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BUS 1133 - Professionalism and Business Ethics**

**Credits:** 3

Students will be introduced to the study of ethics and the case study method. Cases will be drawn from real business situations. Using a combination of research papers and case studies, students will be required to discuss the cases, papers and solutions in class. Reports and presentations of various cases will be used to determine the students' grades.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

One General Elective Course approved by the coordinator

Winter Semester - January - April

## **BRW 2302 - Specialty Brewing**

**Credits:** 3

In this course you will apply advanced techniques of beer making. You will develop personal recipes that reflect a variety of seasonal and specialty beers with the complete analysis/report of the product(s). You will use the Olds College Teaching Brewery as your lab and base to make student beer.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2305 - Beer Evaluation and Judging**

**Credits:** 3

In this course, you will develop the skills necessary to develop and manage basic sensory panels within a brewery setting. You will understand the physical and environmental needs of a sensory facility, equipment and supply needs, safety requirements and acquisition of reference and training samples. You will gain the skills necessary to select and train a sensory panel and maintain a data base of panel results. Data collection and analysis systems for sensory data will also be discussed. You will also be introduced to consumer science, understanding how consumer sensory information is obtained and the tests used so you can read and interpret consumer research. During the course you will also more deeply investigate beer styles and the beer judging system used for beer competitions. You will develop strategies for submitting your beers into competition and participate in simulated beer competitions.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2400 - The Brewing Industry**

**Credits:** 3

This course will provide students with knowledge to understand the beer industry today; the various trade organizations and governmental bodies that have a daily influence on the production, regulation and distribution of beer. This will include presentations from selected trade and regulatory organizations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2401 - Brewery Management**

**Credits:** 3

In this course you will learn the fundamentals of brewery management. You will gain knowledge of different management responsibilities including annual plans, budgets, labour management, scheduling of work, legal compliance and record keeping.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2402 - Beer Sales and Promotions**

**Credits: 3**

In this course you will learn sales management and promotional marketing techniques for the beer industry. The management component will include the regulatory requirements for the sale and advertisement of beer in Alberta, the license requirements to sell beer in multiple channels, and the promotional options available in those channels. You will develop strategies to create a sales and marketing plan, set up and run a sales department including the staffing, managerial and oversight requirements. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HRM 1010 - Human Resources Management**

**Credits: 3**

This course provides an overview of the fundamentals of human resource management including a foundation in theory and practice for areas such as human resources planning, recruitment and selection of staff, training and development and compensation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

One General Elective Course approved by the coordinator

## **Total Credits**

Total Credits Second Year: 42

## **Total Credits**

Total First Year credits: 42

Total Second Year credits: 42

Total Credits: 84

## **Graduation Requirements**

To obtain a diploma a student must achieve the following:

- A minimum of 84 credits
- A cumulative G.P.A. of 2.00
- Fulfillment of the Graduation Policy - Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

# Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Business Administration

### Program Summary

Olds College Business Administration program prepares graduates for career positions in management to support local, regional, national, and global organizations.

### Four Semesters

#### **FOUR SEMESTERS**

The first two semesters are the Business Management Certificate

Fall: September - December

Winter: January - April

### Program Outcomes

Graduates will be able to:

- Communicate with stakeholders to achieve personal and organizational objectives
- Apply strategic leadership skills to achieve organizational objectives
- Analyze business information to make strategic decisions
- Apply resource management skills to achieve organizational objectives
- Apply critical thinking skills to achieve organizational objectives
- Apply professional standards to achieve personal and organizational objectives
- Apply ethical standards to achieve personal and organizational objectives
- Apply the marketing process to achieve organizational objectives
- Utilize business technologies to perform workplace duties
- Apply project management principles to achieve organizational objectives

### Program Details

### Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/business/business-administration/admission-requirements/index](http://www.oldscollege.ca/programs/business/business-administration/admission-requirements/index)

### Three Majors

Marketing and Sales Major  
General Management Major  
Accounting Major

## Program Requirements

Marketing and Sales Major

Second Year

Fall Semester: September - December

### **COM 1050 - Business Communications**

**Credits: 3**

In this course, students continue to develop writing and presentational skills for a business context that they began in COM 1020. Writing instruction will include further examination of grammar and the preparation of proposals, persuasive letters, summaries, formal reports, and case analyses. Students will also gain experience in preparing formal board presentations. Visit Course Outline for more information

**Prerequisites:** COM 1020

### **ACT 2010 - Managerial Accounting**

**Credits: 3**

The course will introduce elements of decision making and company control with a focus on the decision making based on quantitative (numerical) analysis. The goal is to provide a background for improved strategic company decisions.  
Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

### **MGT 1060 - Business Law**

**Credits: 3**



This course introduces the learner to elements of the law that play a significant role in business relationships. Specific topics include the dispute resolution process, the law of organizations, contracts and torts, commercial transactions, plus selected relevant legislation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRM 1010 - Human Resources Management**

**Credits:** 3

This course provides an overview of the fundamentals of human resource management including a foundation in theory and practice for areas such as human resources planning, recruitment and selection of staff, training and development and compensation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 2020 - Professional Selling/Customer Relations Management**

**Credits:** 3

This course is designed for business and agricultural management diplomas - marketing stream majors. The emphasis is on developing successful sales professionals and the competencies necessary to effectively manage the sales process. This is also an excellent foundational course for students pursuing an entrepreneurial career. The course is broken into three components. Specifically, 1) the development of personal and business goal setting ability, 2) the development of sales skills, and 3) the use of Customer Relationship Management (CRM) techniques. This course has an applied focus which is achieved by in-class role playing workshops, industry speakers and some field study.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **MGT 2800 - Business Strategy**

**Credits:** 3

This course examines top management decisions and emphasizes the development of business strategy. It integrates the management principles previously studied in the program using a series of business cases.

Course Outline

**Prerequisites:** MGT 1200, ACT 1012 and MKG 1020 or MKG 1021

**Corequisites:** None

## **MKG 2500 - Marketing Research**

**Credits: 3**

This course provides students with an introduction to the fundamentals of marketing research. The course focuses on the principles and process of marketing research, specifically the planning, collecting and analyzing of data relevant to the business/marketing decision-making process and communication of the results to management. Students will be able to use the knowledge and skills gained to conduct and present marketing research studies.

Course Outline

**Prerequisites:** None

**Corequisites:** Non

## **MGT 2400 - Introduction to Project Management**

**Credits: 3**

This course provides students with a basic understanding of the generally accepted knowledge and practices of project management. The course follows the methodology of managing projects as recommended by the Project Management Institute (PMI). Students will develop a working level competency in all of the project management knowledge areas, in addition to the tools and techniques that are used for managing projects successfully in a team environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 2680 - E-marketing**

**Credits: 3**

Students acquire the necessary skills to develop eMarketing campaigns and manage eMarketing plans from a marketing, as well as managerial perspective. Topics include developing an eMarketing campaign, using online analytics to track success, using social media to market, search engine optimization and affiliate programs.

Course Outline

**Prerequisites:** MKG 1021 or both MKG 1020 and AMT 1360

**Corequisites:** None

## **BUS 2000 - Business Statistics**

**Credits: 3**

Students develop data analysis skills useful in making sound business decisions. Topics examined include probability, decision analysis, sampling distributions, statistical estimation, hypothesis testing, regression and correlation, multiple regression, time series and statistical decision theory.

Visit Course Outline for more information

**Prerequisites:** BUS 1050

**Corequisites:** None

## Total Credits

Total Credits Second Year: 30

## General Management Major

### Second Year

Fall Semester: September - December

### **MGT 1060 - Business Law**

**Credits: 3**

This course introduces the learner to elements of the law that play a significant role in business relationships. Specific topics include the dispute resolution process, the law of organizations, contracts and torts, commercial transactions, plus selected relevant legislation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **FIN 2600 - Finance**

**Credits: 3**

This course introduces the learner to corporate financial decision-making and analysis. Capital budgeting, including net present value and internal rate of return measures for project evaluation will be explored from the perspective of corporate controllership. Other topics including cost of capital, market efficiency, investing activities, and long-term financing will be covered.

Visit Course Outline for more information

**Prerequisites:** ACT 1012

**Corequisites:** None

## **ACT 2010 - Managerial Accounting**

**Credits:** 3

The course will introduce elements of decision making and company control with a focus on the decision making based on quantitative (numerical) analysis. The goal is to provide a background for improved strategic company decisions.

Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

## **HRM 1010 - Human Resources Management**

**Credits:** 3

This course provides an overview of the fundamentals of human resource management including a foundation in theory and practice for areas such as human resources planning, recruitment and selection of staff, training and development and compensation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1050 - Business Communications**

**Credits:** 3

In this course, students continue to develop writing and presentational skills for a business context that they began in COM 1020. Writing instruction will include further examination of grammar and the preparation of proposals, persuasive letters, summaries, formal reports, and case analyses. Students will also gain experience in preparing formal board presentations.

Visit Course Outline for more information

**Prerequisites:** COM 1020

Winter Semester: January - April

## **MKG 2500 - Marketing Research**

**Credits: 3**

This course provides students with an introduction to the fundamentals of marketing research. The course focuses on the principles and process of marketing research, specifically the planning, collecting and analyzing of data relevant to the business/marketing decision-making process and communication of the results to management. Students will be able to use the knowledge and skills gained to conduct and present marketing research studies.

Course Outline

**Prerequisites:** None

**Corequisites:** Non

## **MGT 2800 - Business Strategy**

**Credits: 3**

This course examines top management decisions and emphasizes the development of business strategy. It integrates the management principles previously studied in the program using a series of business cases.

Course Outline

**Prerequisites:** MGT 1200, ACT 1012 and MKG 1020 or MKG 1021

**Corequisites:** None

## **MGT 2060 - Managing Information Systems**

**Credits: 3**

Students learn to make decisions regarding the applications of information technology. Topics include computer system hardware and software, database organization, networks, the systems development process and design of information system solutions, systems security and controls.

Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

## **MGT 2400 - Introduction to Project Management**

**Credits: 3**

This course provides students with a basic understanding of the generally accepted knowledge and practices of project management. The course follows the methodology of managing projects as recommended by the Project Management Institute (PMI). Students will develop a working level competency in all of the project management knowledge areas, in addition to the tools and techniques that are used for managing projects successfully in a team environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BUS 2000 - Business Statistics**

**Credits:** 3

Students develop data analysis skills useful in making sound business decisions. Topics examined include probability, decision analysis, sampling distributions, statistical estimation, hypothesis testing, regression and correlation, multiple regression, time series and statistical decision theory.

Visit Course Outline for more information

**Prerequisites:** BUS 1050

**Corequisites:** None

### Total Credits

Total Credits Second Year: 30

## Accounting Major

### Second Year

Fall Semester: September - December

## **MGT 1060 - Business Law**

**Credits:** 3

This course introduces the learner to elements of the law that play a significant role in business relationships. Specific topics include the dispute resolution process, the law of organizations, contracts and torts, commercial transactions, plus selected relevant legislation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **FIN 2600 - Finance**

**Credits: 3**

This course introduces the learner to corporate financial decision-making and analysis. Capital budgeting, including net present value and internal rate of return measures for project evaluation will be explored from the perspective of corporate controllership. Other topics including cost of capital, market efficiency, investing activities, and long-term financing will be covered. Visit Course Outline for more information

**Prerequisites:** ACT 1012

**Corequisites:** None

## **ACT 2010 - Managerial Accounting**

**Credits: 3**

The course will introduce elements of decision making and company control with a focus on the decision making based on quantitative (numerical) analysis. The goal is to provide a background for improved strategic company decisions.  
Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

## **COM 1050 - Business Communications**

**Credits: 3**

In this course, students continue to develop writing and presentational skills for a business context that they began in COM 1020. Writing instruction will include further examination of grammar and the preparation of proposals, persuasive letters, summaries, formal reports, and case analyses. Students will also gain experience in preparing formal board presentations. Visit Course Outline for more information

**Prerequisites:** COM 1020

## **ACT 2210 - Intermediate Financial Accounting: Assets**

**Credits: 3**

This intermediate course in financial accounting provides a detailed examination of the asset side of the balance sheet. Generally Accepted Accounting Principles (GAAP) as applied to operational and investment assets as well as related income reporting and cash flows are examined. Topics include notes receivable, investments in debt securities and leases, temporary and long term investment plus capital assets in class to facilitate understanding of economic and finance issues as they play out in the marketplace.

Course Outline

**Prerequisites:** ACT 1012, BUS 1050

**Corequisites:** None

Winter Semester: January - April

## **BUS 2000 - Business Statistics**

**Credits: 3**

Students develop data analysis skills useful in making sound business decisions. Topics examined include probability, decision analysis, sampling distributions, statistical estimation, hypothesis testing, regression and correlation, multiple regression, time series and statistical decision theory.

Visit Course Outline for more information

**Prerequisites:** BUS 1050

**Corequisites:** None

## **MGT 2800 - Business Strategy**

**Credits: 3**

This course examines top management decisions and emphasizes the development of business strategy. It integrates the management principles previously studied in the program using a series of business cases.

Course Outline

**Prerequisites:** MGT 1200, ACT 1012 and MKG 1020 or MKG 1021

**Corequisites:** None

## **MGT 2060 - Managing Information Systems**

**Credits: 3**

Students learn to make decisions regarding the applications of information technology. Topics include computer system hardware and software, database organization, networks, the systems development process and design of information system solutions, systems security and controls.

Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

## **ACT 2600 - Intermediate Financial Accounting: Liabilities and Equities**

**Credits: 3**

This intermediate course in financial accounting provides a detailed examination of the liabilities and equities components of the



balance. Generally Accepted Accounting Principles (GAAP) as applied to financing, liability and equity as well as related income reporting and cash flows are examined. Topics include current and long term liabilities, shareholders equity, leases, accounting for income taxes, pensions and other benefits, plus accounting changes.

Course Outline

**Prerequisites:** ACT 1012

**Corequisites:** None

## **FIN 2900 - Applied Corporate Finance**

**Credits: 3**

Building upon skills gained in FIN 2600 Finance, this course introduces the learner to topics such as: capital structure theory, dividend policy, introduction to risk and return, raising capital in debt and equity markets, short-term financial management, cost of capital computations, and mergers and acquisitions.

Visit Course Outline for more information

**Prerequisites:** FIN 2600

**Corequisites:** None

### Total Credits

Total Credits Second Year: 30

## Sports Management Major

### Second Year

Fall Semester: September - December

## **MKG 2020 - Professional Selling/Customer Relations Management**

**Credits: 3**

This course is designed for business and agricultural management diplomas - marketing stream majors. The emphasis is on developing successful sales professionals and the competencies necessary to effectively manage the sales process. This is also an excellent foundational course for students pursuing an entrepreneurial career. The course is broken into three components. Specifically, 1) the development of personal and business goal setting ability, 2) the development of sales skills, and 3) the use of Customer Relationship Management (CRM) techniques. This course has an applied focus which is achieved by in-class role playing workshops, industry speakers and some field study.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ACT 2010 - Managerial Accounting**

**Credits:** 3

The course will introduce elements of decision making and company control with a focus on the decision making based on quantitative (numerical) analysis. The goal is to provide a background for improved strategic company decisions.

Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

## **HRM 1010 - Human Resources Management**

**Credits:** 3

This course provides an overview of the fundamentals of human resource management including a foundation in theory and practice for areas such as human resources planning, recruitment and selection of staff, training and development and compensation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1050 - Business Communications**

**Credits:** 3

In this course, students continue to develop writing and presentational skills for a business context that they began in COM 1020. Writing instruction will include further examination of grammar and the preparation of proposals, persuasive letters, summaries, formal reports, and case analyses. Students will also gain experience in preparing formal board presentations. Visit Course Outline for more information

**Prerequisites:** COM 1020

## **SPM 2500 - Event Planning**

**Credits:** 3

This course provides an introductory overview of the theory and procedures essential to create and operate an event. Students will have the opportunity to apply these principles to a variety of event environments.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **SPM 2200 - Introduction to Coaching - Level 2**

**Credits:** 3

In this course the student will apply fitness conditioning principles to develop a coaching plan designed to meet identified National Certification Coaching Program (NCCP) requirements. They will learn to apply teaching, learning and leadership theory to coaching and provide basic mental skill development support to athletes. There are additional costs related to the NCCP certification process.

Course Outline

**Prerequisites:** SPM 1200

**Corequisites:** None

## **MGT 2800 - Business Strategy**

**Credits:** 3

This course examines top management decisions and emphasizes the development of business strategy. It integrates the management principles previously studied in the program using a series of business cases.

Course Outline

**Prerequisites:** MGT 1200, ACT 1012 and MKG 1020 or MKG 1021

**Corequisites:** None

## **MKG 2500 - Marketing Research**

**Credits:** 3

This course provides students with an introduction to the fundamentals of marketing research. The course focuses on the principles and process of marketing research, specifically the planning, collecting and analyzing of data relevant to the business/marketing decision-making process and communication of the results to management. Students will be able to use the knowledge and skills gained to conduct and present marketing research studies.

Course Outline

**Prerequisites:** None

**Corequisites:** Non

## **MKG 2680 - E-marketing**

**Credits:** 3

Students acquire the necessary skills to develop eMarketing campaigns and manage eMarketing plans from a marketing, as well as managerial perspective. Topics include developing an eMarketing campaign, using online analytics to track success, using social media to market, search engine optimization and affiliate programs.

Course Outline

**Prerequisites:** MKG 1021 or both MKG 1020 and AMT 1360

**Corequisites:** None

### Total Credits

Total Credits Second Year: 30

### Total Credits

Total First Year Credits (from Business Management Certificate): 30

Total Second Year Credits: 30

Total Required Credits: 60

## Graduation Requirements

To obtain a diploma, students must achieve the following:

- A minimum of 60 credits
- A cumulative G.P.A of 2.00
- Satisfactory completion of practical occupational experience and/or project assignment as may be required; as well as completion of all required courses as listed as program requirements
- Fulfillment of the Graduation Policy - Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/connectYourPassion/moreInfo.html](http://www.oldscollege.ca/connectYourPassion/moreInfo.html) for more information on this app.

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [catalog.oldscollege.ca/content.php](http://catalog.oldscollege.ca/content.php)

## **Business Administration - Sports Management Major**

## Program Summary

Olds College Business Administration Diploma in Sports Management prepares graduates for career positions in management to support local, regional, national and global organizations.

## Program Outcomes

Graduates will be able to:

- Communicate with stakeholders to achieve personal and organizational objectives
- Apply strategic leadership skills to achieve organizational objectives
- Analyze business information to make strategic decisions
- Apply resource management skills to achieve organizational objectives
- Apply critical thinking skills to achieve organizational objectives
- Apply professional standards to achieve personal and organizational objectives
- Apply ethical standards to achieve personal and organizational objectives
- Apply the marketing process to achieve organizational objectives
- Utilize business technologies to perform workplace duties
- Apply project management principles to achieve organizational objectives

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/business/Business-Administration---Sports-Management-Major/admission-requirements/index](http://www.oldscollege.ca/programs/business/Business-Administration---Sports-Management-Major/admission-requirements/index)

## Program Requirements

### First Year

Fall Semester: September - December

**SPM 1200 - Introduction to Coaching - Level I**

**Credits: 3**

In this course the student will address the basics of ethics, practice planning, nutrition, and the prevention of sports related injuries. The course incorporates coaching theory components of the National Coaching Certification Program (NCCP). There are additional costs related to the NCCP certification process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 1020 - Training for Performance**

**Credits: 3**

Students will gain an understanding of the science of physical fitness and training. They will analyze the concepts of fitness and training, in relation to health and sports performance. They will review the different types of fitness, their underlying determinants, and the training strategies and adaptations that are used to improve these capabilities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 1040 - Activities and Sport**

**Credits: 3**

Students will learn and practice the rules, skills, and abilities involved in playing a variety of individual sports. Students will also learn about the equipment, required facilities, safety procedures, group management, and special requirements related to managing individual sports.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 1000 - Principles of Management**

**Credits: 3**

Today's managers perform the functions of planning, organizing, leading and controlling, and must do so within the context and constraints of environmental and social pressure and demands. This course examines the role of the manager and the skills and techniques needed to effectively and efficiently manage the resources of people, money, materials and time to achieve organizational objectives. Throughout this course, students will be required to demonstrate understanding of the key principles and functions of management, and to apply these skills in contemporary business situations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits:** 3

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **SPM 1220 - Fitness for Life**

**Credits:** 3

Students will gain an understanding in health promotion and wellness models and the principles of exercise and nutrition, as they relate to health, social, cultural, economic, international, and environmental issues. The principles of exercise prescription for cardiovascular fitness, muscular strength, and endurance are presented. Emphasis is placed on personal health, nutrition, stress reduction, and the prevention of activity injuries.

[Course Outline](#)

**Prerequisites:** None

**Corequisites:** None

## **SPM 1240 - Sport Leadership**

**Credits:** 3

Students will analyze various leadership theories, and will apply these theories to sport management and the culture of sport. Students will participate in a variety of self-assessment activities, and course topics include leadership styles, roles and behaviors in the context of sport organizations, and the implications of managing and leading in sport.

[Course Outline](#)

**Prerequisites:** None

**Corequisites:** None

## **SPM 1260 - Introduction to Sport Management**

**Credits: 3**

Students will analyze various management theories and models, and will assess the basic organizational and business structures of sport, fitness, and leisure industries. Content areas include professional, Olympic, and intercollegiate sports, as well as the promotion business sector of exercise, fitness, and sport.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 1200 - Organizational Behaviour**

**Credits: 3**

Students learn to improve organizational effectiveness through the modification of organizational behaviour in a fast-paced, globally competitive and technologically complex environment. Contemporary management trends and practices are examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **CMP 1100 - Computer Applications I**

**Credits: 3**

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents and presentations. The exploration of various apps and approaches and techniques for using and managing mobile devices will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Total Credits

Total Credits = 30

Second Year

Fall Semester: September - December



## **SPM 2200 - Introduction to Coaching - Level 2**

**Credits: 3**

In this course the student will apply fitness conditioning principles to develop a coaching plan designed to meet identified National Certification Coaching Program (NCCP) requirements. They will learn to apply teaching, learning and leadership theory to coaching and provide basic mental skill development support to athletes. There are additional costs related to the NCCP certification process.

Course Outline

**Prerequisites:** SPM 1200

**Corequisites:** None

## **SPM 2020 - Sport and Recreation Management**

**Credits: 3**

Students will examine contemporary planning models and practices for major sport events, including provincial, national, and international events, tournaments, and championships. The content area include: feasibility studies, bidding, operational planning, implementation, monitoring, management, branding and promotion, evaluation, and renewal of sport events.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ACT 1011 - Accounting Principles I**

**Credits: 3**

This course provides an introduction to financial accounting focusing on the accounting cycle and the preparation of financial statements. Topics include accounting for merchandising activities, internal control, accounting for cash, temporary investments, accounts receivable, inventories, cost of goods sold, and current liabilities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BUS 1050 - Business Mathematics**

**Credits: 3**

Students develop mathematics skills applicable to practical problems in business, industry and future employment. Topics include presentation of financial information, consumer and commercial credit, simple and compound interest, financial

instruments and discounting, annuities, mortgages, loans, sinking funds, depreciation methods, capitalized costs, cash flow analysis, lease versus buy decision, net present value and internal rate of return. This course prepares students for later courses in accounting, marketing, business and finance.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ECN 1010 - Microeconomics**

**Credits:** 3

The learner prepares for managerial decision making by investigating economic models. The principles of supply and demand, the establishment of price, and pricing in factor and resource markets are examined.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **SPM 2220 - Sport Event Management**

**Credits:** 3

Students will examine contemporary planning models and practices for major sport events, including provincial, national, and international events, tournaments, and championships. The content areas include: feasibility studies, bidding, operational planning, implementation, monitoring, management, branding and promotion, evaluation, and renewal of sport events.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 2230 - Behaviour in Sports Organizations**

**Credits:** 3

Building on the foundational knowledge from previous courses in the program, students will evaluate the behaviours in sport organizations. With an emphasis on non-profit sport organizations, students will gain an understanding in a variety of topics including change management, leadership, conflict, motivation, staffing (particularly related to volunteers), decision making and team building, organizational dynamics, and the politics and power issues specific to sport organizations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ECN 1020 - Macroeconomics**

**Credits:** 3

An introductory course exploring how the Canadian economy functions with respect to the role of government, fiscal and monetary policy, international trade considerations, and operation of Canadian banking system. Transfer credit available (University of Alberta).

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ACT 1012 - Accounting Principles II**

**Credits:** 3

This course is a continuation of ACT 1011 to allow for additional study of accounting at an introductory level. Topics include capital assets, long-term liabilities, partnership accounting, accounting for corporations, financial analysis techniques, as well as the cash flow statement.

Course Outline

**Prerequisites:** ACT 1011, BUS 1050

**Corequisites:** None

## **MKG 1021 - Marketing Principles**

**Credits:** 3

This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environment factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets. While similar in course competencies to MKG 1020, the evaluation for this course meets specific transfer credit requirements for Business Administration students.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Total Credits

First Year = 30  
Second Year = 30  
Total Credits = 60

## Graduation Requirements

To obtain a diploma, students must achieve the following:

- A minimum of 60 credits
- A cumulative G.P.A. of 2.00
- Satisfactory completion of practical occupational experiences and/or project assignment as may be required; as well as completion of all required courses as listed in program requirements
- Fulfillment of the Graduation Policy - Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For further information on fees and refunds, visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Business Management Certificate

### Program Summary

Olds College Business Management program prepares graduates for entry level management positions to support local, regional, national, and global organizations or to continue further in business studies.

### Program Outcomes

Graduates will be able to:

- Communicate with stakeholders to achieve personal and organizational objectives
- Apply strategic leadership skills to achieve organizational objectives
- Analyze business information to make strategic decisions
- Apply professional standards to achieve personal and organizational objectives
- Apply ethical standards to achieve personal and organizational objectives
- Apply the marketing process to achieve organizational objectives
- Apply project management principles to achieve organizational objectives

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/business/Business-Management-Certificate/index](http://www.oldscollege.ca/programs/business/Business-Management-Certificate/index)

Fall Semester: September - December

## **ACT 1011 - Accounting Principles I**

**Credits: 3**

This course provides an introduction to financial accounting focusing on the accounting cycle and the preparation of financial statements. Topics include accounting for merchandising activities, internal control, accounting for cash, temporary investments, accounts receivable, inventories, cost of goods sold, and current liabilities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 1000 - Principles of Management**

**Credits: 3**

Today's managers perform the functions of planning, organizing, leading and controlling, and must do so within the context and constraints of environmental and social pressure and demands. This course examines the role of the manager and the skills and techniques needed to effectively and efficiently manage the resources of people, money, materials and time to achieve organizational objectives. Throughout this course, students will be required to demonstrate understanding of the key principles and functions of management, and to apply these skills in contemporary business situations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ECN 1010 - Microeconomics**

**Credits: 3**

The learner prepares for managerial decision making by investigating economic models. The principles of supply and demand, the establishment of price, and pricing in factor and resource markets are examined.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BUS 1050 - Business Mathematics**

**Credits: 3**

Students develop mathematics skills applicable to practical problems in business, industry and future employment. Topics include presentation of financial information, consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, depreciation methods, capitalized costs, cash flow analysis, lease versus buy decision, net present value and internal rate of return. This course prepares students for later courses in accounting, marketing, business and finance.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits:** 3

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **ACT 1012 - Accounting Principles II**

**Credits:** 3

This course is a continuation of ACT 1011 to allow for additional study of accounting at an introductory level. Topics include capital assets, long-term liabilities, partnership accounting, accounting for corporations, financial analysis techniques, as well as the cash flow statement.

Course Outline

**Prerequisites:** ACT 1011, BUS 1050

**Corequisites:** None

## **CMP 1100 - Computer Applications I**

**Credits:** 3

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business

documents and presentations. The exploration of various apps and approaches and techniques for using and managing mobile devices will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ECN 1020 - Macroeconomics**

**Credits:** 3

An introductory course exploring how the Canadian economy functions with respect to the role of government, fiscal and monetary policy, international trade considerations, and operation of Canadian banking system. Transfer credit available (University of Alberta).

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **MKG 1021 - Marketing Principles**

**Credits:** 3

This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environment factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets. While similar in course competencies to MKG 1020, the evaluation for this course meets specific transfer credit requirements for Business Administration students.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Either MGT 1200 or COM 1030 - to be chosen in consultation with the Program Coordinator

## **MGT 1200 - Organizational Behaviour**

**Credits:** 3

Students learn to improve organizational effectiveness through the modification of organizational behaviour in a fast-paced, globally competitive and technologically complex environment. Contemporary management trends and practices are examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## Total Credits

Total 30 credits

## Graduation Requirements

To obtain a certificate a student must achieve the following:

1. A minimum of 30 credits
2. A cumulative G.P.A. of 2.00
3. Fulfillment of the Graduation Policy - Residency Requirements
4. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **Carpentry Apprenticeship**

For more information on this program - please refer to the Apprenticeship Program of Study

## Program Summary

This program is comprised of 4 Periods

Eight Weeks Each Period

## **Case New Holland Tech Training**

This two week training is product specific for Apprentices who are employed by Case New Holland Dealers.

## Program Summary



## **FOUR YEAR PROGRAM**

The CNH Tech program parallels the four year Ag or Heavy Equipment Apprenticeship Program. The program is designed to enhance the technician's apprenticeship training with Case New Holland product specific training. Each eight week annual apprenticeship training session that the student technician takes will be accompanied by two weeks of Case New Holland product specific training.

## **Admission Requirements**

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/Case-New-Holland-Tech-Training/index](http://www.oldscollege.ca/programs/trades/Case-New-Holland-Tech-Training/index)

## **Fee Payment and Refund Guidelines**

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **Training Period Descriptions**

The CNH Tech program is designed to enhance the training obtained in the Agricultural Equipment Technician or Heavy Equipment Technician apprentice program with topics that relate specifically to Case IH & New Holland Equipment.

CNH Tech at Olds College is structured as follows:

### **First Period Training Topics Include:**

Agricultural Equipment Technician or Heavy Equipment Technician training of eight-weeks followed by two-weeks of Case New Holland product specific training including: Round Baler, Color Monitors, Electronic Service Tool Detailed Report Writing, Information Retrieval, Customer Relations & Personal Finance. Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

### **Second Period Training Topics Include:**

Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks followed by two-weeks of Case New Holland product specific training including: Heritage CNH Engines, CNH Electronic Engines, Advanced Electronic Service Tool, Electrical Schematic & Customer Relations. Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

### **Third Period Training Topics Included:**

Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two weeks of Case New Holland Product specific training including: CNH Combines & topics to be determined. Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

## Fourth Period Training Topics Included:

Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two-weeks of Case New Holland specific training (content to be determined). Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

## Graduation

Graduates of the Case New Holland Tech Training program are awarded a joint Olds College – CNH Certificate upon completion.

## For Further Information

For further information regarding the Case New Holland Tech program offered at Olds College

### Contact

Joe Nemeth  
CNH Coordinator

4500 4500 – 50th Street  
Olds, AB, T4H 1R6  
Phone: (403) 556 8255  
E-mail: [jnemeth@oldscollege.ca](mailto:jnemeth@oldscollege.ca)

## Equine Science

### Program Summary

The Equine Science Diploma program prepares its graduates to meet the needs of the equine industry at a specialized level. Graduates apply complex and detailed skills related to all aspects of the equine industry. Graduates major in one of five areas: Production and Breeding, Western or English Horsemanship and Training, Business and Event Management, or Equestrian Coaching.

Four Semesters

#### **FIRST YEAR**

Fall: September - December

Winter: January - April

#### **SECOND YEAR**

Fall: September - December

Winter: January - April for Western and English Horsemanship, Business & Event Management, Equestrian Coaching

Winter: January - June for Production & Breeding

## Program Outcomes

Graduates will:

- Use tack, tools and equipment commonly associated with an equine enterprise
- Apply the knowledge of the structure and function of the horse's body to its care and use
- Use equine conformation skills to select horses
- Integrate the role of genetics and inheritance to the breeding of horses
- Maximize performance in horses based on identification and treatment of lameness conditions
- Implement health care programs for the prevention of diseases in horses
- Use treatment techniques and practices for disease, injury and lameness
- Develop feeding programs for horses
- Perform the basic skills necessary for hand breeding horses and for ground training young horses
- Perform basic riding skills in either the English or the Western discipline
- Establish an effective business and marketing plan for an equine related business
- Employ basic accounting practices in an equine workplace
- Maintain the level of physical and mental well-being required in an equine workplace
- Develop skills that support successful employment in the equine industry
- Manage an equine enterprise

### **ENGLISH HORSEMANSHIP MAJOR**

- Perform advanced ground training techniques with young horses
- Train a young horse to be ridden under saddle
- Develop programs to prepare horses for events
- Design a dressage and jumping training program for the young horse
- Implement a dressage and jumping training program for the young horse
- Apply psychology of the horse to the training program
- Assess the progress of various young horse training programs
- Analyze the outcomes of various young horse training programs

### **WESTERN HORSEMANSHIP MAJOR**

- Perform advanced ground training techniques with young horses
- Train a young horse to be ridden under saddle
- Develop programs to prepare horses for events
- Design a training program for the young western horse
- Implement techniques to train young western horses for western pleasure, trail, reining and cow work
- Apply psychology of the horse to the implementation of a training program
- Evaluate the progress of various young horse training programs
- Analyze the outcomes of various young horse training programs

### **BREEDING AND PRODUCTION MAJOR**

- Design a functional equine breeding facility
- Manage the daily operation of a breeding facility
- Manage mares and stallions during the breeding season
- Perform the techniques required for modern breeding methods
- Evaluate the reproductive performance of breeding animals

- Maintain currency with research and technology in equine reproduction
- Manage pregnant mares before, during and after parturition
- Manage neonatal foals
- Manage mares and foals during the weaning process

#### **BUSINESS AND EVENT MANAGEMENT MAJOR**

- Conduct feasibility studies for equine businesses or events
- Produce equine events
- Maintain financial and physical records for a business or event
- Market a product, business or event
- Manage personnel and groups in the workplace
- Recognize the principles of business management
- Apply economic principles in the management of a business
- Maintain currency with global market trends

#### **EQUESTRIAN COACHING MAJOR**

- Obtain all required English and/or Western Equine Canada rider levels
- Obtain equine specific NCPP and standard First Aid Certification
- Acquire mentoring hours for Equine Canada English and/or Western Instructor Certification
- Demonstrate teaching skills
- Apply the psychology of learning to the development of lesson plans for different ages and levels of rider according to LTED
- Demonstrate competency in analyzing rider performance
- Qualify to be tested for Equine Canada Instructor of Beginners certification in English and/or Western disciplines
- Develop programs to prepare horses and riders for events
- Demonstrate knowledge of the support structure and judging of equestrian events
- Demonstrate knowledge of the roles of all officials at a competitive event

## Program Details

### Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/animal-sciences/equine-science/admission-requirements/index](http://www.oldscollege.ca/programs/animal-sciences/equine-science/admission-requirements/index)

### Multiple Majors

Graduates who wish to complete a second major will require a third and possibly a fourth year at Olds College. Completing multiple majors in two years is not possible because of limited quotas and timetabling restrictions.

### Program Requirements

Fall Semester: September - December (First Year) Common to All Majors except Business Management

### **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **EQN 1000 - Equine Anatomy and Physiology**

**Credits: 3**

Students develop a basic understanding of the origin of the horse and the development of the various breeds and functions. Students learn the anatomical make up of the horse's body by system including musculoskeletal, respiratory, cardiovascular, nervous, digestive, urinary and reproductive with physiological applications related to its husbandry and management.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **EQN 1010 - Managing Equine Tack and Equipment**

**Credits: 3**

Students identify the different types of tack used for various disciplines and gain an understanding of how to correctly care for it and to properly fit it on the horse. Students become familiar with the different types of blankets, boots, grooming tools and restraint devices, and the correct application of this equipment to the horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **EQN 1020 - Farm Equipment Operation**

**Credits: 3**

Students gain an understanding of safe storage of farm equipment and machinery and fire safety in farm buildings. Students learn the basic maintenance and safe operation of common farm machinery and equipment such as a tractor with and without a trailer, a bobcat, a gator and a truck with and without a trailer. Students also learn the basic principles involved in transporting horses safely.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1030 - Interacting with Horses**

**Credits:** 3

Students perform the skills necessary to interact with horses in a variety of ways. Students perform basic horsemanship skills in either the English or Western discipline. Students perform basic manoeuvres in handling young untrained horses and teaching them ground skills. Students also perform the skills necessary to handle mares and stallions during teasing and hand breeding procedures.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **Equestrian Coaching Major**

Winter Semester: January - April (First Year)

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1230 - Managing Equine Health**

**Credits:** 3

Students gain an understanding of basic health issues for the horse. Students understand infectious disease processes, and are familiar with the more common diseases and how they are controlled. Students understand parasites of the horse and how they are controlled. Students recognize injury and the application of first aid and wound care procedures. Students also learn basic feeding principles for the horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1240 - Horse Care Lab**

**Credits:** 3

Students understand and perform several tasks necessary to maintain a horse's health. Students recognize coat colors and markings as well as determine body weight and condition score. Health care procedures such as assessing vital signs, administering medications and bandaging are performed by students. Students also practice basic procedures for horse hoof care. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 1230

## **ACT 1000 - Recordkeeping**

**Credits:** 3

Recordkeeping is a course that provides learners with the opportunity to develop competencies in input, manipulation and output of data necessary to demonstrate the successful operation of a business enterprise. This course is designed to provide an application of spreadsheet software skills to the operations tracking of data needed to develop financial statements. It is strongly recommended students have a working knowledge of spreadsheets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **EQN 2030 - Riding and Coaching Specifications**

**Credits:** 3

Students acquire the necessary credentials required for the Equine Canada Instructor and Coaching certification program. This includes English and/or Western rider levels, first aid, and equine specific National Coaching Certification Program theory.

Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

Fall Semester: September - December (Second Year)

## **EQN 2500 - Enterprise Management Practicum I**

**Credits: 3**

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self-directed work team to ensure that the needs of the horses, facilities and clients are met.

Visit Course Outline for more information

**Prerequisites:** EQN 1020, EQN 1240

**Corequisites:** None

## **MGT 2100 - Small Business Planning and Management**

**Credits: 3**

This course introduces students to the practices and procedures found in successfully creating and managing a small business in Canada. Business idea generation and evaluation, creation of competitive advantage, financing, forms of business organizations, financial and risk management, quality management and taxation are studied in the context of preparing students to start or manage a small business. Students will prepare and present a complete business plan.

Course Outline

**Prerequisites:** ACT 1000

**Corequisites:** None

## **EQN 2520 - Equine Nutrition**

**Credits: 3**

Students learn the theory and practice of feeding horses to ensure their well being and to maximize performance. Students recognize and evaluate feedstuffs, and formulate rations for various classes of horses. In addition, students identify various plants that grow in pastures, and learn methods to effectively manage horse pastures for maximum production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2409 - Equestrian Instructional Skills**

**Credits: 3**



Students investigate human physiology and psychology as it relates to different learning styles and how that relates to the individual personality and to age. Students also learn how to deal with different personality types in an instructional situation. Students study lesson plan development and learn the techniques of developing a lesson plan for a long term program and for each individual lesson.

Visit Course Outline for more information

**Prerequisites:** EQN 2030

**Corequisites:** None

## **EQN 2410 - Equestrian Instructional Skills Practicum**

**Credits: 3**

Using various resources within the community, students investigate how groups and ages of people learn in different situations. Students are also introduced to teaching students with disabilities. In order to begin to gain some experience, students will be mentored by equine instructors during riding classes.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 2409

Winter Semester: January - April (Second Year)

## **EQN 2501 - Enterprise Management Practicum II**

**Credits: 3**

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self directed work team to ensure that the needs of the horses, facilities and clients are met.

Visit Course Outline for more information

**Prerequisites:** EQN 2500

**Corequisites:** None

## **EQN 2530 - Equine Health Care and Lameness**

**Credits: 3**

Students gain an understanding of the theory and practice of safely and effectively using medications in horses. In addition, students learn about the causes, treatments and control of the major infectious, metabolic and developmental diseases in the horse. Students also recognize the symptoms of lameness as well as understand the major causes, treatments and methods of prevention of common lameness conditions in the horse.

Visit Course Outline for more information

**Prerequisites:** EQN 1230

**Corequisites:** None

## **EQN 2540 - Using Genetics and Conformation for Selection**

**Credits:** 3

Students develop criteria to assist them in selecting horses for breeding and for performance purposes. Students gain an understanding of the theory of genetics and inheritance patterns in the horse particularly as it relates to color patterns and genetic diseases. Students also learn to analyze conformational characteristics of the horse, to recognize serious conformational faults and to relate the conformation of a horse to its ability to perform a specific function.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2420 - Analyzing Performance**

**Credits:** 3

Students study sports psychology and the preparation for competition. Students also gain an understanding of how various events are judged and the responsibilities of various competition officials including judges, stewards and course designers.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2430 - Instructing and Analyzing Performance Practicum**

**Credits:** 3

Students practice their instructional skills by offering evening riding tutorials to Olds College students and staff. Students become familiar with various types of competition by observing local events. Students also have the opportunity through on site clinics and field study to become certified as various competition officials.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 2420

Spring Semester: May - June (First or Second Year)

## **EQN 2950 - Industry Practicum**

**Credits: 0**

Students work off site in an equine enterprise related to their area of interest for a period of six weeks. Students demonstrate to their employers their generic employability skills and their major related technical skills which are then evaluated by the employer. Students in the Production and Breeding major will have their work experience included as part of their program at Olds College.

Visit Course Outline for more information

**Prerequisites:** Students must pass all required courses for the year in which they are currently enrolled.

**Corequisites:** None

Horsemanship Major - English or Western

Winter Semester: January - April (First Year)

## **EQN 2300 - Conditioning for Performance**

**Credits: 3**

Students gain an understanding of the principles used to condition horses for performance in specific events. Students study the effect of exercise on the various body systems as well as the practical aspects of a conditioning program for the horse. This information is then used by the student to design an effective conditioning program for a horse in the event of their choice.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 1230 - Managing Equine Health**

**Credits: 3**

Students gain an understanding of basic health issues for the horse. Students understand infectious disease processes, and are familiar with the more common diseases and how they are controlled. Students understand parasites of the horse and how they are controlled. Students recognize injury and the application of first aid and wound care procedures. Students also learn basic feeding principles for the horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1240 - Horse Care Lab**

**Credits: 3**

Students understand and perform several tasks necessary to maintain a horse's health. Students recognize coat colors and markings as well as determine body weight and condition score. Health care procedures such as assessing vital signs, administering medications and bandaging are performed by students. Students also practice basic procedures for horse hoof care. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 1230

## **ACT 1000 - Recordkeeping**

**Credits: 3**

Recordkeeping is a course that provides learners with the opportunity to develop competencies in input, manipulation and output of data necessary to demonstrate the successful operation of a business enterprise. This course is designed to provide an application of spreadsheet software skills to the operations tracking of data needed to develop financial statements. It is strongly recommended students have a working knowledge of spreadsheets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **EQN 2020 - Riding the English Horse**

**Credits: 3**

Students will be able to perform intermediate riding skills and demonstrate intermediate maneuvers on well trained English horses.

Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

OR

## **EQN 2021 - Riding the Western Horse**

**Credits: 3**

Students will be able to perform intermediate riding skills and demonstrate intermediate maneuvers on well trained Western horses.

Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

Fall Semester: September - December (Second Year)

## **EQN 2500 - Enterprise Management Practicum I**

**Credits: 3**

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self-directed work team to ensure that the needs of the horses, facilities and clients are met.

Visit Course Outline for more information

**Prerequisites:** EQN 1020, EQN 1240

**Corequisites:** None

## **MGT 2100 - Small Business Planning and Management**

**Credits: 3**

This course introduces students to the practices and procedures found in successfully creating and managing a small business in Canada. Business idea generation and evaluation, creation of competitive advantage, financing, forms of business organizations, financial and risk management, quality management and taxation are studied in the context of preparing students to start or manage a small business. Students will prepare and present a complete business plan.

Course Outline

**Prerequisites:** ACT 1000

**Corequisites:** None

## **EQN 2520 - Equine Nutrition**

**Credits: 3**

Students learn the theory and practice of feeding horses to ensure their well being and to maximize performance. Students recognize and evaluate feedstuffs, and formulate rations for various classes of horses. In addition, students identify various plants that grow in pastures, and learn methods to effectively manage horse pastures for maximum production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2360 - Starting the Young Horse**

**Credits: 3**

In this course students will develop the skills to safely handle and school untrained horses. Students will implement ground training techniques, techniques for teaching horses to ground drive, and basic training techniques under saddle. Students will also be able to respond effectively to individual horse psychology.

Visit Course Outline for more information

**Prerequisites:** EQN 2020 or EQN 2021

**Corequisites:** None

## **EQN 2330 - Training the Young English Horse I**

**Credits: 3**

Students independently design an introductory training program for a young, green horse contracted from industry. Students train that horse in the fundamentals of hunter, jumping and dressage and analyze and evaluate the horse throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.

Visit Course Outline for more information

**Prerequisites:** EQN 2010

**Corequisites:** None

OR

## **EQN 2340 - Training the Young Western Horse I**

**Credits: 3**

Students independently design an introductory training program for a young, green horse contracted from the industry. Students train that horse in the fundamentals of pleasure, trail, reining, working cow horse and cutting and analyze and evaluate the horse throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.

Visit Course Outline for more information

**Prerequisites:** EQN 2011

**Corequisites:** None

Winter Semester: January - April (Second Year)

## **EQN 2501 - Enterprise Management Practicum II**

**Credits: 3**

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self directed work team to ensure that the needs of the horses, facilities and clients are met.  
Visit Course Outline for more information

**Prerequisites:** EQN 2500

**Corequisites:** None

## **EQN 2530 - Equine Health Care and Lameness**

**Credits: 3**

Students gain an understanding of the theory and practice of safely and effectively using medications in horses. In addition, students learn about the causes, treatments and control of the major infectious, metabolic and developmental diseases in the horse. Students also recognize the symptoms of lameness as well as understand the major causes, treatments and methods of prevention of common lameness conditions in the horse.  
Visit Course Outline for more information

**Prerequisites:** EQN 1230

**Corequisites:** None

## **EQN 2540 - Using Genetics and Conformation for Selection**

**Credits: 3**

Students develop criteria to assist them in selecting horses for breeding and for performance purposes. Students gain an understanding of the theory of genetics and inheritance patterns in the horse particularly as it relates to color patterns and genetic diseases. Students also learn to analyze conformational characteristics of the horse, to recognize serious conformational faults and to relate the conformation of a horse to its ability to perform a specific function.  
Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2331 - Training the Young English Horse II**

**Credits: 3**

Students independently design an advanced training program for a young, green horse contracted from the industry. Students train that horse in the fundamentals of hunter, jumping and dressage and analyze and evaluate the horse throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.

Visit Course Outline for more information

**Prerequisites:** EQN 2330

**Corequisites:** None

OR

## **EQN 2341 - Training the Young Western Horse II**

**Credits: 3**

Students independently design an advanced training program for a young, green horse contracted from the industry. Students train that horse in the fundamentals of pleasure, trail, reining, working cow horse and cutting, and analyze and evaluate the horse throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.

Visit Course Outline for more information

**Prerequisites:** EQN 2340

**Corequisites:** None

Spring Semester: May - June (First or Second Year)

## **EQN 2950 - Industry Practicum**

**Credits: 0**

Students work off site in an equine enterprise related to their area of interest for a period of six weeks. Students demonstrate to their employers their generic employability skills and their major related technical skills which are then evaluated by the employer. Students in the Production and Breeding major will have their work experience included as part of their program at Olds College.

Visit Course Outline for more information

**Prerequisites:** Students must pass all required courses for the year in which they are currently enrolled.



**Corequisites:** None

## Production and Breeding Major

Winter Semester: January - April (First Year)

### **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

### **EQN 1230 - Managing Equine Health**

**Credits:** 3

Students gain an understanding of basic health issues for the horse. Students understand infectious disease processes, and are familiar with the more common diseases and how they are controlled. Students understand parasites of the horse and how they are controlled. Students recognize injury and the application of first aid and wound care procedures. Students also learn basic feeding principles for the horse.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

### **EQN 1240 - Horse Care Lab**

**Credits:** 3

Students understand and perform several tasks necessary to maintain a horse's health. Students recognize coat colors and markings as well as determine body weight and condition score. Health care procedures such as assessing vital signs, administering medications and bandaging are performed by students. Students also practice basic procedures for horse hoof care.

Visit [Course Outline](#) for more information

**Prerequisites:** None  
**Corequisites:** EQN 1230

## **ACT 1000 - Recordkeeping**

**Credits:** 3

Recordkeeping is a course that provides learners with the opportunity to develop competencies in input, manipulation and output of data necessary to demonstrate the successful operation of a business enterprise. This course is designed to provide an application of spreadsheet software skills to the operations tracking of data needed to develop financial statements. It is strongly recommended students have a working knowledge of spreadsheets.

Course Outline

**Prerequisites:** None  
**Corequisites:** None

## **EQN 2040 - Artificial Breeding Techniques**

**Credits:** 3

Students understand and perform modern techniques used for the breeding of horses. Using college owned mares and stallions students practice the techniques of semen collection, evaluation and insemination, transported cooled semen, and frozen semen. Students also participate in the demonstration of embryo transfer procedures.

Visit Course Outline for more information

**Prerequisites:** EQN 1030  
**Corequisites:** None

Fall Semester: September - December (Second Year)

## **EQN 2500 - Enterprise Management Practicum I**

**Credits:** 3

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self-directed work team to ensure that the needs of the horses, facilities and clients are met.

Visit Course Outline for more information

**Prerequisites:** EQN 1020, EQN 1240  
**Corequisites:** None

## **MGT 2100 - Small Business Planning and Management**

**Credits: 3**

This course introduces students to the practices and procedures found in successfully creating and managing a small business in Canada. Business idea generation and evaluation, creation of competitive advantage, financing, forms of business organizations, financial and risk management, quality management and taxation are studied in the context of preparing students to start or manage a small business. Students will prepare and present a complete business plan.

Course Outline

**Prerequisites:** ACT 1000

**Corequisites:** None

## **EQN 2520 - Equine Nutrition**

**Credits: 3**

Students learn the theory and practice of feeding horses to ensure their well being and to maximize performance. Students recognize and evaluate feedstuffs, and formulate rations for various classes of horses. In addition, students identify various plants that grow in pastures, and learn methods to effectively manage horse pastures for maximum production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2401 - Breeding Management**

**Credits: 3**

Students gain an understanding of breeding facility design and the common reproductive management practices associated with the breeding of horses including breeding timing, artificial control of the estrous cycle and managing infertility. Students also research new techniques that are being developed to deal with breeding problems in horses.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2402 - Foaling and Foal Management**

**Credits: 3**

Students learn about the events leading up to foaling, care of the mare before, during and after foaling, and the normal progression of the foaling process. Students also learn about abnormalities of foaling and dealing with problems that can arise during and after foaling. Students study normal development of the foal, problems foals may have, and the weaning process.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

Winter Semester: January - April (Second Year)

## **EQN 2501 - Enterprise Management Practicum II**

**Credits: 3**

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self directed work team to ensure that the needs of the horses, facilities and clients are met.

Visit Course Outline for more information

**Prerequisites:** EQN 2500

**Corequisites:** None

## **EQN 2530 - Equine Health Care and Lameness**

**Credits: 3**

Students gain an understanding of the theory and practice of safely and effectively using medications in horses. In addition, students learn about the causes, treatments and control of the major infectious, metabolic and developmental diseases in the horse. Students also recognize the symptoms of lameness as well as understand the major causes, treatments and methods of prevention of common lameness conditions in the horse.

Visit Course Outline for more information

**Prerequisites:** EQN 1230

**Corequisites:** None

## **EQN 2540 - Using Genetics and Conformation for Selection**

**Credits: 3**

Students develop criteria to assist them in selecting horses for breeding and for performance purposes. Students gain an understanding of the theory of genetics and inheritance patterns in the horse particularly as it relates to color patterns and genetic diseases. Students also learn to analyze conformational characteristics of the horse, to recognize serious conformational faults and to relate the conformation of a horse to its ability to perform a specific function.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2403 - Breeding Management Practicum**

**Credits: 3**

Students operate the commercial breeding component of the Olds College Reproduction Center as a self directed work team. Students perform the daily operation of the breeding facility including horse housing logistics, teasing, breeding, treatments, record keeping, business practices and client relations.

Visit Course Outline for more information

**Prerequisites:** EQN 2040, EQN 2401

**Corequisites:** None

## **EQN 2404 - Foaling Management Practicum**

**Credits: 3**

Students manage the foaling component of the Olds College Reproduction Center as a self directed work team. Students manage the pregnant mares before, during and after foaling and perform routine care and handling procedures with the neonatal foals.

Visit Course Outline for more information

**Prerequisites:** EQN 2402

**Corequisites:** None

Spring Semester: May - June

## **EQN 2950 - Industry Practicum**

**Credits: 0**

Students work off site in an equine enterprise related to their area of interest for a period of six weeks. Students demonstrate to their employers their generic employability skills and their major related technical skills which are then evaluated by the employer. Students in the Production and Breeding major will have their work experience included as part of their program at Olds College.

Visit Course Outline for more information

**Prerequisites:** Students must pass all required courses for the year in which they are currently enrolled.

**Corequisites:** None

## **Business and Event Management Major**

Fall Semester: September - December (First Year)

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1000 - Equine Anatomy and Physiology**

**Credits: 3**

Students develop a basic understanding of the origin of the horse and the development of the various breeds and functions. Students learn the anatomical make up of the horse's body by system including musculoskeletal, respiratory, cardiovascular, nervous, digestive, urinary and reproductive with physiological applications related to its husbandry and management.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1010 - Managing Equine Tack and Equipment**

**Credits: 3**

Students identify the different types of tack used for various disciplines and gain an understanding of how to correctly care for it and to properly fit it on the horse. Students become familiar with the different types of blankets, boots, grooming tools and restraint devices, and the correct application of this equipment to the horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1030 - Interacting with Horses**

**Credits: 3**

Students perform the skills necessary to interact with horses in a variety of ways. Students perform basic horsemanship skills in either the English or Western discipline. Students perform basic manoeuvres in handling young untrained horses and teaching

them ground skills. Students also perform the skills necessary to handle mares and stallions during teasing and hand breeding procedures.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **MGT 1000 - Principles of Management**

**Credits:** 3

Today's managers perform the functions of planning, organizing, leading and controlling, and must do so within the context and constraints of environmental and social pressure and demands. This course examines the role of the manager and the skills and techniques needed to effectively and efficiently manage the resources of people, money, materials and time to achieve organizational objectives. Throughout this course, students will be required to demonstrate understanding of the key principles and functions of management, and to apply these skills in contemporary business situations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BUS 1050 - Business Mathematics**

**Credits:** 3

Students develop mathematics skills applicable to practical problems in business, industry and future employment. Topics include presentation of financial information, consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, depreciation methods, capitalized costs, cash flow analysis, lease versus buy decision, net present value and internal rate of return. This course prepares students for later courses in accounting, marketing, business and finance.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Completion of this optional 6th course will allow students to receive a Certificate in Business Management

Winter Semester: January - April (First Year)

## **EQN 1230 - Managing Equine Health**

**Credits:** 3

Students gain an understanding of basic health issues for the horse. Students understand infectious disease processes, and are familiar with the more common diseases and how they are controlled. Students understand parasites of the horse and how they are controlled. Students recognize injury and the application of first aid and wound care procedures. Students also learn basic feeding principles for the horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1240 - Horse Care Lab**

**Credits:** 3

Students understand and perform several tasks necessary to maintain a horse's health. Students recognize coat colors and markings as well as determine body weight and condition score. Health care procedures such as assessing vital signs, administering medications and bandaging are performed by students. Students also practice basic procedures for horse hoof care. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 1230

## **CMP 1100 - Computer Applications I**

**Credits:** 3

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents and presentations. The exploration of various apps and approaches and techniques for using and managing mobile devices will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 1021 - Marketing Principles**

**Credits:** 3

This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environment factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets. While similar in course competencies to MKG 1020, the evaluation for this course meets specific transfer credit requirements for Business Administration students.

Course Outline

**Prerequisites:** None

**Corequisites:** None



## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Fall Semester: September - December (Second Year)

## **EQN 2500 - Enterprise Management Practicum I**

**Credits: 3**

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self-directed work team to ensure that the needs of the horses, facilities and clients are met.

Visit Course Outline for more information

**Prerequisites:** EQN 1020, EQN 1240

**Corequisites:** None

## **EQN 2520 - Equine Nutrition**

**Credits: 3**

Students learn the theory and practice of feeding horses to ensure their well being and to maximize performance. Students recognize and evaluate feedstuffs, and formulate rations for various classes of horses. In addition, students identify various plants that grow in pastures, and learn methods to effectively manage horse pastures for maximum production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ECN 1010 - Microeconomics**

**Credits: 3**

The learner prepares for managerial decision making by investigating economic models. The principles of supply and demand, the establishment of price, and pricing in factor and resource markets are examined.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ACT 1011 - Accounting Principles I**

**Credits:** 3

This course provides an introduction to financial accounting focusing on the accounting cycle and the preparation of financial statements. Topics include accounting for merchandising activities, internal control, accounting for cash, temporary investments, accounts receivable, inventories, cost of goods sold, and current liabilities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 2500 - Event Planning**

**Credits:** 3

This course provides an introductory overview of the theory and procedures essential to create and operate an event. Students will have the opportunity to apply these principles to a variety of event environments.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April (Second Year)

## **EQN 2501 - Enterprise Management Practicum II**

**Credits:** 3

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self directed work team to ensure that the needs of the horses, facilities and clients are met.

Visit Course Outline for more information

**Prerequisites:** EQN 2500

**Corequisites:** None

## **EQN 2530 - Equine Health Care and Lameness**

**Credits: 3**

Students gain an understanding of the theory and practice of safely and effectively using medications in horses. In addition, students learn about the causes, treatments and control of the major infectious, metabolic and developmental diseases in the horse. Students also recognize the symptoms of lameness as well as understand the major causes, treatments and methods of prevention of common lameness conditions in the horse.

Visit Course Outline for more information

**Prerequisites:** EQN 1230

**Corequisites:** None

## **EQN 2540 - Using Genetics and Conformation for Selection**

**Credits: 3**

Students develop criteria to assist them in selecting horses for breeding and for performance purposes. Students gain an understanding of the theory of genetics and inheritance patterns in the horse particularly as it relates to color patterns and genetic diseases. Students also learn to analyze conformational characteristics of the horse, to recognize serious conformational faults and to relate the conformation of a horse to its ability to perform a specific function.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **ECN 1020 - Macroeconomics**

**Credits: 3**

An introductory course exploring how the Canadian economy functions with respect to the role of government, fiscal and monetary policy, international trade considerations, and operation of Canadian banking system. Transfer credit available (University of Alberta).

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ACT 1012 - Accounting Principles II**

**Credits: 3**

This course is a continuation of ACT 1011 to allow for additional study of accounting at an introductory level. Topics include

capital assets, long-term liabilities, partnership accounting, accounting for corporations, financial analysis techniques, as well as the cash flow statement.

Course Outline

**Prerequisites:** ACT 1011, BUS 1050

**Corequisites:** None

Spring Semester: May - June (First or Second Year)

## **EQN 2950 - Industry Practicum**

**Credits: 0**

Students work off site in an equine enterprise related to their area of interest for a period of six weeks. Students demonstrate to their employers their generic employability skills and their major related technical skills which are then evaluated by the employer. Students in the Production and Breeding major will have their work experience included as part of their program at Olds College.

Visit Course Outline for more information

**Prerequisites:** Students must pass all required courses for the year in which they are currently enrolled.

**Corequisites:** None

## **Graduation Requirements**

To obtain a diploma a student must achieve:

1. Completion of all required courses – 60 credits – as listed in the program requirements
2. A cumulative GPA of 2.0 or better
3. Fulfillment of the Graduation Policy – Residency Requirement
4. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## **Fee Payment and Refund Guidelines**

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **Exercise Rider/Jockey Training Program**

### **Program Summary**

The Exercise Rider and Jockey Training program prepares its graduates for entry-level employability at a training farm or a race track exercising flat racing horses in a race team setting or at a trainers' direction.

January - April with a documented 60 ride practicum

Location: Olds College and Northlands Park - Edmonton.

A partnership between Olds College and Horse Racing Alberta.  
Accredited by Advanced Education

## Program Outcomes

- Proper techniques for managing horses in a stabled environment: equine behaviour, basic health, nutrition, grooming and tacking, as well as describing the conformation of the horse
- Race track worker and environment safety: first aid and fire safety
- An understanding of the race horse, the rules and the sport of horse racing
- Personal skills in finance budgeting, banking, fitness, and nutrition with respect to the demands of the job
- Able to communicate effectively and accurately within the flat racing industry
- The skills to ride, exercise and work a variety of horses of different ages and levels of training, in an arena, barn complex and various sizes of race tracks in a safe and controlled manner
- The ability to apply the proper techniques using a pony horse for horse control in the exercise mornings and race evening environments
- Apply race day procedures for the horses racing that day
- Provide an understanding of jockey theory

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/animal-sciences/exercise-rider-jockey-training-program/admission-requirements/index](http://www.oldscollege.ca/programs/animal-sciences/exercise-rider-jockey-training-program/admission-requirements/index)

## Program Description

## Program Requirements

### **ERJ 6001 - Management of the Race Horse**

**Credits: 3**

This practical course focuses on the care of the horse and the management of the race stable. Topics include the care, health, behavior, conformation, and transporting of the race horse.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6002 - Introduction to Race Horse Employment**

**Credits: 3**

This course provides an introduction to the race horse and the sport of racing. In addition, students are introduced to the fundamental employability and personal skills for those working in the Horse Racing Industry. Employability skills include first aid, fire safety, financial personal planning, and communication in the race horse industry.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6003 - Rider Preparation**

**Credits: 3**

This practical training course instructs students on the proper riding equipment, safety, fitness, nutrition, and riding skills required to exercise race horses.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6004 - Exercising the Flat Racer**

**Credits: 3**

This practical training course teaches students the skills required to exercise and care for horses in a flat racing environment.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6005 - Race Day Procedures and Practicum**

**Credits: 3**

This course introduces students to race day procedures, ponying procedures and theory required to become a jockey. In addition, students work in the race industry and exercise 60 industry horses.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## Total Credits

Total Credits: 15

## Graduation Requirements

Exercise Rider/Jockey Training students must complete the prescribed course of studies and attain an overall average grade of C (2.00) to be certified. Grades are determined both in class and during the practice period.

To obtain a certificate students must achieve the following:

1. A minimum of 15 credits.
2. A cumulative GPA of 2.00.
3. Completion of all required courses as listed in the program requirements.
4. Satisfactory completion of the practical experience and/or assignments.

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Fashion Marketing

### Program Summary

The Fashion Marketing Program prepares its graduates to contribute to the fashion industry immediately while providing the foundation for career advancement.

TWO SEMESTERS

Fall: September - December

Winter: January - April

### Program Outcomes

Graduates will:

- Create in-store merchandise displays
- Meet customers' needs in order to achieve profitable sales for retail business
- Apply the principles of colour and design to store layout, visual installation, and clothing selection
- Interpret basic economic, cultural, social trends to determine shifts in fashion trends
- Interpret basic financial information
- Interact with others to achieve employer and professional goals
- Apply elements of the marketing process to meet goals of retail businesses
- Solve the various problems associated with the day to day operations of a retail location
- Manage store inventory
- Manage time effectively

- Achieve learning goals and objectives directed towards career advancement

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/fashion/fashion-marketing/admission-requirements/index](http://www.oldscollege.ca/programs/fashion/fashion-marketing/admission-requirements/index)

## Program Requirements

### Fall Semester: August - November

#### **DSN 1210 - Visual Design and Merchandising**

**Credits: 3**

Students will be able to explain and apply the principles and elements of design to visual display and store planning. Students will design, draft, and install select displays to promote retail sales.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

#### **MGT 1410 - Retail Operations**

**Credits: 3**

This course covers the various aspects of a retail operation. Students will be able to apply selected business strategies to a retail environment. Strategies include market segmentation, pricing, merchandise selection, finances, and site selection.

Course Outline

**Prerequisites:** None

**Corequisites:** None

#### **FAS 1200 - The Basics of Textiles**

**Credits: 3**

This textile course looks at the basics of fibres, yarns and textiles and their raw state. It also covers the characteristics as they relate to performance and serviceability. Fabric construction and finishes are covered in basic detail. Students will be able to select suitable fabrics for specific garments based on this information.

Visit Course Outline for more information



**Prerequisites:** None

**Corequisites:** None

## **MKG 1020 - Principles of Marketing**

**Credits:** 3

This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environmental factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Industry Practicum - December - January

Winter Semester - January - April

## **MGT 1620 - Selling Strategies**

**Credits:** 3

This course defines service culture, analyzes customer behavior and customer relationship management. The students will demonstrate the steps in the direct selling process and produce a secret shoppers report.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **FAS 1050 - Garment Analysis**

**Credits: 3**

This course includes definitions and terminology as it applies to the garment industry. Students will be able to identify selected construction techniques as well as analyze the quality and fit of a ready to wear garment.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAS 1120 - Fashion Trends and Forecasting**

**Credits: 3**

This course identifies social, economic and political influences on fashion from 1900 to present. Students will be able to analyze trend forecasting strategies that are common to the industry.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAS 2010 - Introduction to Image Consulting**

**Credits: 3**

Students will make appropriate recommendations for select aspects of a client's image by analyzing lifestyle, clothing, accessory, and style needs and recommending strategies to the client to achieve the desired image. FAS 2010 is a capstone course.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 1510 - Fashion Promotions**

**Credits: 3**

Students will learn the principles, strategies, and techniques of the promotional mix. They will analyze and practice developing promotional materials and events.

Course Outline

**Prerequisites:** MKG 1020

**Corequisites:** None

## Total Credits

Total Credits: 30

## Graduation Requirements

- Completion of total required credits - achieving a minimum G.P.A. of 2.0
- Fulfillment of the Residency Policy
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## General Studies

### Program Summary

General Studies provides a flexible full-time or part-time program for students wishing to explore career skills. Students have the flexibility to design individualized programs by selecting courses from across all the areas of Olds College offerings.

One Year Certificate

### Program Details

### Admission Requirements

Applicants must have:

- a) High school diploma or its equivalent

### Program Requirements

Fall Semester: September - December

Five courses for a total of 15 credits

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CMP 1100 - Computer Applications I**

**Credits: 3**

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents and presentations. The exploration of various apps and approaches and techniques for using and managing mobile devices will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Plus three courses approved by the coordinator

Winter Semester: January - April

Five courses for a total of 15 credits.

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Plus four courses approved by the coordinator.

## Total Credits

Required Credits:	9
Elective Credits:	21
Total Required Credits:	30

## Graduation Requirements

To obtain a certificate a student must achieve the following:

- A minimum of 30 credits
- A cumulative G.P.A of 2.00
- Nine credits of core courses, and 21 elective credits chosen in consultation with the program coordinator or designate
- Fulfillment of the Graduation Policy - Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

# Heavy Equipment Operator

## Program Summary

The Olds College Heavy Equipment Operator Certificate program prepares the graduate for entry into heavy equipment operation focusing on entry level job site fundamentals including health, safety, and environmental training and awareness, equipment maintenance and operation, and application of earthmoving techniques in hands-on operations.

12 Weeks + Work Practicum

## Program Outcomes

Graduates will:

- Employ current OH&S and relevant industry standards and procedures in the workplace
- Apply the skills required in industry standard safety certificates and programs
- Communicate interactively in a professional manner with industry associates
- Demonstrate employability skills and professional conduct
- Demonstrate workplace skills in an industry-related environment
- Demonstrate required fieldwork and job site fundamentals
- Demonstrate the correct procedures for preventative maintenance of selected pieces of equipment
- Demonstrate general principles of operation of selected pieces of equipment
- Develop skills that support successful employment in the heavy equipment operation industry

# Program Description

## Conditions and Characteristics

Important attributes of an operator include mathematical ability, excellent vision, and a high degree of physical coordination as well as:

- Full range of body motion
- Manual and finger dexterity as well as eye, hand and foot coordination for handling and operating levers or controls
- Sitting for extensive periods of time on vibrating and/or bouncing machinery
- Occasionally lifting and carrying items up to 50 lbs/22.5 kg
- Corrected vision and hearing within normal range
- Good oral and written communication skills
- Excellent physical condition

## Special Requirements

### **Personal Protective Equipment Requirements**

Personal protective equipment is required for all field components of the program and must be CSA approved, which includes:

- Steel toe safety footwear (minimum 6" ankle height)
- Safety glasses
- Reflective vest of reflective marked coveralls
- Hard hat (yellow preferred, NOT white)
- Hearing protection
- Work gloves

Failure to wear this equipment when required will result in dismissal from class, as this is a violation of the of the Occupational Health and Safety Regulations of Olds College.

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/heavy-equipment-operator/index](http://www.oldscollege.ca/programs/trades/heavy-equipment-operator/index)

## Program Requirements

### **HEO 6001 - Workplace Safety and Safety Tickets**

**Credits: 3**

Students will develop safety skills by completing industry standard safety certificate courses and apply health, safety and environmental procedures and practices based on applicable legislated rules and regulations. Emphasis will be placed on responsibilities and obligations of employers and employees regarding health, safety, and environment.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6002 - Introduction to Earthmoving**

Students will receive a comprehensive overview of earthmoving equipment and its uses. This course outlines career opportunities, operator responsibilities, and workplace fundamentals associated with heavy equipment operation. Students are exposed to the road building and well-site industry through hands-on practical experience – both on-site and through field trips. Students will further develop their skills in an industry-related worksite position where they apply competencies acquired during their education and training.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6003 - Equipment Operation and Preventative Mechanical Maintenance**

**Credits:** 3

Students are introduced to fundamentals of heavy equipment operation and preventative maintenance procedures and practices including inspections, start-up and shut-down procedures, and monitoring. This course will outline the operator's and company's responsibilities for industry accepted practices.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6004 - Fieldwork and Jobsite Fundamentals**

**Credits:** 3

Students are provided instruction for the safe operation and conduct on and around a jobsite. Students are introduced to the fundamentals of soil structure, grades and staking, and excavation math. Industry terms and symbols utilized on site plans associated with heavy equipment operation are also identified in this course.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6005 - Earthmoving Operational Techniques**

**Credits: 3**

Students will demonstrate the industry accepted practices and procedures of safe operation, preventative maintenance, basic movements and general principles of operation of selected earthmoving equipment and its attachments.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## Total Credits

15 credits

## Graduation Requirements

1. A minimum of 15 credits
2. A cumulative G.P.A. of 2.00 or better
3. Completion of all required courses for this program

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

# Heavy Equipment Technician Apprenticeship

## Program Summary

For information on this program, please refer to the Apprenticeship Program of Study.

# Horticulture Technician

## Program Summary

The Olds College Horticulture Technician Certificate Program prepares its graduates to apply their knowledge and skills in protected and field culture of horticulture crops and landscape design, construction and maintenance. This certificate comprises the first 30 credits of the Horticulture Technologist Diploma Program.

This program is pending Ministry Approval

## Program Outcomes

Graduates will be able to:



- Apply a working knowledge of current horticulture industry safety standards and practices
- Demonstrate an awareness of horticulture industry sectors
- Communicate to influence business and regulatory decisions within the horticulture sector
- Manage production of horticulture crops in response to selected market demands
- Perform selected calculations for efficient and profitable horticulture practices
- Identify plant species and recognize specific plant requirements
- Integrate appropriate cultural practices
- Evaluate selected growing media
- Appraise water management needs and applications
- Integrate appropriate technologies into current horticulture practices
- Apply the principles of integrated pest management
- Recognize the ecological, economic, and social implications of horticulture decisions and processes
- Manage various tasks, opportunities, and problems using a comprehensive problem solving strategy
- Demonstrate ethical and appropriate behaviour that contributes to the achievement of personal goals and business objectives

## Admission Requirements

Visit [www.oldscollge.ca/programs/horticulture/horticulture/horticulture-technician/index](http://www.oldscollge.ca/programs/horticulture/horticulture/horticulture-technician/index) for admission requirements

## Program Requirements

Fall Semester: October - December

### **HRT 1900 - Horticulture Field Studies I**

**Credits: 3**

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a one-month term of industry employment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **HRT 1000 - Discovering Plants**

**Credits: 3**

The student explores the plant world through the lenses of systems and classification, gaining an understanding of overall plant growth and response to the surrounding environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1400 - Managing Pests I**

**Credits: 3**

Students investigate weeds, insects, and diseases of plants and propose management solutions within ecological systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HRT 1100 - Managing Soils**

**Credits: 3**

Learners analyse, problem solve, and manage soils and soilless media for production and landscape applications.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **WTR 1200 - Managing Water Systems**

**Credits: 3**

Students explore the water management issues of horticulture operations focusing on the design and installation of appropriate irrigation systems to reflect industry standards and specific site needs.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1600 - Producing Greenhouse Crops**

**Credits:** 3

Students explore greenhouse systems, grow plants and manage production cycles to produce marketable crops.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1500 - Managing Landscapes**

**Credits:** 3

The learner gains experience in managing landscape sites through acquisition and implementation of design principles, cultural practices of plant material, and advancing the sustainability of landscape environments to industry standards.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1700 - Producing Horticulture Crops**

**Credits:** 3

Learners research and assess food and ornamental field crop production markets, locations, materials, and processes to achieve a sustainable enterprise.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Spring Semester: May - June

## **HRT 1950 - Horticulture Field Studies II**

**Credits: 3**

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a two-month term of industry employment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## Graduation Requirements

To obtain a certificate a student must achieve:

- A minimum of 30 credits
- A cumulative GPA of 2.00 or better
- Successful completion of all required courses as listed in the program requirements
- Fulfillment of the Graduation Policy - Residency Requirements
- Success completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Horticulture Technologist

### Program Summary

The Olds College Horticulture Technologist Diploma Program prepares its graduates to apply their knowledge and skills in both protected and field culture of crops and landscape design, construction and maintenance.

### Program Outcomes

Graduates will be able to:

- Apply a working knowledge of current horticulture industry safety standards and practices
- Demonstrate an awareness of horticulture industry sectors
- Communicate to influence business and regulatory decisions within the horticulture sector
- Manage production of horticulture crops in response to selected market demands
- Perform selected calculations for efficient and profitable horticulture practices
- Evaluate selected growing media
- Appraise water management needs and applications
- Integrate appropriate technologies into current horticulture practices

- Apply the principles of integrated pest management
- Recognize the ecological, economic, and social implications of horticulture decisions and processes
- Manage various tasks, opportunities, and problems using a comprehensive problem solving strategy
- Demonstrate ethical and appropriate behaviour that contributes to the achievement of personal goals and business objectives

## Program Details

### Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/horticulture/horticulture-technologist/admission-requirements/index](http://www.oldscollege.ca/programs/horticulture/horticulture-technologist/admission-requirements/index)

### Program Requirements

Summer/Fall Semester: July - October

#### **HRT 2900 - Horticulture Field Studies III**

**Credits: 3**

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a two-month term of industry employment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

#### **HRT 2950 - Horticulture Field Studies IV**

**Credits: 3**

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a two-month term of industry employment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Fall Semester: November - December

## **HRT 2000 - Starting a Horticulture Business**

**Credits:** 3

This course will provide learners with an overview of the legal and financial requirements needed to start a small business.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2700 - Mapping your World**

**Credits:** 3

This course introduces the concepts and applications of GIS technology (Geographic Information Systems). The student will gain hands-on experience using desktop GIS software in a computer lab environment. The GIS will be used to view, manage, and query spatial data, and to create hard copy map outputs suitable for reports and presentations. Students will use data from online sources for GIS projects and online GIS applications to retrieve land information.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **HRT 2100 - Entrepreneurial Approach to Processing**

**Credits:** 3

Students create sustainable value-added products and opportunities within horticulture.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2200 - Emerging Trends & Innovations in Horticulture**

**Credits: 3**

Students explore and implement marketing, regulatory, technological, and cultural requirements for innovative production systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2300 - Developing a Specialty Landscape**

**Credits: 3**

Students assess current trends in non-traditional landscapes through the assessment of construction and plant material needs.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2400 - Propagating Plants**

**Credits: 3**

Learners propagate plant material using a variety of methods and technologies including tissue culture.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2600 - Managing Pests II**

**Credits: 3**

Students will examine and assess management practices, including biological, cultural, chemical and physical methods, for pests of horticulture.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2800 - Managing Landscape Construction**

**Credits: 3**

Students apply procedures and techniques in project planning, estimating and construction of horticulture projects.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## Graduation Requirements

To obtain a diploma a student must achieve:

- A minimum of 60 credits
- A cumulative GPA of 2.00 or better
- Successful completion of all required courses as listed in the program requirements
- Fulfillment of the Graduation Policy – Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app

## Fee Payment and Refund Guidelines

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# Hospitality and Tourism Management Diploma

## Program Summary

This innovative program prepares its graduates to contribute to the growth and development of the Hospitality and Tourism industry by providing educational excellence in key sectors of the industry, including managerial, entrepreneurial and guest experience perspectives. Graduates will be positioned to take advantage of local, national and global career opportunities within this dynamic industry.

This program is pending ministry approval.

## Program Outcomes

- Communicate with stakeholders to achieve personal and organizational objectives.
- Apply strategic leadership skills to achieve organization objectives.
- Analyze business information to make strategic decisions.
- Apply resource management skills to achieve organizational objectives.
- Apply critical thinking skills to achieve organizational objectives.
- Apply professional standards to achieve personal and organizational objectives.
- Apply ethical standards to achieve personal and organizational objectives.
- Apply the marketing process to achieve organizational objectives.



- Utilize business technologies to perform workplace duties.
- Apply project management principles to achieve organizational objectives.

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/business/hospitality-tourism-management/index](http://www.oldscollege.ca/programs/business/hospitality-tourism-management/index)

## Program Requirements

Fall Semester: September - December

### **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **HAT 1080 - Career Development and International Business Etiquette**

**Credits: 3**

Students will develop action plans for professional success, practice interview techniques, and create career documents to demonstrate strengths and skills, including cover letters and resumes. Students will also develop a basic understanding of, and the practices necessary to, effectively manage relationships, with a focus on cross-cultural variants within industry and how they impact international clients, guests, and business relationships. Students will complete a personality preference assessment to improve work productivity, teamwork and communication in both their personal and professional lives.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **HAT 1110 - Mixology and International Spirits, Wine and Beer**

**Credits: 3**

Students are introduced to spirits, wine and beer from various regions of the world, inventory management, and must complete ProServe certification. Lab experience offers practical skills in bartending duties with an emphasis on mixology.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1112 - Culinary Theory and Production**

**Credits:** 3

Students are introduced to the theory of menu planning, evaluation, and design. Students will also be exposed to basic and advanced food preparation techniques, including food storage, food safety, pre-preparation, detailed plate presentation and intricate food combinations. Students must complete Food Safe Certification, WHMIS, and First Aid.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1114 - Dining Experience and Service**

**Credits:** 3

Students will experience and evaluate various dining facilities, with a focus on the analysis of the services and operations from a guest perspective. Students will learn and demonstrate professional service skills in an actual food service setting, including personal sales techniques. This course will include Dining Room Associate Certification.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1130 - Marketing for Hospitality and Tourism**

**Credits:** 3

Students will experience and evaluate a variety of hospitality and tourism facilities relating to product, price, place, promotion, people, physical evidence and process. E-commerce, social media and mobile applications are included as part of the marketing mix.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1240 - Introduction to Accounting**

**Credits: 3**

Students are introduced to financial accounting including the basic structure of accounting, the accounting information system including the preparation of financial statements, and generally accepted accounting principles.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1255 - Global and Sustainable Tourism**

**Credits: 3**

Students will gain an understanding of the psychology of travel, tourism sectors, the role of key industry players, and contemporary issues in eco-tourism, sustainability, and business operations of various tourism organizations. Students will also experience and evaluate various tourism facilities, with a focus on the analysis of the services and operations from a guest perspective.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **HAT 2038 - Accommodation Management**

**Credits: 3**

Students will assess customer needs and develop procedures and management strategies that result in accommodation service excellence. Training is provided on current property management software. Students will gain an understanding of all aspects of room division management, and experience and evaluate accommodation facilities, with a focus on the analysis of the services and operations from a guest perspective.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2235 - Security, Law and Risk Management for Hospitality and Tourism**

**Credits: 3**

This course provides an overview of contract law and tort law as they relate to the hospitality and tourism industry. Students will

gain an understanding in insurance, licensing, the Public Health Act, the Alberta Innkeepers Act, and current security issues and procedures as they relate to the protection of guests and assets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2355 - Leisure, Sporting Events and Recreation Operations**

**Credits:** 3

This course provides students with an introductory understanding of the nature and scope of leisure, its role in the hospitality and tourism industry, and the function and structure of leisure providers. Students will have the opportunity to incorporate planning and management concepts to a leisure, sporting or recreation activity in their own community. Wellness tourism and urban recreation trends are also discussed in relation to their economic and social impacts.

Course Outline

**Prerequisites:** HAT 1255

**Corequisites:** None

## **HAT 2450 - Rural, Heritage and Culinary Tourism**

**Credits:** 3

Authentic guest experiences in the hospitality and tourism industry will drive innovation, product development, economic development and sustainable growth on a local, regional and national level. This theoretical and practical course introduces vital concepts relating to niche ventures and examines them from a variety of contexts including rural, ag-based, nature-based, heritage, and culinary tourism markets and operations.

Course Outline

**Prerequisites:** HAT 1255

**Corequisites:** None

## **HAT 2550 - Tour Guiding and Managing the Guest Experience**

**Credits:** 3

Students will learn all aspect of the tour guide industry, including pre-tour departure preparations, itinerary research and development, costing, guest and supplier relations, and tour monologue development and public speaking. Travel, accommodations, and attractions as they pertain to independent and group touring will also be covered. External certifications may be available.

Course Outline

**Prerequisites:** HAT 1255

**Corequisites:** None

## **HAT 1220 - Hospitality and Tourism Human Resources**

**Credits: 3**

This course provides an overview of the fundamentals of human resource management with emphasis placed on contemporary issues within the hospitality and tourism industry. Students will gain an understanding in both the theory and practice of human resources planning, staff recruitment, selection, and retention, and Alberta Human Rights and Employment Standards legislation.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2035 - Selling and Convention Management**

**Credits: 3**

This course defines the scope and segmentation of the convention and event market. Students will study sales techniques and strategies to meet these market needs.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

Spring/Summer Semester: April - September

## **HAT 2490 - Entrepreneurship and Product Development**

**Credits: 3**

Students will invest in, research, create and plan for all aspects of an actual tourism experience event including venue, menu, staffing, costing, marketing, and selling. The event(s) will take place during the residency term in the Event Operations and Management course.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2240 - Hospitality Cost Management**

**Credits: 3**

This course will involve gaining an understanding and practical application of establishing effective strategies involved in cost

controls and management. Food, beverage and labour cost controls, budgeting, setting operational standards, the purchasing cycle, production controls, ratio analysis, variance, cash flow, cost management, and cost-volume-profit relationships will be evaluated from a managerial perspective.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1170 - Work Experience I - Examining Hospitality and Tourism Industry**

**Credits:** 3

In this course students are provided the opportunity to apply, enhance and incorporate academic or technical knowledge and competencies acquired in the Hospitality and Tourism Management program at an industry-related business or organization, 250 hours of work experience is required and students must complete a series of assignments relating to the marketing and operations of the organization.

Course Outline

**Prerequisites:** HAT 2490 and HAT 2240

**Corequisites:** None

## **HAT 2170 - Work Experience II - Analysis of Hospitality and Tourism Practices**

**Credits:** 3

In this course students are provided the opportunity to apply, enhance and incorporate academic or technical knowledge and competencies acquired in the Hospitality and Tourism Management program at an industry-related business or organization. 250 hours of work experience is required and students must complete a series of assignments relating to the analysis of management and operations of the organization.

Course Outline

**Prerequisites:** HAT 1170

**Corequisites:** None

Fall Semester: September - November

## **HAT 2491 - Event Operations and Management**

**Credits:** 3

The capstone course in the program enables students to utilize their competencies in an intense, demanding and real-life project-based series of experiences as they execute the event(s) developed in the Entrepreneurship and Product Development course. As a team member, students will have the opportunity to gain valuable supervisory and management experience while providing

customer service excellence to guests. This course takes place during a 2-week residency period following the work experience term.

Course Outline

**Prerequisites:** HAT 2490

**Corequisites:** None

## Graduation Requirements

To obtain a diploma a student must achieve the following:

- A cumulative GPA of 2.00 or better
- Successful completion of 60 credits
- Fulfillment of the Graduation Policy - Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## John Deere Tech Training

# John Deere Tech Training

### FOUR-YEAR PROGRAM

Two-Weeks Each Year

Applicants must be indentured as Agricultural Equipment Technician or Heavy Equipment Technician Apprentices (or already be a journeyman), and be employed by a sponsoring John Deere Dealer before entering the JD Tech Program. Applications are available from your employer.

### ADMISSION REQUIREMENTS

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/john-deere-tech-program/index](http://www.oldscollege.ca/programs/trades/john-deere-tech-program/index)

### TRAINING PERIOD DESCRIPTIONS

The JD Tech program is designed to enhance the training obtained in the Agricultural Equipment Technician or Heavy Equipment Technician apprentice program with topics that relate specifically to John Deere Equipment.

JD Tech at Olds College is structured as follows:

**First Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight-weeks at Olds College followed by two-weeks of John Deere specific training including: Electrical, Hydraulics,

Service Advisor I, Hay, Forage, Tillage and Seeding, and Tech Fundamentals Computerized Resources. Each work experience period is a minimum of 1,500 hours and one year working in the trade.

**Second Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight-weeks at Olds College followed by two-weeks of John Deere specific training including: Advanced JD Engines, Tractor Performance, Treating Customers Right, (customer relations), Field Service Technician Training, AMS DLM and Components. Required work experience at a sponsoring John Deere dealer. Each work experience period is 1,500 hours.

**Third Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two weeks of John Deere specific training including: JD Combine, Forage Harvester and Seed Cart, AMS II Operations and Diagnostics, Personal Finance, and Electrical Systems Diagnostics. Required work experience at a sponsoring John Deere dealer. Each work experience period is 1,500 hours.

**Fourth Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two-weeks of John Deere specific training including: Service Advisor II, JD Self Propelled Sprayers, JD Power Trains, and Personal Finance. Required work experience at a sponsoring John Deere dealer. Each work experience period is 1,500 hours.

## **GRADUATION**

Graduates of the John Deere Tech Training program are awarded a joint Olds College – John Deere Certificate upon completion.

## **FEES AND REFUNDS**

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **CONTACT**

For further information regarding the John Deere Tech program offered at Olds College contact:

Olds College Coordinator JD Tech Apprenticeship Program

Cliff Laursen

4500 – 50th Street  
Olds, AB, T4H 1R6  
Phone: (403) 507-7930  
E-mail: [claursen@oldscollege.ca](mailto:claursen@oldscollege.ca)

# **Land Agent**

## **Program Summary**

The Olds College Land Agent program's primary focus is to prepare its graduates to contribute to the successful relationship between the energy sectors, transportation industries and landowner groups by providing practical training in surface land acquisition. Acting as a liaison, land agents facilitate communication between stakeholders.

## **TWO-YEAR DIPLOMA**

Four Semesters



Fall: September - December

Winter: January - April

## Program Details

## Program Outcomes

Graduates will:

- Apply land terminology in surface land operations
- Apply principles of agronomy to the management of surface land operations
- Communicate ethically with a variety of surface land stakeholders
- Complete documentation for the acquisition and management of surface land interests
- Apply current laws and directives to the management of surface rights
- Demonstrate self management skills in the land business
- Analyze First Nations issues relating to surface rights
- Apply environmental principles to the sustainable management of natural resources
- Explain the stages of producing energy in order to communicate with industry stakeholders
- Analyze factors affecting land value
- Manage land and mapping information using computer technologies

## Admissions Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/land-environment/land-agent/index](http://www.oldscollege.ca/programs/land-environment/land-agent/index)

## Program Requirements

### First Year

Fall Semester: September - December

### **LND 1004 - Alberta Crown Lands**

**Credits: 3**

This course addresses the multiple demands on Alberta's Crown lands and examines the role different provincial government bodies have in the management of crown lands. Stakeholder interests are identified and discussed. Learners apply provincial regulations in the surface land acquisition and development process in scenarios.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 1003 - Energy Fundamentals**

**Credits: 3**

This course provides students with an understanding of the evolution of the oil and gas industry. They will be introduced to Canada's crude oil and natural gas resources and the role they play in modern society. Students will learn the basics of the industry, from exploration through to refining and end use. Alternative energy sources and the challenges and opportunities facing the industry in the 21st Century will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **AGN 1010 - Vegetation of Western Canada**

**Credits: 3**

This course provides an introduction to the vegetation found on native and disturbed sites in Western Canada. Students learn the identification, adaptation and use of major forest, rangeland and crop species to effectively communicate with landowners. The identification, importance, growth, dispersal and management of common prairie weeds are also emphasized.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 1009 - Land Documents & Compensation**

**Credits: 3**

This course provides an overview of documentation and compensation in the oil and gas industry. Students will learn about land professional roles, surface and mineral rights ownership in Alberta and the western Canada survey system. Upon completion of this course they will be able to perform compensation calculations and prepare surface leases and accompanying documents.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **AGB 1000 - Agricultural Value and Practices**

**Credits: 3**

The focus of the course is to develop the learner's knowledge of the agricultural community and specifically of agricultural practices in western Canada. The student will develop an appreciation for the time, input costs and infrastructure required to support a variety of agricultural enterprises. In addition to identifying common breeds of livestock and farm equipment, students will evaluate how energy developments impact selected agricultural practices.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 1001 - Surface Rights and Land Applications**

**Credits: 3**

Learners examine the workings of the judicial system in Alberta as it relates to the surface land acquisition process. Learners gain an appreciation for the amount of preparatory work required in appearing before a quasi-judicial board. Learners are able to explain and apply the requirements of the selected pieces of legislation used in the surface land business.

Course Outline

**Prerequisites:** LND 1009

**Corequisites:** None

## **LND 1010 - Beyond Oil and Gas**

**Credits: 3**

This course primarily focuses on electrical, pipeline, telecommunication and highway design and planning in concert with land rights acquisition. The acquisition of land and land rights for alternative energy sources, such as coal, geothermal, wind power

and solar energy, will also be explored. Survey drawings and sketch plans will be applied to assist the student in planning and routing and the proper completion of compensation calculations and legal documents.

Course Outline

**Prerequisites:** LND 1009

**Corequisites:** None

## **SOI 1000 - Fundamentals of Soil Science**

**Credits:** 3

This course encompasses the study of soil formation, soil properties and the characteristics and distribution of prairie soil resources. Students will also be introduced to soil classification, soil fertility and sustainable soil management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Total Credits

Total Credits: 30

Second Year

Fall Semester: September - December

## **WTR 1330 - Water Fundamentals**

**Credits:** 3

This course is an introduction to the science and issues of water resource management. Topics include the properties of water, surface and groundwater hydrology, water quality standards, water quality analysis and sampling, and the protection of water resources.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **GIS 1010 - Site Maps and Interpretation**

**Credits:** 3

Land Agents need to gather land information for the purposes of placement and routing of facilities. Students will access Internet sites and applications to gather land information. In the field, learners use GPS, selected measurement methods, field notes and sketches to navigate and to collect site information. Project data is processed to prepare maps that include layers of GPS records, imagery and survey plans. Learners also interpret the symbols and contents used in maps, photos and survey plans. The course requires significant walking outdoors in a variety of weather conditions, using equipment to collect on-site data.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **LND 2007 - Public Engagement**

**Credits:** 3

The field work for Land Agents in the areas of Public Engagement and Aboriginal Engagement has expanded exponentially in the past ten years. As regulatory expectations become more stringent and prescriptive, the demand for Land Agents to work in roles that address these requirements has led to new work opportunities. In addition to the new regulatory requirements, industry in general is striving to be more socially responsible and build positive corporate reputations globally, nationally and locally. At the local level, positive community relations is a key part of success, and Land Agents play a critical role in managing information exchange and resolving issues that arise. This course will prepare Land Agents with the depth of knowledge and skill needed to meet this growing demand.

Course Outline

**Prerequisites:** LND 1009

**Corequisites:** None

## **LND 2002 - Advanced Regulations**

**Credits:** 3

This course examines Federal and Provincial governmental requirements and issues important to land agents, land administrators, surface land owners, occupants, local authorities and managers. Learners will research issues impacting stakeholders including: setbacks, flaring, emergency preparedness.

Course Outline

**Prerequisites:** LND 1001, LND 1004

**Corequisites:** None

## **LND 2460 - Reclamation Fundamentals**

**Credits: 3**

This course is an overview of practices and principles involved in the reclamation of disturbed lands. It focuses on the application of soil handling and re-vegetation techniques to reclaim well sites and associated facilities as well as the reclamation and rehabilitation of spills into an aquatic environment. It also examines the establishment of vegetation on disturbed sites, site stabilization and provides an overview of the current reclamation criteria used in Alberta.

Course Outline

**Prerequisites:** AGN 1010, SOI 1000

**Corequisites:** None

Winter Semester: January - April

## **LND 2008 - Aboriginal Engagement**

**Credits: 3**

A very specialized and rapidly growing area of public engagement is that of Aboriginal consultation and community engagement. While the fiduciary responsibility to consult has been a burden on the crown since the time of confederation, the legislation and regulations requiring developers to play a direct role in this is relatively recent. Like public engagement, regulatory expectations related to Aboriginal consultation have expanded into complex and legally charged requirements. This is an area of specialized expertise that Land Agents may wish to pursue as a full-time career. This course will provide Land Agents with greater cultural awareness and the historical, political and legal background related to lands impacted by Aboriginal rights.

Course Outline

**Prerequisites:** LND 2007

**Corequisites:** None

## **LUP 2010 - Land Planning and Appraisal**

**Credits: 3**

This course evaluates the administration and valuation of rural property. Learners investigate the development of municipal government structures and assess their importance in the development of rural land. Major planning legislation and systems including on-farm processes are compared and contrasted. The appraisal of rural properties is examined as it applies to the duties and responsibilities of Land Agents.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 2350 - Land Negotiations and Ethics**

**Credits: 3**

This course introduces learners to land industry ethics and land acquisition negotiations. Learners apply ethics and communication strategies to land negotiations and business relations. The course uses actual land industry case scenarios.

Course Outline

**Prerequisites:** LND 2002, LND 2007

**Corequisites:** None

## **LND 2500 - Land Negotiation Simulation**

**Credits: 3**

In this course, learners are expected to manage their negotiation projects in a professional manner as part of a larger team. Working with team members, learners prepare documents, manage time lines and problem solve. Negotiation and communication skills are practiced in life-like contexts. Reflecting on their successes and failures as both a negotiator and as a team member is an expectation and opportunity for growth.

Course Outline

**Prerequisites:** AGB 1000,LND 2002, LND 2007

**Corequisites:** None

## **LND 2501 - Land Agent Tune Up**

**Credits: 3**

This course provides learners with an extensive review of selected competencies in order to help them prepare to write the Alberta government land agent license exams. The Alberta Land Agent reference manual, developed by the provincial Land Agent Advisory Committee, will be used to reinforce essential skills and knowledge. Students will also be required to complete an industry based practicum during the winter mid-term break and reflect on learning achieved during this experience.

Course Outline

**Prerequisites:** AGB 1000, LND 2002, LND 2007

**Corequisites:** None

Total Credits

Total Credits: 30

Total Credits First Year:	30
Total Credits Second Year:	30
Total Required Credits:	60

## Graduation Requirements

To obtain a diploma a student must achieve:

- Successful completion of all required courses as listed in the program requirements
- Completion of a minimum of 60 credits
- A cumulative GPA of 2.00
- Fulfillment of the Graduation Policy – Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Land Analyst

### Program Summary

The Olds College Land Analyst Certificate Program prepares its graduates to contribute to the management of the Oil and Gas Industry by providing hands on skills in Surface Land Administration.

Students complete on-line coursework from September to April. Five courses are scheduled each semester. Assignments and course work are completed through an on-line learning module and follow a scheduled program of assignments and due dates. Students may choose to take courses as either a full-time or part-time student, but should note that courses are only offered in the time frames mentioned below. Students completing the courses on a part-time basis, need to ensure that they have completed any pre-requisite courses prior to registering.

### Program Outcomes

- Communicate in a clear and concise manner with the energy and land environments
- Generate and interrelate surface land documentation
- Apply land, energy and agricultural terminology to daily surface land operations
- Recognize and apply the specific surface land requirements on Government lands in Alberta
- Manage projects relating to surface land operations
- Investigate and apply current regulatory requirements
- Analyze results of land research to maintain records within the land department
- Analyze First Nations issues relating to surface rights
- Apply current technological skills in the management of land documents



- Explain the documentation supporting the life cycle of an energy development in Alberta

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/land-environment/land-analyst/index](http://www.oldscollege.ca/programs/land-environment/land-analyst/index)

## Program Requirements

Fall Semester: September - December

### **LND 6100 - Land Documentation**

**Credits: 3**

Areas of study include an overview of rights and documentation associated with the ownership of land. Legal land descriptions, land title systems and dower situations are applied to the surface acquisition context. Documents for various types of land acquisitions are completed. Course material covers the working language of the surface land profession.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **LND 6101 - Surface Rights and Land Applications**

**Credits: 3**

Learners examine the workings of the judicial system in Alberta as it relates to the surface land acquisition process. Learners gain an appreciation for the amount of preparatory work required in appearing before a quasi-judicial board. Learners are able to explain and apply the requirements of the selected pieces of legislation used in the surface land business.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **LND 6141 - Petroleum Industry Fundamentals**

**Credits: 3**

This course provides an overview of the petroleum industry starting with the theories related to the origins of oil and gas through to the refining of the end product. It focuses on the accepted theory for the origin of petroleum, interpretation of survey plans

used in the industry, lease construction, drilling operations, well completion, surface infrastructure, transportation of product and the refining process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **CMP 6110 - Computer Applications I**

**Credits:** 3

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents. The exploration of various approaches and techniques for using and managing mobile devices will also be examined. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **LND 6200 - Advanced Land Documentation**

**Credits:** 3

This is a project-based course that will enhance the learners' capabilities in land administration. Learners are expected to work independently and as part of a team to manage information on industry-related projects and are required to see them through to completion.

Course Outline

**Prerequisites:** LND 6100

**Corequisites:** None

## **LND 6202 - Advanced Regulations**

**Credits: 3**

This course examines Federal and Provincial governmental requirements and issues important to surface land agents, land analysts, surface land owners, occupants, local authorities and managers. Learners will research issues impacting stakeholders including: setbacks, flaring, and emergency preparedness.

Course Outline

**Prerequisites:** LND 6101

**Corequisites:** None

## **CMP 6210 - Applications for Land Analysts**

**Credits: 3**

This course introduces students to advanced Microsoft Office and administration of land applications. It is made up of intermediate and advanced word processing, basic database operations in Microsoft Access, and Land databases.

Visit Course Outline for more information

**Prerequisites:** CMP 6110

**Corequisites:** None

## **LND 6206 - Stakeholder Engagement**

**Credits: 3**

This course examines the role of Land Agents and Land Analysts in the public consultation process. Regulatory requirements pertaining to stakeholder consultation are studied. Scenarios provide students with practical application of the concepts contained in the regulations. This course examines issues encountered by surface land professionals when working with aboriginal people and addressing their rights associated with traditional lands. Historical, legal and cultural reasons impacting current situations are studied.

Course Outline

**Prerequisites:** LND 6100

**Corequisites:** None

## **LND 6105 - Managing Alberta's Lands**

**Credits: 3**

Learners will apply provincial regulations in the surface land acquisition and development process. Stakeholder interests will be identified. Basic agricultural terminology will be covered in relation to industry's impact on the landscape.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## Graduation Requirements

To earn a certificate students must achieve the following:

- A total of 30 credits
- A GPA of 2.00 or better
- Successful completion of all required courses as outlined in the program requirement
- Fulfillment of the Graduation Policy - Residency Requirement
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Land and Water Resources

### Program Summary

The Land and Water Resources program prepares its graduates for careers in land reclamation, environmental stewardship and rural planning emphasizing environmentally sustainable land management practices.

### Two Year Diploma

#### Two Majors

Environmental Stewardship and Rural Planning Major

Land Reclamation and Remediation Major

### Program Outcomes

#### Land Reclamation & Remediation

- Manage environmental projects individually and collaboratively

- Use critical thinking to solve land resource problems
- Manage information using documentation and organizational skills
- Communicate using written, oral and multimedia methods appropriate to the workplace
- Access and evaluate environmental information
- Apply professional, environmental and corporate ethics to the workplace
- Apply chemistry and mathematical principles to land resource management
- Manage plant communities
- Manage watersheds and water quality
- Analyze soil landscapes
- Manage natural and agricultural ecosystems
- Apply statutes, regulations and directives to land-use issues
- Use tools, machinery, and instrumentation in land management
- Assess environmental pollution
- Remediate contaminated environments
- Reclaim disturbed environments

## Environmental Stewardship and Rural Planning

- Manage environmental projects individually and collaboratively
- Use critical thinking to solve land resource problems
- Manage information using documentation and organizational skills
- Communicate using written, oral and multimedia methods appropriate to the workplace
- Access and evaluate environmental information
- Apply professional, environmental and corporate ethics to the workplace
- Apply chemistry and mathematical principles to land resource management
- Manage plant communities
- Manage watersheds and water quality
- Analyze soil landscapes
- Manage natural and agricultural ecosystems
- Apply statutes, regulations and directives to land-use issues
- Use tools, machinery and instrumentation in land management
- Assess environmental pollution
- Plan rural land use

## Program Details

### Admission Requirements

Admission Requirements are located at: [www.oldscollge.ca/programs/land-environment/land-water-resources-lwr/index](http://www.oldscollge.ca/programs/land-environment/land-water-resources-lwr/index)

### Professional Designation

Graduates of the Land and Water Resources program are eligible for membership in the Alberta Institute of Agrology (AIA), which allows them to earn the Registered Technical Agrologist designation (R.T. Ag.).

The AIA is the legally mandated provincial body that governs the activities of professionals in the areas of agriculture and environmental science. The R.T. Ag. designation is a legal requirement for certain field activities including “sign-off” authority for reclamation projects.

## Program Requirements

### Common First Year

Fall Semester: September - December

### **WTR 1330 - Water Fundamentals**

**Credits: 3**

This course is an introduction to the science and issues of water resource management. Topics include the properties of water, surface and groundwater hydrology, water quality standards, water quality analysis and sampling, and the protection of water resources.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **PLS 1010 - Plant Science Principles**

**Credits: 3**

This foundation course details plant morphology, physiology and taxonomy. Students learn how structures and processes affect overall plant growth and response to the surrounding environment. A dichotomous key is used to identify unknown plant species.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **SOI 1000 - Fundamentals of Soil Science**

**Credits: 3**

This course encompasses the study of soil formation, soil properties and the characteristics and distribution of prairie soil resources. Students will also be introduced to soil classification, soil fertility and sustainable soil management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **GPS 1200 - GPS, Site Mapping and Graphics**

**Credits:** 3

In this course, Global Positioning System (GPS) is used to navigate to site locations, and to record the location of features in the field. A variety of field measurement instruments, field notes and sketching are employed to collect site information. Data is processed in mapping programs to prepare maps in selected coordinate systems and to acquire land information from survey plans and air photos. The course requires significant walking outdoors in a variety of weather conditions, using equipment to collect on-site data.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EVS 1210 - Applied Ecology**

**Credits:** 3

This course provides an introduction to ecological principles at the species, population, community and ecosystem levels. Specific application of ecology to sustainability and the management of forest and grassland ecosystems are studied.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **AGN 1540 - Introductory Pest Management**

**Credits:** 3

Students will study the principles of pest management in agricultural cropping systems. They will learn the basic concepts of integrated pest management and principles guiding the safe use of pesticides. Learners will also focus on the identification of selected weeds, diseases and insects of field crops in Western Canada.

Course Outline

**Prerequisites:** AGN 1240, PLS 1010

**Corequisites:** None

## **LUP 1620 - Land Systems and Legislation**

**Credits:** 3

Legislation and land tenure systems for private, crown and aboriginal lands are examined. Understanding the functions of government and the development of environmental legislation help prepare students for careers in land and water resource management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **CHE 1020 - Environmental Chemistry**

**Credits:** 3

Students will study a range of topics in inorganic and organic chemistry including nomenclature of functional groups, stoichiometry, solutions, acids and bases, equilibrium reactions and transport mechanisms. The topics are linked to agricultural and environmental applications and provide a basis for the further study of soils, plants, water and contaminants.

Visit Course Outline for more information

**Prerequisites:** PLS 1010, EVS 1210

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits:** 3

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EVS 1730 - Land Reclamation and Ethics**

**Credits:** 3

This course presents an overview of reclamation issues, regulations and field practices as well as the application of business,



professional and environmental ethics to workplace situations. Special attention is given to wellsite, pipeline, oilsands, and open pit mining operations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## Second Year

### Environmental Stewardship and Rural Planning Major

Fall Semester: September - December

### **EVS 2720 - Native Plants and Wildlife Habitat**

**Credits: 3**

An introduction to the importance, role and use of dominant native plant species on rangeland and forested areas within Alberta's eco-regions. Students will learn to identify both non-vascular and vascular species in selected plant families using dichotomous plant keys. Other topics will include: classification of boreal forest, and grassland communities, loss of biodiversity in western Canada, and an evaluation of wildlife habitat management strategies in western Canada.

Visit Course Outline for more information

**Prerequisites:** PLS 1010, EVS 1210

**Corequisites:** None

### **WTR 2330 - Water Quality**

**Credits: 3**

Students will investigate the physical, chemical and biological characteristics of water and their environmental and economic impacts. Monitoring systems and groundwater remediation methods are introduced along with field experiences in water quality data collection from surface and groundwater sources. Laboratory skills in general microbiology and water analysis are a major emphasis of the course.

Course Outline

**Prerequisites:** WTR 1330

**Corequisites:** None

### **AGN 2420 - Crop Production and Biometrics**

**Credits: 3**

Students will describe the principles and practices of annual crop and perennial forage crop production in Western Canada. This course will focus on users, identification, adaptation, and production practices of major field crops. An introduction to statistical methods will also be studied. Experimental designs that are commonly used in field research will be compared. Statistical data from a crop production experiment and from journal papers will be interpreted.

Course Outline

**Prerequisites:** PLS 1010

**Corequisites:** None

## **SOI 2340 - Soil Classification and Mapping**

**Credits: 3**

A study of soil genesis, morphology, and classification with particular focus on the Canadian System of Soil Classification (CSCS). Emphasis will be placed on the classification of soils by observing and measuring real soil properties that reflect processes of soil formation and environmental factors. Students will also be introduced to the concepts and procedures involved in mapping soils and interpreting soil resource inventory information.

Course Outline

**Prerequisites:** SOI 1000

**Corequisites:** None

## **LUP 2610 - Rural Development Practices**

**Credits: 3**

This course develops skills required by rural municipal Development Officers. Planning and development application scenarios provide hands-on experience in individual and group settings. Conflict resolution and positive communication techniques are examined. Various CAD design and sketching tools are used to support the Development Application process.

Course Outline

**Prerequisites:** LUP 1620

**Corequisites:** None

Winter Semester: January - April

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and

making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GIS 1300 - GIS Tools**

**Credits:** 3

This course introduces the concepts and applications of GIS technology (Geographic Information Systems). The student will gain hands-on experience using desktop GIS software in a computer lab environment. The GIS will be used to view, manage, and query spatial data, and to create hard copy map outputs suitable for reports and presentations. Students will use data from online sources for GIS projects and online GIS applications to retrieve land information.

View Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **SOI 2500 - Sustainable Soil Management**

**Credits:** 3

This advanced course in soil science will allow the learner to develop skills in soil management, soil conservation and plant nutrition in sustainable agricultural systems. Learners will discuss factors that lead to soil degradation and the practices that can mitigate these problems. This course will also integrate these principles in the development of a sustainable land management plan.

Course Outline

**Prerequisites:** SOI 2340

**Corequisites:** None

## **WTR 2630 - Watershed Management**

**Credits:** 3

The 'watershed approach' is explored as a strategy for managing aquatic resources. Content areas include state-of-the-watershed assessments, alternatives for managing water quantity, alternatives for managing water quality, methods for restoring aquatic ecosystems, and watershed planning processes. A culminating project requires students to choose a watershed for which an environmental issue of concern is identified and addressed through an appropriate management plan.

Course Outline

**Prerequisites:** WTR 1330

**Corequisites:** None

## **LUP 2620 - Applied Land Use Planning**

**Credits: 3**

This is a capstone course that focuses on problem solving and conflict resolution. Learners work directly with a participating Municipality. Final projects focus on the resolution of an existing issue and are presented to an active Municipal Council.  
Course Outline

**Prerequisites:** LUP 2020

**Corequisites:** SOI 2500, LUP 2030

Total Credits

Total First Year Credits: 30

Total Second Year Credits: 30

Total Required Credits: 60

Land Reclamation and Remediation Major

Fall Semester: September - December

## **EVS 2720 - Native Plants and Wildlife Habitat**

**Credits: 3**

An introduction to the importance, role and use of dominant native plant species on rangeland and forested areas within Alberta's eco-regions. Students will learn to identify both non-vascular and vascular species in selected plant families using dichotomous plant keys. Other topics will include: classification of boreal forest, and grassland communities, loss of biodiversity in western Canada, and an evaluation of wildlife habitat management strategies in western Canada.

Visit Course Outline for more information

**Prerequisites:** PLS 1010, EVS 1210

**Corequisites:** None

## **WTR 2330 - Water Quality**

**Credits: 3**

Students will investigate the physical, chemical and biological characteristics of water and their environmental and economic impacts. Monitoring systems and groundwater remediation methods are introduced along with field experiences in water quality data collection from surface and groundwater sources. Laboratory skills in general microbiology and water analysis are a major emphasis of the course.

Course Outline

**Prerequisites:** WTR 1330

**Corequisites:** None

## **AGN 2420 - Crop Production and Biometrics**

**Credits: 3**

Students will describe the principles and practices of annual crop and perennial forage crop production in Western Canada. This course will focus on users, identification, adaptation, and production practices of major field crops. An introduction to statistical methods will also be studied. Experimental designs that are commonly used in field research will be compared. Statistical data from a crop production experiment and from journal papers will be interpreted.

Course Outline

**Prerequisites:** PLS 1010

**Corequisites:** None

## **SOI 2340 - Soil Classification and Mapping**

**Credits: 3**

A study of soil genesis, morphology, and classification with particular focus on the Canadian System of Soil Classification (CSSC). Emphasis will be placed on the classification of soils by observing and measuring real soil properties that reflect processes of soil formation and environmental factors. Students will also be introduced to the concepts and procedures involved in mapping soils and interpreting soil resource inventory information.

Course Outline

**Prerequisites:** SOI 1000

**Corequisites:** None

## **EVS 2330 - Oilfield Reclamation**

**Credits: 3**

This field-oriented course will teach reclamation practices in the context of Alberta's oil and gas industry. It includes an overview of petroleum facilities and production practices as they relate to land disturbance, as well as a review of procedures and equipment used to assess and reclaim disturbed sites. Students will apply regulatory criteria for cultivated, forested and range lands to sites in the field.

Visit Course Outline for more information

**Prerequisites:** EVS 1730

**Corequisites:** None

Winter Semester: January - April

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **GIS 1300 - GIS Tools**

**Credits: 3**

This course introduces the concepts and applications of GIS technology (Geographic Information Systems). The student will gain hands-on experience using desktop GIS software in a computer lab environment. The GIS will be used to view, manage, and query spatial data, and to create hard copy map outputs suitable for reports and presentations. Students will use data from online sources for GIS projects and online GIS applications to retrieve land information.

View [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **SOI 2500 - Sustainable Soil Management**

**Credits: 3**

This advanced course in soil science will allow the learner to develop skills in soil management, soil conservation and plant nutrition in sustainable agricultural systems. Learners will discuss factors that lead to soil degradation and the practices that can mitigate these problems. This course will also integrate these principles in the development of a sustainable land management plan.

[Course Outline](#)

**Prerequisites:** SOI 2340

**Corequisites:** None

## **EVS 2740 - Bioremediation**

**Credits: 3**

This course will cover the principles of bioremediation and explore various applications of bioremediation by the reclamation

industry. The composting process will be studied in detail and several bioremediation strategies will be examined including: land farming, biopiles, phytoremediation, biosparging and bioventing. A class composting experiment will be conducted and the collected data will be statistically analyzed.

Visit Course Outline for more information

**Prerequisites:** CHE 1020

**Corequisites:** None

## **EVS 2730 - Managing Contaminated Sites**

**Credits:** 3

Students learn the procedures related to investigation and remediation of sites impacted by industrial activity. The course includes an overview of contaminant chemistry and waste management procedures as well as the application of directives, assessment methods criteria and remediation techniques related to the improvement of impacted land. Petroleum industry applications will be emphasized.

Visit Course Outline for more information

**Prerequisites:** EVS 2330 and CHE 1020

**Corequisites:** None

### Total Credits

Total First Year Credits: 30

Total Second Year Credits: 30

Total Required Credits: 60

## Graduation Requirements

To obtain a diploma a student must achieve:

- A minimum of 60 credits
- A cumulative GPA of 2.00
- Successful completion of all required courses as listed in the program requirements
- Fulfillment of the Graduation Policy – Residency Requirements.
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Landscape Gardener Apprenticeship

### Program Summary

For more information, please see the Apprenticeship Program of Study

# **Meat Processing Certificate**

## **Program Summary**

Olds College Meat Processing Program will provide training to develop the knowledge and leadership skills of its students' which are needed to succeed in various career paths within the Canadian Meat Industry.

Four Month Program

## **Program Outcomes**

Graduates will:

- Create written food safety and operational documentation to meet industry standards
- Perform techniques for effective sanitation of meat processing equipment and facilities
- Apply food safety principles to comply with regulatory requirements
- Perform meat cutting to packing house and case ready operations requirements
- Perform value-added processed meats production to meet Canadian Meat Industry requirements
- Perform retail meat operations to meet the retail meat industry requirements
- Perform abattoir operations to meet industry requirements
- Apply meat science principles to meet the needs of consumers and meat industry
- Interact professionally with clients and colleagues within the Canadian Meat Industry
- Demonstrate basic computer skills applicable to the Canadian Meat Industry

## **Program Details**

### **Admission Requirements**

Admission Requirements are located at: [www.oldscollege.ca/programs/animal-sciences/meat-processing/index](http://www.oldscollege.ca/programs/animal-sciences/meat-processing/index)

### **Program Requirements**

### **MEP 1006 - Livestock Slaughter**

**Credits: 3**



Through guided instruction and on site applications, students will perform humane slaughter of selected livestock species to meet industry and regulatory inspection requirements.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1007, MEP 1008, MEP 1009

## **MEP 1007 - Meat Cutting**

**Credits: 3**

Students will gain practical meat fabrication and packaging skills to produce meat cuts for the retail, food service and custom markets.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1008, MEP 1009

## **MEP 1008 - Value Added Processing**

**Credits: 3**

Students will participate in the preparation and processing of selected value added meat products such as fresh and fully cooked sausages, hams and deli style meats.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1007, MEP 1009

## **MEP 1009 - Food Safety and Sanitation**

**Credits: 3**

Students will apply food safety measures and conduct sanitation operations within the meat production environment to comply with regulations and industry standards.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1007, MEP 1008

## **MEP 1010 - Meat Industry Communication**

**Credits: 3**

In this course, students will develop communication skills focused on the meat industry. The course will prepare students to work in teams, practice effective customer relations and sales techniques, and pursue employment opportunities in the meat industry.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1007, MEP 1008, MEP 1009

## Total Credits

Total Required Credits: 15

## Graduation Requirements

To obtain a certificate students must achieve the following:

- Successful completion of the 15 credits
- A cumulative GPA of 2.00 or better, based on written and skills evaluation.
- Fulfillment of the Graduation Policy – Residency Requirement

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Pre-Employment Carpentry

Pre-Employment Trades

Pre-Employment is for the individual that may not have experience in the field and is not a registered apprentice in the Province of Alberta, however, is interested in the trade. Pre-employment courses offer the same technical training that first period apprentices receive and includes an additional four weeks of classroom and hands-on application.

Upon successful completion of the pre-employment program, students who meet the apprenticeship requirements for the trade (see [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)) are eligible to write the first period apprenticeship exam. (There is a fee of \$150.00 for the PLA exam and \$195.00 for the PRAC exam, payable to Apprenticeship and Industry Training. This fee is in addition to tuition, books and supplies.) CSA approved personal protective equipment is required to complete the practical portion of this program. You may be required to purchase other tools and equipment for your chosen trade.

## Program Summary

The Olds College Pre Employment Carpenter program prepares the graduate to perform entry level residential construction and remodeling. The program also focuses on work site fundamentals including occupational health and safety training, blueprint reading and applicable trade math skills as well as industry standard practices and procedures associated with the trade. This program is the equivalent to the technical training of first year apprentice.

12 weeks

## Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current OH&S and relevant industry standards and procedures in the workplace.
- Communicate interactively in a professional manner with industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate workplace skills in an industry-related learning environment.
- Develop the skills required to recognize the characteristics and proper use of all building construction.
- Develop competencies in both hand and power tools in order to carry out repairs according to manufacturer's specifications.
- Perform assigned tasks in accordance with quality and production standards required by industry.

## Admission Requirements

- 18 years of age upon completion of the program
- High School transcript
- Mature students will be evaluated on an individual basis and can apply under Alternate Admission status (an entrance exam be required)

## Program Description

### Program Requirements

#### **PEC 6001 - Safety**

**Credits: 1**

This course introduces students to the responsibilities and opportunities of the trade and the importance of good communication and workplace skills. Students will learn to use trade tools, equipment, and materials and follow safe work practices and procedures as prescribed in Occupational Health and Safety Standards. Fire detection and prevention along with safe application of ladders and scaffolding will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

#### **PEC 6002 - Building Materials**

**Credits: 1**

In this course students will learn to identify manufactured building products, solid wood products and joinery used within the

construction industry as well as the various types, functions, and applications of some of the more common fasteners, adhesives, and sealants. Students will also describe the ingredients, production, placing and curing of concrete.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6003 - Hand and Power Tools**

**Credits:** 3

This course will provide theoretical and practical training in the selection, operation, and maintenance of various hand and power tools. Students will further develop their hand tool skills by constructing projects using wood materials.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6004 - Site Preparation and Building Layout**

**Credits:** 1

This course will introduce the building layout procedures and requirements of a project as well as a discussion of levelling equipment and excavation and shoring procedures. Students will identify the various equipment used in construction and employ safe procedures when working with cranes and hoisting equipment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6005 - Foundation**

**Credits:** 2

In this course, students will be introduced to various footings utilized in light construction as well as the methods and layout procedures for placing slabs on grade. Students will further develop their skills in constructing footing forms and fabricating wall forms. Conventional and alternate concrete foundation systems will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6006 - Floor Frame**

**Credits: 1**

The student is provided with an understanding of the forces that act upon a building and the various design principles that counteract these forces. Students will develop their skills by constructing a flooring system using common techniques and materials.

Course Outline

**Prerequisites:** None

**Corequisites:** None

**PEC 6007 - Estimating and Plans****Credits: 3**

This is an introductory course outlining the principles of blueprint reading and how to interpret the information contained in the different views. Students will practice drawing techniques and principles to produce project drawings as well as learn to solve mathematical problems as they relate to the trade.

Course Outline

**Prerequisites:** None

**Corequisites:** None

**Total Credits**

Total Credits: 12 credits

**Graduation Requirements**

- Completion of all required credits: 12 credits with a minimum GPA of 2.0
- Meet all residency requirements

**Fee Payment and Refund Guidelines**

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

**Pre-Employment Hairtyslist**

The Pre-Employment Hairstylist program prepares graduates to cut and style hair to suit each client's face and lifestyle, and make recommendations about home care to ensure clients always look and feel their best. This program also focuses on work site fundamentals and safety precautions.

**Program Summary**

8 Months

## Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current OH&S and industry standards and procedures in the workplace, including WHMIS and some first aid.
- Communicate in a professional manner with clientele and industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate workplace skills in an industry-related learning environment.
- Demonstrate the use and care of equipment and tools employed in a salon setting.
- Describe the properties of hair and scalp as they relate to disorders and hair damage.
- Demonstrate entry-level competencies in techniques and procedures for basic types of haircuts, and trimming and shaping mustaches and beards.
- Demonstrate entry-level competencies in advanced and specialty styling techniques and procedures.
- Demonstrate the ability to design and create hairstyles and perform basic finishing techniques.
- Demonstrate the physical and chemical phases of perming and use of hair relaxers.
- Describe hair colour theory, and colour formulation and application techniques.

## Program Requirements

### **PHS 6001 - Safety Personal and Professional Development**

**Credits: 1**

This course introduces students to safe work practices and procedures related to Occupational Health and Safety Standards, WHMIS, infection control and hygiene. Students will also study provincial regulations related to their industry and personal and professional ethics and salon success.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **PHS 6002 - Client Services**

**Credits: 1**

In this course students will learn how to gather client information, keep accurate client records and use this data to ensure predictable results for all services. They will develop communication skills required in the hairstyling industry and learn to recommend and prescribe professional hair care products for client's home use.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6003 - Facility and Equipment**

**Credits: 1**

Students in this course will learn about the use and care of tools and equipment common to the hairstyle industry. They will also develop a command of associated salon terminology.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6004 - Properties of Hair & Scalp**

**Credits: 1**

In this course students will learn about hair structure, chemistry and growth and the hair analysis process. They will also study mechanical, environmental, chemical and thermal damage of hair and be able to describe hair and scalp disorders.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6005 - Draping, Shampooing and Treatments**

**Credits: 4**

In this course students will learn to drape clients and perform shampoo and related treatments in a salon setting. They will also learn about selected types of shampoos and conditioners, and their application in the treatment of hair and scalp conditions. Brushing and massaging techniques will also be developed.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6006 - Haircutting**

**Credits: 4**

Students in this course will learn to describe the basic types of haircuts, and the different types of mustaches and beards. They will develop their ability to use all haircutting skills.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6007 - Hairstyling**

**Credits: 2**

In this course students will develop their ability to design and create hairstyles, from wet to dry. They will learn to apply hair styling techniques and procedures and perform basic finishing techniques.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6008 - Chemical Texturing**

**Credits: 1**

Students in this course will be introduced to the physical and chemical phases of perming as well as the different types of hair relaxers and their effects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6009 - Hair Colouring**

**Credits: 1**

In this course students will learn to describe the categories of colour and its effects on hair. They will also be able to describe basic colour application techniques and procedures and apply the law of colour to create and mix colour formulations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **Total Credits**

Total Credits: 16

## **Graduation Requirements**

- Completion of total required credits - achieving a minimum G.P.A. of 2.0
- Fulfillment of the Residency Policy



## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Pre-Employment Heavy Equipment Technician

### Pre-employment Trades

Pre-Employment is for the individual that may not have experience in the field and is not a registered apprentice in the Province of Alberta, however, is interested in the trade. Pre-employment courses offer the same technical training that first period apprentices receive and includes an additional four weeks of classroom and hands-on application.

Upon successful completion of the pre-employment program, students who meet the apprenticeship requirements for the trade (see [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)) are eligible to write the first period apprenticeship exam. (There is a fee of \$150.00, payable to Apprenticeship and Industry Training, to write the exam. This fee is in addition to tuition, books and supplies.) CSA approved personal protective equipment is required to complete the practical portion of this program. You may be required to purchase other tools and equipment for your chosen trade.

## Program Summary

The Olds College Pre Employment Heavy Equipment Technician program prepares the graduate for entry level positions in the mobile industrial equipment sector. It covers basic diagnostics, repair and maintenance of mobile heavy equipment and its various components. Work site fundamentals including occupational health and safety are emphasized throughout the training. This program is the equivalent to the technical training of first year apprentice.

12 week program

## Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current Occupational Health & Safety and industry standards and procedures in the workplace.
- Communicate in a professional manner with industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate technical workplace skills in an industry-related learning environment.
- Demonstrate basic competencies in both hand and power tools in order to carry out repairs according to manufacturer's specifications.
- Perform assigned tasks in accordance with quality and production standards required by industry.
- Demonstrate the basic skills required to diagnose, repair, and maintain any of the working parts of diesel engines as well as the various components of mobile industrial equipment.

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/pre-employment-programs/pre-employment-heavy-equipment-tech/index](http://www.oldscollege.ca/programs/trades/pre-employment-programs/pre-employment-heavy-equipment-tech/index)

## Program Description

## Program Requirements

### **PEH 6001 - Safety, Materials and Tools**

**Credits: 2**

In this course students will learn to apply communication skills in an industry context. They will be introduced to lifting operations, workshop safety and Occupational Health and Safety standards. They will learn to use common materials as well as hand, shop, and power tools common to the trade. Metal cutting and heating operations safely using oxyacetylene equipment will also be introduced.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **PEH 6002 - Suspensions, Wheels and Systems**

**Credits: 3**

Students will study the operating principles and design features of common frame and suspension systems, and learn to perform common system repairs. This course also covers the basic skills needed to service bearings, seals, wheels, tires, and hubs. Students will learn to identify common trailer systems and components, and to service trailer coupling systems and landing gear. They will learn to perform a trailer inspection according to Canadian Vehicle Inspection (CVI) regulations. The course also provides experience following typical maintenance programs used with off-road and on-road equipment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **PEH 6003 - Hydraulic Brake Systems**

**Credits: 1**

In this course students will learn to apply scientific principles to braking system operation and explain the operation as well as servicing of hydraulic drum and disc brake systems. They will also study service procedures of power braking systems service procedures including parking brake and electric braking systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6004 - Electrical and Electronics**

**Credits: 3**

This course provides an introduction to the scientific principles necessary to explain magnetism and electrical theory in relation to industrial equipment. Students will learn to identify electrical circuit types and circuit defects. Using electrical test equipment, they will learn to measure electrical values and to measure, test and repair electrical circuits. They will also learn to service, test and charge a lead-acid battery. Students will practice testing discrete electronic components and describe the operation of basic computer-controlled systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6005 - Hydraulics Systems**

**Credits: 1**

This course focuses on hydraulic principles and the function of the following hydraulic system components; hydraulic oils, reservoirs, filters, conductors, and heat exchangers. Students will also study the functions and principles of operation of hydraulic system components.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6006 - Air Brakes**

**Credits: 2**

This course explains the fundamental principles behind the operation of an air brake system and its mechanical components. Students will learn to explain the principles of air brake system operation as well as service and diagnose truck/tractor and trailer air brake components and systems. They will also study the basic operation of an air antilock brake system.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **Total Credits**

Total Credits: 12 Credits

## **Graduation Requirements**

Completion of all program requirements - minimum GPA of 2.0  
Fullfillment of Residency Requirements

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Pre-Employment Motorcycle Mechanic

The Olds College Pre Employment Motorcycle Mechanic program prepares the graduate to perform entry level assembly, maintenance, repairs, and restoration of motorcycles and other multi-wheeled lightweight all-terrain vehicles. The program also focuses on work site fundamentals including occupational health and safety training, as well as industry standard practices and procedures associated with the trade. This program is the equivalent to the technical training of first year apprentice.

## Program Summary

12 Weeks

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/pre-employment-programs/pre-employment-motorcycle-mechanic/index](http://www.oldscollege.ca/programs/trades/pre-employment-programs/pre-employment-motorcycle-mechanic/index)

## Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current OH&S and relevant industry standards and procedures in the workplace.
- Communicate in a professional manner with industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate workplace skills in an industry-related learning environment.
- Develop the entry-level skills required to discuss and diagnose problems and locate failures.
- Identify the legal responsibilities involved in manufacturers' warranties.
- Demonstrate entry-level competencies in the use of both hand and power tools in order to carry out repairs according to manufacturer's specifications.
- Demonstrate entry-level competencies in motorcycle assembly, tune-up, repair, and maintenance.
- Perform assigned tasks in accordance with quality and production standards required by industry.

## Program Requirements

### **PEM 6001 - Shop Safety, Equipment and Materials**

**Credits: 1**

This course introduces students to the responsibilities and opportunities of the trade and the importance of good communication and workplace skills. Students will learn to use general shop equipment and materials and follow safe work practices and procedures as prescribed in Occupational Health and Safety Standards. Fire detection and prevention along with safe use of oxy-fuel equipment will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6002 - Trade Tools and Shop Procedures**

**Credits: 1**

In this course students will demonstrate the correct use and general maintenance of hand tools, electrical testing equipment as well as common shop tools utilized in the trade. Students will also describe the safe use and care tune-up and service tools.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6003 - Basic Electrical Theory and Circuits**

**Credits: 1**

This course will provide students with theoretical and practical training in electrical circuits. Students will identify and interpret wiring diagrams in various electrical circuitry as well as test, repair, or replace wires and connectors. They will also learn to safely service, charge and maintain batteries.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6004 - Motorcycle Assembly and Pre-Delivery**

**Credits: 1**

This course will provide the necessary safe procedures in receiving new machines for assembly including damage inspection, manufacturer's instructions, pre-delivery inspections, and cosmetic repairs. Students will also prepare various units for extended storage in heated and unheated situations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6005 - Basic Tune-Up and Manufacturer's Service**

**Credits:** 2

In this course, students will perform a basic tune-up and service check based on the manufacturer's recommendations including; cleaning, inspecting, compression tests, adjustments, and overhaul. Performing common inspections and adjustments specified in service manuals will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6006 - Two and Four Stroke Engine Theory**

**Credits:** 2

This course will explain the operating principles and design features of the two and a four stroke engine and identify the methods used to seal the joint surfaces. Operating principles and design features of slide type and constant velocity type carburetors will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6007 - Wheel and Tire Maintenance**

**Credits:** 2

In this course, students will identify various wheel types and construction designs as well as the application and construction of various tires. Students will also perform front and rear wheel assembly inspections, measurements, overhaul and service. Tire service and inspection will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6008 - Mechanical and Hydraulic Brake Systems**

**Credits:** 2

Students in this course will learn to identify the components and operation of drum and disc brake systems. Students will inspect, maintain and repair drum brake and disc brake systems including the replacement and overhaul of various braking components.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## Total Credits

Total Credits: 12

## Graduation Requirements

- Completion of total required credits - achieving a minimum G.P.A. of 2.0
- Fulfillment of the Residency Policy

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Pre-Employment Welder

### Program Summary

The Olds College Pre-Employment welder program prepares the graduate to perform entry level welding of metals in the repair, maintenance, fabricating or manufacturing of a wide variety of metal equipment and components. The program also focuses on workplace fundamentals and occupational health and safety training. This program is the equivalent to the technical training of first year apprentice.

12 Week Program

### Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/pre-employment-programs/pre-employment-welder/index](http://www.oldscollege.ca/programs/trades/pre-employment-programs/pre-employment-welder/index)

### Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current Occupational Health & Safety and industry standards and procedures in the workplace.
- Communicate in a professional manner with industry associates.

- Demonstrate employability skills and professional conduct.
- Demonstrate technical workplace skills in an industry-related learning environment.
- Demonstrate a working knowledge of the welding equipment involved with the various welding procedures.
- Apply a working knowledge of mathematics calculations pertaining to the welding trade.
- Perform assigned tasks in accordance with quality and production standards required by industry.
- Demonstrate skills in the fusing of metals using prescribed welding applications.
- Demonstrate a working knowledge of metals, arc electrodes, welding gases and gas welding filler rods and recognize defective welds; know the cause and proper procedure for the repair of the defective area.

## Program Requirements

### **PEW 6001 - Safety, Tools, Weld Faults and Oxy-Acetylene Welding**

**Credits: 2**

This course introduces students to the responsibilities and opportunities of the trade and the importance of good communication and workplace skills. Students will learn to use trade tools, equipment, and materials and follow safe work practices and procedures as prescribed in Occupational Health and Safety Standards. They will also learn to assemble oxy-fuel equipment, identify causes of weld faults and methods for their prevention.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **PEW 6002 - SMAW 1**

**Credits: 1**

In this course students will learn to identify Shielded Metal Arc Welding (SMAW) equipment, select mild steel electrodes and identify basic joints and weld types. Students will learn to gouge and cut using a carbon arc cutting with air process and will also have the opportunity to observe plasma arc cutting.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **PEW 6003 - GMAW, FCAW and SAW**

**Credits: 1**

Students will learn to apply safe work practices in selecting Gas Metal Arc Welding (GMAW) consumables and equipment as



well as set up, use, maintain and troubleshoot GMAW equipment. They will also learn to select Submerged Arc Welding (SAW) equipment and consumables.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6004 - Trade Math**

**Credits:** 2

In this course students will learn to solve mathematical problems directly related to the welding trade. Mathematical operations involving fractions, decimals, geometric formulas, and percentages and ratios will be used throughout the course.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6005 - SMAW Practical**

**Credits:** 3

In this course, students will learn to perform surface welds in the flat position utilizing SMAW Welds on 3/8" mild steel plate. They will practice this skill as well as fillet and groove welds utilizing various electrodes in a number of different welding positions.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6006 - GMAW Practical**

**Credits:** 2

Students in this course will perform surface welds in the flat and horizontal positions utilizing GMAW welds on gauge and thicker mild steel. Utilizing Flux Cored Arc Welding (FCAW) Welds on mild steel, students will also perform surface welds in the flat and horizontal positions on mild steel. A combination of GMAW and FCAW welds on mild steel, 1G, 2G, and 3G position welds will be performed on mild steel.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6007 - Oxy Cutting Practical**

**Credits: 1**

This course introduces learners to alternate welding processes. Students will learn to perform oxy-fuel welding, braze welding and brazing utilizing various welding positions on mild steel. They will also perform straight line, bevel, and cutting techniques using a hand-held oxy-fuel cutting torch.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## Total Credits

Total Credits: 12 credits

## Graduation Requirements

- Completion of total required credits - minimum GPA of 2.0.
- Fullfillment of the Residency Policy

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

# Race Horse Groom Training Program

## Program Summary

The Race Horse Groom Training Program prepares its graduates to work in the horse racing industry as a groom at a race horse training facility, breeding farm or a race track in a race team setting at an owner's or barn manager's direction.

15 Weeks

Winter/Spring (includes a two-week practicum)

Location: Olds College and Northlands Park - Edmonton.

In co-operation and funded by Horse Racing Alberta.

Accredited by Advanced Education.

## Program Outcomes

Graduates will:

- Describe the horse evolution, behaviors, history, horse identification, breed characteristics, internal and external anatomy, conformation, and basic hoof care and shoeing
- Demonstrate equine management including equine health and first aid, nutrition and horse handling for stages of horse development

- Demonstrate racehorse and facility management in a race stable environment in relation to stable equipment and stall cleaning (biosecurity), nutrition, feeding and bedding routines, horse handling in a stable environment and outside professional horse care services, grooming techniques, and bandaging
- Perform the procedures required to get a race horse ready for training and racing including immediate and long term after care. Demonstrate proper application of all equipment
- Demonstrate small farm equipment operation with an emphasis on safety and horse transport
- Obtain certificates in first aid and fire safety as required by racetracks
- Explain the rules and regulations of the race industry by industry standards
- Perform personal development and employability skills within the race horse industry, demonstrating team responsibilities, personal financial skills, and strong communication skills
- Demonstrate healthy life style choices and professional behavior in the race horse environment
- Perform a practicum within the racehorse industry

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/animal-sciences/race-horse-groom-training/admission-requirements/index](http://www.oldscollege.ca/programs/animal-sciences/race-horse-groom-training/admission-requirements/index)

## Employment Opportunities

The horse racing industry needs trained entry-level workers right now. Students will discover a training program that exposes them to a variety of employment options with the Alberta Horse Racing Industry. Work with leading trainers and get valuable practical experience and the opportunity to fill the shortages in the areas of trained personnel. Our graduates can have multiple job offers by the completion of the course!

## Program Description

## Program Requirements

### **GRM 6001 - Introduction to the Horse**

**Credits: 3**

This practical training course introduces students to the evolution of the horse along with the identification and management of horses used in the race horse industry. Topics include history, breeds, behaviour, anatomy, conformation and hoof care. In addition, students are taught equine bandaging, health and first aid as well as basic horse handling. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **GRM 6006 - Race Stable and Race Horse Management**

**Credits: 3**

This practical training course prepares students to care for race horses and manage an equine stable. Areas of focus include horse handling, maintaining an equine stable to industry standards, equine nutrition requirements and the importance of water in the equine diet.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6003 - Training and Racing**

**Credits: 3**

This practical training course prepares students to perform the procedures required to get a race horse ready for training and racing including both harness and flatracers. Students will be trained in the proper application and care of training and racing equipment.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6004 - Work Place Regulation and Safety**

**Credits: 3**

Students are introduced to the safe operation of farm equipment common to the horse racing industry and to the roles of Horse Racing Alberta and related industry associations. Students will be trained in basic first aid (AED) and fire safety.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6005 - Personal Development and Employability**

**Credits: 3**

Students are introduced to basic employability, personal management, and communication skills. In addition, students receive industry work experience training while performing 120 hours of industry practicum.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

**Total Credits**

Total Credits: 15

## Graduation Requirements

To obtain a certificate students must achieve the following:

- A minimum of 15 credits
- A cumulative GPA of 2.00 - Grades are determined both in class and during the practice period
- Completion of all required courses as listed in the program requirements
- Satisfactory completion of the practical experience and/or assignments

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Transitional Vocational

### Program Summary

The Transitional Vocational Program graduates will be able to set and achieve personal and workplace goals, develop and practice employability skills, and make productive choices directed towards achieving an independent working life.

#### **ONE-YEAR CERTIFICATE**

Two Semesters

Fall: August - December

Winter: January - June

### Program Outcomes

Graduates will:

- Demonstrate skills in developing self awareness
- Demonstrate the application of conflict resolution skills
- Apply personal and financial management skills to daily activities
- Communicate effectively in order to maintain productive working relationships
- Prepare and update personal resumes
- Maintain portfolio to enhance employment opportunities
- Perform job search strategies to find employment
- Perform effective interview skills
- Apply workplace skills to maintain employment
- Perform workplace tasks according to industry standards
- Practice honesty, integrity and personal ethics
- Perform basic computer skills

### Program Description

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/TVP/admission-requirements/index](http://www.oldscollege.ca/programs/TVP/admission-requirements/index)

## Work Placement

Students receive assistance at the end of their program with resumes, contacts and support in the area of employment search. A one-year follow-up is continued to provide this assistance.

### I. Work Experience I and II

Students participate in work experiences within the community of Olds and/or Olds College. This practical hands-on work experience occurs from September to the beginning of April.

### 2. TVP Work Practicum

Students participate in an off-campus work practicum usually back in their home area. This work practicum is to provide students with extended employment training and hopefully leads to full-time employment for the student.

## Program Requirements

Summer Semester: August

### **TVP 1010 - Transition to College Life**

**Credits: 3**

The student develops an understanding of expectations and skills required to cope independently in the Transitional Vocational Program. This course is offered in the month of August.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Fall Semester: September - December

### **TVP 1020 - Personal and Financial Management**

**Credits: 3**

The students will develop skills for managing personal finances by developing and maintaining a personal budget. Students will gain skills to manage independently in their community.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1030 - Workplace Communications**

**Credits: 3**

The student will enhance communication skills. Students will apply skills in listening, oral presentations, computers and verbal/non-verbal communications.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1040 - Transition to Workplace**

**Credits: 3**

Students will demonstrate skills to increase work effectiveness. Course content will develop personal organization, accountability and basic safety training for the workplace. Students will also prepare an occupational profile.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1110 - Work Experience I**

**Credits: 3**

Provides students with practical employment skills and hands on training in suitable employment areas.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **TVP 1050 - Consumer Skills**

**Credits: 3**

Students establish necessary skills needed for management of a self sufficient lifestyle. Activities prepare students for moving into an independent living opportunity.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1060 - Employment Search**

**Credits: 3**

The students will develop employment search skills and research employment opportunities. Learners will develop a resume and portfolio to enhance post college employment opportunities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1070 - Workplace Relations**

**Credits: 3**

Student develops skills to build and maintain employment relationships. Students demonstrate an understanding of self empowerment, conflict resolution skills and effective work-place skills.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1120 - Work Experience II**

**Credits: 3**

The student will develop greater independence in practical hands-on training in suitable employment areas.

Course Outline

**Prerequisites:** TVP 1110

**Corequisites:** None

Spring Semester



## **TVP 1130 - Work Practicum**

**Credits: 3**

Student will complete their final work practicum with minimal contact from Olds College Staff. Students will perform work-place skills independently.

Course Outline

**Prerequisites:** TVP 1120

**Corequisites:** None

### **Total Credits**

Total Credits: 30

### **Graduation Requirements**

To obtain a certificate, a student must achieve acceptable evaluations in class work, work experiences and in the final work practicum.

1. Completion of all required courses.
2. Completion of 30 credits.

### **Fee Payment and Refund Guidelines**

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **Turfgrass Management Certificate**

### **Program Summary**

The Olds College Turfgrass Management Certificate Program prepares its graduates to contribute within the turfgrass industry. This 30 credit Certificate program makes up the first year of the Turfgrass Management Diploma.

This program is pending ministry approval

### **Program Outcomes**

Graduates will be able to:

- Communicate effectively in a workplace environment
- Employ sound agronomic practices
- Demonstrate an understanding of the turfgrass industry

- Diagnose and identify solutions to agronomic problems
- Maintain irrigation systems
- Apply team-building philosophies to complete daily activities and/or assignments
- Perform arithmetic calculations
- Perform maintenance practices

## Admission Requirements

Visit [www.oldscollge.ca/programs/horticulture/turfgrass/admission-requirements/index](http://www.oldscollge.ca/programs/horticulture/turfgrass/admission-requirements/index) for admission requirements

## Program Requirements

Winter/Spring Semester: January - May

### **TRF 1000 - Succeeding in an Inquiry Based Learning Environment**

**Credits: 3**

Students assemble information, discover processes and apply techniques that prepare them for success in an inquiry based learning environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **TRF 1210 - Managing Turfgrass**

**Credits: 3**

Students discover the fundamental principles of turfgrass management

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **TRF 1600 - Developing Turfgrass Operational Strategies**

**Credits: 3**

Students develop an operational strategy plan utilizing best management practices in financial and human resources.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1620 - Applying Environmental Principles for Pesticide Certification**

**Credits:** 3

Students achieve Federal Pesticide Assistant Certification through implementing safe handling, application and legislation of pesticides.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1660 - Managing Sustainable Turfgrass Irrigation**

**Credits:** 3

Students discover, design and assemble irrigation components and systems implementing water conservation processes.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1730 - Discovering Construction Principles**

**Credits:** 3

Students discover and implement fundamental construction and project management techniques.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits:** 3

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and

mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Summer/Fall Semester: July - December

### **TRF 1720 - Golf Course Field School 1; Assessing Equipment Inventories & Practices**

**Credits:** 3

Students develop a plan to understand the equipment inventory and the individual roles that each piece of equipment has in golf course conditioning.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **TRF 1740 - Golf Course Field School 2; Discovering Cultural Practices**

**Credits:** 3

Students identify and analyse cultural practices as they relate to the golf course system.

Course Outline

**Prerequisites:** TRF 1720

**Corequisites:** None

### **TRF 1760 - Golf Course Field School 3; Evaluating Playing Conditions**

**Credits:** 3

Students develop best management practices of playing conditions as they relate to course set-up, player experience and maintenance standards.

Course Outline

**Prerequisites:** TRF 1720 and TRF 1740

**Corequisites:** None

Graduation Requirements

To obtain a certificate a student must achieve:

- A minimum of 30 credits
- A cumulative GPA of 2.00 or better
- Successful completion of all required courses as listed in the program requirements
- Fulfillment of the Graduation Policy - Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollge.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollge.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

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## Turfgrass Management Diploma

### Program Summary

The Olds College Turfgrass Management Diploma Program prepares its graduates to contribute to the growth and development of the turfgrass industry.

### Program Outcomes

Graduates will be able to:

- Communicate effectively in a workplace environment
- Articulate the ecological, economic and social implications of decisions and process
- Employ sound agronomic practices
- Demonstrate a broad based understanding of the turfgrass industry
- Diagnose and identify solutions to agronomic problems
- Operate irrigation systems
- Troubleshoot irrigation systems
- Apply self-directed learning activities to guide professional growth
- Apply team-building philosophies to complete daily activities and/or assignments
- Perform mathematic calculations
- Perform operational, maintenance and management practices
- Explain the impact of human expectations, ethics and values
- Utilize current technology

### Program Details

### Admission Requirements

Please visit [www.oldscollge.ca/programs/horticulture/turfgrass/admission-requirements/index](http://www.oldscollge.ca/programs/horticulture/turfgrass/admission-requirements/index) for admission requirements.

## Program Requirements

Winter/Spring Semester: January to May

### **TRF 2400 - Managing Agronomic Environments**

**Credits: 3**

Students develop strategies for turf care related to management of a golf course.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

### **TRF 2620 - Procuring Pesticide Certification**

**Credits: 3**

Students investigate preventative and curative applications for turfgrass pest management and achieve full regional pesticide application certification.  
Course Outline

**Prerequisites:** TRF 1620

**Corequisites:** None

### **TRF 2640 - Implementing Environmental Systems for Golf Courses**

**Credits: 3**

Students discover the principles of the Audobon Cooperative Sanctuary Program for Golf Courses.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

### **TRF 2660 - Evaluating Irrigation Environmental Efficiencies**

**Credits: 3**

Students assess irrigation environmental impacts through irrigation auditing and central control software

Course Outline

**Prerequisites:** TRF 1660

**Corequisites:** None

## **TRF 2730 - Applying Golf Course Construction Techniques**

**Credits: 3**

Students discover, develop and implement golf course construction elements

Course Outline

**Prerequisites:** TRF 1730

**Corequisites:** None

## **TRF 2740 - Evaluating Professional Standards**

**Credits: 3**

Students evaluate frameworks necessary to implement golf course operational standards

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2800 - Managing Golf Course Soils**

**Credits: 3**

Students assemble information and discover processes that influence sustainable methods in golf course soil management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Summer/Fall Semester: July - December

## **TRF 2810 - Internship I; Evaluating Golf Course Infrastructure**

**Credits: 3**

Students develop a plan to assess infrastructure requirements and the roles that infrastructure element has in the golf course system

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2820 - Internship II; Formulating Ecological System Diversifications**

**Credits:** 3

Students implement technology to assemble and analyse golf course plant diversification to maintain or change the integrity of the original intent of the planting plan.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2830 - Internship III; Golf Course Environmental Practices**

**Credits:** 3

Students identify and assess elements of an environmental position of a golf course and integrate their skills to defend, improve or change the position from a sustainable perspective.

Course Outline

**Prerequisites:** TRF 2640

**Corequisites:** None

## **Graduation Requirements**

To obtain a diploma a student must achieve:

- A minimum of 60 credits (30 credits in 1st year certificate, 30 credits in 2nd year diploma)
- A cumulative GPA of 2.00 or better
- Successful completion of all required courses as listed in the program requirements
- Fulfillment of the Graduation Policy – Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app

## **Fee Payment and Refund Guidelines**

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# Veterinary Medical Receptionist

## Program Summary

The Veterinary Medical Receptionist Program at Olds College produces graduates who contribute to the goals and objectives of the veterinary profession by bringing their skills and their understanding of veterinary activities to a team environment.

### Two Semesters

Fall: September - December

Winter: January - April

Four Weeks Work Experience following the Winter Semester

## Program Outcomes

Graduates will:

- Explain veterinary procedures, protocols, and materials
- Complete veterinary pharmaceutical procedures as directed by a veterinarian
- Explain infectious diseases and prevention
- Identify common breeds, behaviour and handling of selected species
- Identify the animal systems and components of Animal Health Management
- Interact professionally with clients and staff
- Utilize appropriate software
- Produce professional documents
- Provide veterinary customer service and client education
- Communicate effectively within the animal health industry

## Program Details

## Admission Requirements

Please visit [www.oldscollge.ca/programs/animal-sciences/veterinary-medical-receptionist-vmr/index](http://www.oldscollge.ca/programs/animal-sciences/veterinary-medical-receptionist-vmr/index) to view admission requirements.

## Program Expectations

1. Volunteer or paid work experience (minimum of 20 hours) specifically related to the receptionist duties will be an asset to applicants of the program.
2. Students in the VMR program are expected to follow a dress code as written in the VMR Policy Handbook. Students are required to supply the following:
  - Scrubs (minimum 2 sets)
  - Coveralls (recommend 2 sets)
  - Rubber Boots (recommend purchasing an insulated pair and a non-insulated pair)

- Wrap around Lab Coats are to be purchased at the Olds College Campus Store (recommend purchasing at least 2 coats - approximate cost per coat is \$45.00)
- 3. Students are actively involved in animal care throughout the program. This will include several (5 - 7) week long rotations involving evenings, weekends and holidays. Students are on these rotations from September to April. Students should be in good health and physically capable of performing the program requirements such as lifting, walking dogs outdoors in all weather conditions, and operating cattle handling facilities.
- 4. All students enrolled in the VMR program are required to be immunized against rabies. The rabies vaccine series will be provided at Olds College during the first few weeks of the academic year. Students who have received the rabies vaccination previously will be required to provide verification upon request.

## Program Requirements

Fall Semester: September - December

### **VMR 1010 - Animal Health Systems and Management**

**Credits: 3**

Students will use terminology in veterinary medicine. Students will describe emergency and animal health management principles and procedures.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **VMR 1020 - Animal Breeds, Handling and Behaviour**

**Credits: 3**

Different breeds and natural behaviours will be studied and students will identify species and breeds of domestic animals. Students will perform safe handling and restraint techniques on domestic animals.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and

mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1050 - Introduction to the Veterinary Profession**

**Credits:** 3

Students will become familiar with selected animal health organizations and will adhere to the regulations of veterinary medicine in Alberta. Students are introduced to strategies and techniques for managing self and interacting with others. Students will discuss client service within the veterinary practice and will examine animal welfare and ethical issues.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **CMP 1000 - Office Software**

**Credits:** 3

In this course, students will develop an understanding of many computer concepts which will allow them to accomplish numerous computer procedures that will enhance not only personal computing skills, but also those needed in the business and educational world. Students will work with Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook and Microsoft Publisher. At the conclusion of this course, an Integration project using all of the aforementioned software will combine the skills learned.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **VMR 1510 - Infectious Diseases and Prevention**

**Credits:** 3

Students will describe disease conditions of domestic animals and common pharmaceutical agents used in veterinary medicine. Students will review legislation regarding use of pharmaceuticals and will write the Production Animal Medicine Regulation exam. Students describe nutritional requirements for dogs and cats.

Course Outline

**Prerequisites:** VMR 1010

**Corequisites:** None

## **VMR 1520 - Veterinary Procedures Awareness**

**Credits:** 3

Students will recognize and describe common procedures performed in a veterinary hospital. Students will be introduced to veterinary ethics, with an emphasis on animal welfare issues. Critical thinking is applied to animal welfare situations in the pet industry, the livestock industry and to animals used in research, in circuses and wildlife.

Course Outline

**Prerequisites:** VMR 1010, VMR 1020

**Corequisites:** None

## **VMR 1530 - Reception Procedures in Veterinary Medicine**

**Credits:** 3

Students will prepare for their Industry Practicum by preparing portfolios and working with locations to develop veterinary practice protocols. Students will operate standard office equipment. Students will review communication skills and apply them to veterinary settings. Students will hear from industry representatives and participate in industry related field trips.

Course Outline

**Prerequisites:** AHT 1050

**Corequisites:** None

## **VMR 1550 - Veterinary Practice Software**

**Credits:** 3

Using a relational database, students will design data tables, select appropriate data types and relate tables logically. Students will create and modify database objects including tables, forms, reports and queries. They will apply core skills to streamline data entry, ensure data integrity, automate tasks and analyse data. Students will use a selection of veterinary specific software.

**Prerequisites:** CMP 1000

Spring Semester: May - June

## **VMR 2950 - Industry Practicum**

**Credits:** 3

Students spend 4 weeks (160 hours) in a veterinary hospital or related institution where they apply competencies acquired during their education and training in the VMR Program. Students will prepare for their industry practicum by utilizing job searching techniques, cover letter and resume writing to secure a placement for their industry practicum.

Course Outline

**Prerequisites:** Pass all required courses and have a cumulative GPA at or above that required for graduation.

**Corequisites:** None

## Total Credits

Total Credits: 30

## Graduation Requirements

To obtain a certificate students must achieve the following:

- A cumulative GPA of 2.00 or better on written and skills evaluation
- Fulfillment of the Graduation Policy - Residency Requirement
- Completion of all courses listed in the program requirements - 30 credits
- Typing Speed of 30 wpm
- Satisfactory completion of practical experience and/or assignments as required
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

# Veterinary Technical Assistant

## Program Summary

This program focuses on providing education and training to people interested in providing support in an animal health setting.

Four Months - September Intake only

## Program Outcomes

Graduates will:

- Work confidently with small animals to provide care in a hospital setting
- Understand basic veterinary terminology
- Understand common medical and surgical procedures in veterinary medicine
- Identify, care for and maintain veterinary equipment and instruments

- Provide basic care and husbandry to cats/dogs
- Work professionally in a veterinary setting

## Program Details

### Admission Requirements

Visit [www.oldscollege.ca/programs/animal-sciences/veterinary-technical-assistant/index](http://www.oldscollege.ca/programs/animal-sciences/veterinary-technical-assistant/index) for more information on Admission Requirements

### Career Opportunities

Students will have the opportunity to be employed in Veterinary clinics, animal shelters, boarding facilities and pet stores.

Many veterinary hospitals employ assistant staff to work with veterinarians and animal health technologists to provide basic supportive care to animals.

## Program Requirements

### **VTA 6010 - Small Animal Restraint and Handling**

**Credits: 3**

This course will provide students with knowledge of breeds and behaviors of domestic cats and dogs. Students will learn and apply small animal handling and restraint techniques.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **VTA 6020 - Principles of Veterinary Clinical Procedures**

**Credits: 3**

Students will describe principles of common small animal surgeries and clinical procedures routinely performed in veterinary practices.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **VTA 6030 - Veterinary Equipment and Instrumentation**

**Credits: 3**

Students will describe common biosecurity protocols used in veterinary practice. This course will review veterinary instruments and their care and maintenance. Students will complete WHMIS training.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **VTA 6040 - Veterinary Patient Preparation and Husbandry**

**Credits: 3**

This course will provide students with knowledge of the roles of all veterinary team members. Principles of surgical preparation, husbandry and post surgical care of dogs and cats will be discussed. Students will review the importance of medical records.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AHT 1050 - Introduction to the Veterinary Profession**

**Credits: 3**

Students will become familiar with selected animal health organizations and will adhere to the regulations of veterinary medicine in Alberta. Students are introduced to strategies and techniques for managing self and interacting with others. Students will discuss client service within the veterinary practice and will examine animal welfare and ethical issues.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **Total Credits**

Total Credits: 15 credits

## **Graduation Requirements**

To earn a certificate students must achieve the following:

- A total of 15 credits
- A GPA of 2.00 or better

- Completion of all required courses as outlined in the program requirements
- Fulfillment of the Graduation Policy - Residency Requirement

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Welding Apprenticeship

For more information on this program - please refer to the Apprenticeship Program of Study

## Program Summary

This program is comprised of 3 Periods

Eight Weeks Each Period

## On-Line Programs

Olds College offers on-line programs to suit different learning preferences. Please visit the links below for a more detailed overview of these programs:

ANIMAL HEALTH TECHNOLOGY  
[catalog.oldscollege.ca/preview\\_program.php](http://catalog.oldscollege.ca/preview_program.php)

LAND ADMINISTRATION  
[catalog.oldscollege.ca/preview\\_program.php](http://catalog.oldscollege.ca/preview_program.php)

## A-Z Courses

### ACT 1000 - Recordkeeping

**Credits: 3**

Recordkeeping is a course that provides learners with the opportunity to develop competencies in input, manipulation and output of data necessary to demonstrate the successful operation of a business enterprise. This course is designed to provide an application of spreadsheet software skills to the operations tracking of data needed to develop financial statements. It is strongly recommended students have a working knowledge of spreadsheets.

Course Outline



**Prerequisites:** None

**Corequisites:** None

## **ACT 1011 - Accounting Principles I**

**Credits:** 3

This course provides an introduction to financial accounting focusing on the accounting cycle and the preparation of financial statements. Topics include accounting for merchandising activities, internal control, accounting for cash, temporary investments, accounts receivable, inventories, cost of goods sold, and current liabilities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ACT 1012 - Accounting Principles II**

**Credits:** 3

This course is a continuation of ACT 1011 to allow for additional study of accounting at an introductory level. Topics include capital assets, long-term liabilities, partnership accounting, accounting for corporations, financial analysis techniques, as well as the cash flow statement.

Course Outline

**Prerequisites:** ACT 1011, BUS 1050

**Corequisites:** None

## **ACT 2010 - Managerial Accounting**

**Credits:** 3

The course will introduce elements of decision making and company control with a focus on the decision making based on quantitative (numerical) analysis. The goal is to provide a background for improved strategic company decisions.

Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

## **ACT 2210 - Intermediate Financial Accounting: Assets**

**Credits: 3**

This intermediate course in financial accounting provides a detailed examination of the asset side of the balance sheet. Generally Accepted Accounting Principles (GAAP) as applied to operational and investment assets as well as related income reporting and cash flows are examined. Topics include notes receivable, investments in debt securities and leases, temporary and long term investment plus capital assets in class to facilitate understanding of economic and finance issues as they play out in the marketplace.

Course Outline

**Prerequisites:** ACT 1012, BUS 1050

**Corequisites:** None

## **ACT 2600 - Intermediate Financial Accounting: Liabilities and Equities**

**Credits: 3**

This intermediate course in financial accounting provides a detailed examination of the liabilities and equities components of the balance. Generally Accepted Accounting Principles (GAAP) as applied to financing, liability and equity as well as related income reporting and cash flows are examined. Topics include current and long term liabilities, shareholders equity, leases, accounting for income taxes, pensions and other benefits, plus accounting changes.

Course Outline

**Prerequisites:** ACT 1012

**Corequisites:** None

## **AGB 1000 - Agricultural Value and Practices**

**Credits: 3**

The focus of the course is to develop the learner's knowledge of the agricultural community and specifically of agricultural practices in western Canada. The student will develop an appreciation for the time, input costs and infrastructure required to support a variety of agricultural enterprises. In addition to identifying common breeds of livestock and farm equipment, students will evaluate how energy developments impact selected agricultural practices.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AGN 1010 - Vegetation of Western Canada**

**Credits: 3**

This course provides an introduction to the vegetation found on native and disturbed sites in Western Canada. Students learn the

identification, adaptation and use of major forest, rangeland and crop species to effectively communicate with landowners. The identification, importance, growth, dispersal and management of common prairie weeds are also emphasized.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AGN 1240 - Principles of Crop Production**

**Credits:** 3

This course takes a systems approach to Western Canadian agricultural crop production. Topics in land preparation, crop selection, crop establishment, and harvesting will be supplemented with basic soil characteristics and plant morphology. Identification of major Canadian crops and their product end use will also prepare the student for further studies in Agronomy.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AGN 1540 - Introductory Pest Management**

**Credits:** 3

Students will study the principles of pest management in agricultural cropping systems. They will learn the basic concepts of integrated pest management and principles guiding the safe use of pesticides. Learners will also focus on the identification of selected weeds, diseases and insects of field crops in Western Canada.

Course Outline

**Prerequisites:** AGN 1240, PLS 1010

**Corequisites:** None

## **AGN 2210 - Field and Forage Crop Production**

**Credits:** 3

Students describe the principles and practices of annual field crop and perennial forage crop production in western Canada. The identification, adaptation, development, and evaluation of the major crops are discussed. The production cycle elements of crop establishment, pest identification and control, harvesting and storage for both conventional and organic systems are detailed. Importance and end uses of crop products are identified on a local and international scale.

Course Outline

**Prerequisites:** PLS 1010 and SOI 1000

**Corequisites:** None

## **AGN 2240 - Field Crop Management**

**Credits: 3**

Students will explore advanced topics in field crop management. Some of these will include plant growth and development, crop genetic improvement, grain storage and quality evaluation, and process of crops for food and industrial by-products. Identification of all Western Canadian field crops will be emphasized.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

## **AGN 2420 - Crop Production and Biometrics**

**Credits: 3**

Students will describe the principles and practices of annual crop and perennial forage crop production in Western Canada. This course will focus on users, identification, adaptation, and production practices of major field crops. An introduction to statistical methods will also be studied. Experimental designs that are commonly used in field research will be compared. Statistical data from a crop production experiment and from journal papers will be interpreted.

Course Outline

**Prerequisites:** PLS 1010

**Corequisites:** None

## **AGN 2540 - Range and Forage Crop Management**

**Credits: 3**

This course focuses on the multi-faceted forage crop and range management industry; identification, use and management of native and agronomic species in perennial ecosystems will be emphasized. Practical skills including utilizing plant keys, plant inventories, assessment of plant health, habitat and herbivore management are reviewed. A collection of native and agronomic plant species will be compiled into a manual for future reference.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

## **AGN 2640 - Principles of Soils and Crop Nutrition**

**Credits: 3**

This course provides the learner with the principles of soil characteristics, soil fertility, and fertilizer application. The learner will study chemical and physical soil properties, essential plant nutrient, soil testing, fertilizer types and application methods. Soil sampling techniques, interpretation of soil test reports and development of fertilizer blends will be performed.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

## **AGN 2740 - Environmental Farm Management**

**Credits: 3**

This course studies the practices of soil and water management and their application in sustainable agricultural systems. Students discuss the management of problem soils, water sheds and riparian areas. This course also examines soil conservation strategies, carbon sequestration and environmental farm planning.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

## **AHT 1010 - Veterinary Laboratory Procedures**

**Credits: 3**

Students will develop a proficiency in the use, care and maintenance of selected laboratory equipment. Guidelines for laboratory safety will be covered in order to promote safety awareness. Students will become familiar with characteristics of bacteria, fungi, viruses and parasites. An emphasis will be placed on the cause, clinical signs and treatment of important veterinary diseases and the human health implications. Students will learn to perform common diagnostic procedures in order to identify microbes and parasites.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1030 - Animal Anatomy and Physiology**

**Credits: 3**

This course is a comprehensive study of all body systems for domestic animals using both a systems and regional approach. Students learn how body parts and functions are interrelated and what is normal for each species. Hands-on laboratory dissection from various species and interactive labs allow students to apply the theory they have learned for each system.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1040 - Animal Breeds, Behavior and Management**

**Credits:** 3

This course provides students with foundational veterinary medical terminology they will use throughout their career. They will also study different breeds, learning to interpret their natural behaviors as they relate to safe handling, restraint and management practices. Students will perform safe handling and restraint techniques used in common aspects of the veterinary industry. These activities take place with common domestic species.

Visit Course Outlines for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1050 - Introduction to the Veterinary Profession**

**Credits:** 3

Students will become familiar with selected animal health organizations and will adhere to the regulations of veterinary medicine in Alberta. Students are introduced to strategies and techniques for managing self and interacting with others. Students will discuss client service within the veterinary practice and will examine animal welfare and ethical issues.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AHT 1510 - Veterinary Hematology and Urinalysis**

**Credits:** 3

This course provides a study of normal blood composition, production, metabolism, functions and morphology as it applies to the animal's health status. Students will examine normal hemostasis and normal values in common domestic animals. Students will also identify disorders of leukocytes, erythrocytes, thrombocytes and hemostasis. Students will then apply principles of collecting, preparing and evaluating samples with an emphasis on practical hematology and urinalysis procedures. The student will differentiate between normal and abnormal results from laboratory techniques and apply these results when identifying disorders.

Visit Course Outline for more information

**Prerequisites:** AHT 1010, AHT 1030

**Corequisites:** None

## **AHT 1520 - Veterinary Diagnostic Imaging**

**Credits:** 3

This course focuses on x-ray production, maintaining imaging equipment and related materials to ensure quality of results and safety of operations. Students will apply knowledge of anatomy and physiology as it pertains to diagnostic images. Students will produce diagnostic images using proper positioning and restraint procedures in both small and equine species, process latent images, evaluate radiographs and maintain record keeping logs.

Visit Course Outline for more information

**Prerequisites:** AHT 1030, AHT 1040

**Corequisites:** None

## **AHT 1530 - Animal Nutrition**

**Credits:** 3

This course focuses on the role of nutrition in life stages, life styles, and in common physiological conditions of companion and large animal species. Students will learn about nutrition as it applies to prevention, maintenance and veterinary prescribed treatment protocols of animal health. Students will apply this knowledge to educate clients regarding all aspects of nutrition in a veterinary setting.

Visit Course Outline for more information

**Prerequisites:** AHT 1030

**Corequisites:** None

## **AHT 1540 - Animal Health Pharmacology**

**Credits:** 3

Students will become familiar with drugs commonly used in the veterinary industry. Pharmacological agents are discussed based on body systems, their common uses, side effects and drug forms. Common mathematical fundamentals will be covered including knowledge of common measurement systems, conversions between systems and dosage calculations.

Visit Course Outline for more information

**Prerequisites:** AHT 1030

**Corequisites:** None

## **AHT 1550 - Clinical Communication for the Veterinary Profession**

**Credits: 3**

Students will enhance existing skills in intrapersonal and interpersonal communication and develop specific skills in communicating with veterinary clients and veterinary professionals. Students will demonstrate communication strategies and will participate in self-reflection and evaluation of these skills.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AHT 2020 - Small Animal Anesthesia and Analgesia**

**Credits: 3**

Students will explain the effects and indications for anesthetic and analgesic drugs. They will predict the effects of these agents and be able to respond appropriately. They will assemble and explain components of the anesthetic machine allowing them to use, maintain, and trouble shoot problems with anesthetic equipment. Students will explain manual and electronic monitoring in a variety of patients so they can safely monitor patients under anesthesia.

Visit Course Outline for more information

**Prerequisites:** AHT 1540

**Corequisites:** None

## **AHT 2030 - Clinical Veterinary Lab Procedures**

**Credits: 3**

Students will review and perform diagnostic laboratory skills developed throughout the program. The focus of this course is to increase accuracy of various laboratory skills to a level of competency required in the animal health field. This course will focus on hematology, urinalysis, parasitology, microbiology and clinical chemistry. The students will learn how to differentiate between normal and abnormal results from laboratory techniques and how these results can be applied when identifying disorders.

Visit Course Outline for more information

**Prerequisites:** AHT 1510

**Corequisites:** None

## **AHT 2040 - Small Animal Surgery and Dentistry**

**Credits: 3**

Students will explain the role of the AHT prior to, during, and after surgical and dental procedures. An understanding of surgical



procedures and dental disease will be gained so they can accurately discuss and educate owners in these areas. Students will describe dental procedures to prepare for their role during dental assessment and treatments.  
Visit Course Outline for more information

**Prerequisites:** AHT 1540

**Corequisites:** None

## **AHT 2050 - Clinical Procedures**

**Credits: 3**

Students will perform selected clinical procedures on domestic animals. They will learn to describe parturition, neonatal care and necropsy procedures.  
Visit Course Outline for more information

**Prerequisites:** AHT 1030, AHT 1040

**Corequisites:** None

## **AHT 2060 - Animal Welfare and Veterinary Ethics**

**Credits: 3**

This course introduces students to concepts in veterinary ethics, with an emphasis on animal welfare issues. Critical thinking is applied to animal welfare situations in the pet industry, the livestock industry, and to animals used in research, in circuses and wildlife.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 2510 - Small Animal Disorders**

**Credits: 3**

This course is an overview of common small animal disorders. The topics are presented by organ systems and each disorder includes cause, clinical signs, diagnostic tests, treatment and prevention. Students will explain disorders as they relate to treatments and communication with clients.  
Visit Course Outline for more information

**Prerequisites:** AHT 1530, AHT 1540, AHT 2030

**Corequisites:** None

## **AHT 2520 - Large Animal Disorders**

**Credits: 3**

This course is an overview of common large animal disorders. The topics are presented by organ systems and each disorder includes cause, clinical signs, diagnostic tests, treatment and prevention. Students will explain disorders as they relate to treatments and communication with clients.

Visit Course Outline for more information

**Prerequisites:** AHT 1530, AHT 1540, AHT 2030

**Corequisites:** None

## **AHT 2530 - Applied Small Animal Anesthesia, Surgery and Dentistry**

**Credits: 3**

Students will perform anesthesia, surgical assistance, and dental procedures on small animals.

Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040

**Corequisites:** None

## **AHT 2540 - Large Animal Clinical Procedures**

**Credits: 3**

Students will perform anesthesia, surgical assistance, equine dentistry procedures and selected clinical procedures.

Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

## **AHT 2550 - Small Animal Emergency Medicine and Clinical Procedures**

**Credits: 3**

Students will explain common emergencies encountered in a small animal setting. Students will perform selected clinical procedures on small animals.

Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

## **AHT 2950 - Industry Practicum**

**Credits:** 3

Students spend six weeks (240 hours) in a veterinary hospital or related animal health business or organization where they apply competencies acquired during their education and training in the AHT program. Students will prepare for their industry practicum by utilizing job searching techniques, cover letter and resume writing to secure placement for their industry practicum. Visit Course Outline for more information

**Prerequisites:** AHT 2510, AHT 2520, AHT 2530, AHT 2540 and AHT 2550. Students must pass all required courses and meet all graduation requirements.

**Corequisites:** None

## **AMT 1035 - Agricultural Management Principles**

**Credits:** 3

The learner develops fundamental concepts of business management within the context of agriculture. These basic tools will provide the foundation for sound business decisions as they relate to all aspects and functional areas of the organization. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AMT 1040 - Survey of Agribusiness**

**Credits:** 3

This is an introductory course on the nature of agricultural business from both a local and an international perspective. The learner explores the global policy framework as well as national laws and programs which support agricultural enterprise. Selected sectors of the industry are then investigated with these perspectives in mind. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AMT 1335 - Agribusiness Accounting**

**Credits: 3**

The learner generates financial records and statements, using generally accepted accounting principles, for agribusinesses. Industry software is used and attention to unique industry issues is emphasized.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AMT 1360 - Agribusiness Information Technology**

**Credits: 3**

This course is an overview of selected agri-business technological tools and software. Students apply and evaluate selected business software applications, examine business web activities and assess selected business reports.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AMT 2020 - Advanced Product Marketing**

**Credits: 3**

This is an advanced course on marketing as it relates to profitable pricing decisions using break even information. There will be an opportunity to focus on a commodity of choice as it relates to the Canadian Grading System, strategic commodity sales and the creation of promotional materials. The development and presentation of an in depth marketing plan will demonstrate the importance of strategically pricing both inputs and outputs within an agricultural business.

Visit Course Outline for more information

**Prerequisites:** MKG 1020

**Corequisites:** None

## **AMT 2035 - Agribusiness Financial Management**

**Credits: 3**

This is a course on business management practices and processes for decision making. The impact of money management on business performance is examined through the application of selected budgeting processes and business risk assessments.

Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

## **AMT 2050 - Agribusiness Wealth Management**

**Credits: 3**

The student learns to manage business and personal net worth to achieve organizational and individual objectives in an agricultural or agribusiness context. By applying practical cost management and/or investment strategies, the student prepares for the role of advising clients in a strategic planning situation. Wealth management is also an important aspect of an agricultural management career.

Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

## **AMT 2600 - Agricultural Asset Valuation**

**Credits: 3**

The learner is provided with the fundamental principles by which to estimate the value of an agribusiness asset. These principles will be applied to a variety of assets including land, major structures, equipment, and inventory.

Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

## **AMT 2630 - Agribusiness Planning and Management**

**Credits: 3**

This course allows the learner to integrate concepts from other agricultural management courses in the preparation and presentation of a business plan related to an agri-business or agri-value venture.

Visit Course Outline for more information

**Prerequisites:** AMT 1035, MKG 1020, AMT 1335

**Corequisites:** None

## **APT 1100 - Apparel Construction I**

**Credits: 3**

Students use industrial sewing equipment to develop fundamental sewing techniques in accordance with industry standards. Techniques are practiced through a series of required samples. Students use project management strategies to plan and complete apparel projects. Garments produced in this course are related to the lower torso and the patterns are developed in Pattern Design I.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** APT 1745

## **APT 1120 - Textiles**

**Credits:** 3

Students analyze the characteristics of fibres, yarns and fabrics and relate the characteristics to quality, performance and care requirements. They explore color applications and identify aesthetic and functional finishes. Based on physical characteristics and method of construction, students identify selected fabrics. Textiles are selected and evaluated for end use.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **APT 1160 - History of Clothing**

**Credits:** 3

Students study historical costume as a reflection of social, political and economic conditions. They identify dominant silhouettes, styles and details and relate historical influences to contemporary fashion.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **APT 1200 - Apparel Construction II**

**Credits:** 3

Through a series of required samples, students continue to develop their intermediate sewing skills using industrial sewing equipment. They use project management strategies to plan and complete the apparel projects. Garments produced in this course are related to the upper torso and the patterns are developed in APT 1740 - Pattern Design II

Visit Course Outline for more information

**Prerequisites:** APT 1100

**Corequisites:** APT 1740

## **APT 1740 - Pattern Design II**

**Credits: 3**

Students practice the basic principles of pattern design, particularly as they relate to the upper torso. Both flat pattern and draping methods are explored by students who then create individual slopers and manipulate slopers to create patterns. Students develop specification sheets detailing their design concepts prior to creating the patterns.

Visit Course Outline for more information

**Prerequisites:** APT 1745

**Corequisites:** None

## **APT 1745 - Pattern Design I**

**Credits: 3**

Students practice the basic principles of pattern design, particularly as they relate to the lower torso. Both flat pattern and draping methods are explored to create individual slopers and patterns. Students interpret fashion drawings and create patterns for skirts and pants.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **APT 1750 - Technical Design for the Apparel Industry**

**Credits: 3**

Students convey design ideas using technical drawings and terminology to accurately specify proportion, style and details. They apply the elements and principles of color and design to develop fashion concepts. Students apply their skills of creating technical drawings to the development of specifications sheets used in the fashion industry.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **APT 2340 - Designing with Knits**

**Credits: 3**

The unique characteristics of various types of knit fabrics and knitwear apparel are analyzed. Students learn how to accommodate for stretch through the creation of a pattern and the construction of garments. Specialized techniques are practiced through the creation of selected knitwear samples and garments.

Visit Course Outline for more information

**Prerequisites:** APT 1200, APT 1740

**Corequisites:** None

## **APT 2520 - Integrated Knits**

**Credits:** 3

Specialized drafting and construction techniques are practiced through a series of required samples. Students accommodate the unique characteristics of knit fabrics as they design, plan, develop the pattern, and construct knitwear apparel.

Visit Course Outline for more information

**Prerequisites:** APT 1200 and APT 1740

**Corequisites:** None

## **APT 2530 - Integrated Tailoring**

**Credits:** 3

Students draft pattern components related to tailored jackets. They combine traditional and contemporary tailoring methods and practice selected construction techniques through a series of required samples. A custom tailored jacket is planned, drafted and constructed using tailoring skills and project management strategies.

Course Outline

**Prerequisites:** APT 1200 & APT 1740

**Corequisites:** None

## **ARB 1000 - Exploring the Life of Trees**

**Credits:** 3

Students explore the world of trees through identification and by discovering the structure and function of woody plants as they respond to their surrounding environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None



## **ARB 1100 - Conducting Ground Operations**

**Credits: 3**

Students gain individual and team skills necessary to provide support to arborists working aloft in addition to experiencing the safe use of tools and techniques used to handle tree parts on the ground.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ARB 1200 - Pruning Trees for Structure and Health**

**Credits: 3**

Learners discover the principles and practices of pruning trees by utilizing tools and techniques required to influence plant architecture.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ARB 1300 - Performing Tree Risk Assessment**

**Credits: 3**

The learner gains knowledge in the detection, assessment, and mitigation of tree risk by implementing industry assessment strategies on trees in the landscape.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ARB 2100 - Conducting Aerial Operations**

**Credits: 3**

The student develops the skills necessary to safely perform tree care activities within tree canopies using tools and techniques common to arboriculture. The learner will also create and practice emergency response plans for tree climber extrications.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BAS 3999 - Introduction to Self Directed Learning**

**Credits: 3**

This course provides learners with the opportunity to develop and use the skill of reflection to help them prepare a learning plan that will guide their fourth year in Directed Field Study. Learners will produce a portfolio that addresses their past, current and future learning and skill development objectives. All design and presentation activity will be completed using a technology interface that will enable learners to enhance their professional skills in communicating a technology.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BAS 4999 - Directed Field Study**

**Credits: 30**

This course in Directed Field Studies (DFS) is the fourth year of study of the Bachelor of Applied Science Degree. Students will develop individualized learning plans for the DFS and complete the DFS based upon their learning goals. Upon completion of the DFS, each student will submit a written final report and career profile/portfolio for assessment.

Visit Course Outline for more information

**Prerequisites:** BAS 3999 and 15 credits from 3rd year of study

**Corequisites:** None

## **BHO 3100 - Research Methods**

**Credits: 3**

This course will prepare learners to understand selected elements of statistics and their application in decision-making processes. The focus is on developing an understanding of common research methods and their application in problem solving and permits an informed evaluation of published research. The concepts covered in this course will be applied in BHO 4000 Integrated Project.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 3300 - Project Management Principles**

**Credits: 3**

The learner shall gain knowledge and skills in the principles of project management. Topics include general project planning, work breakdown structures, scheduling, and project control/tracking. Various project management software are used to facilitate learning these principles.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 3330 - Operations Management for Horticulture**

**Credits: 3**

The learner shall gain knowledge and skills in the principles of operations management and pricing strategies as it relates to the golf, landscape and production horticulture industries. Topics include financial planning, costing, productivity, managing human resources and leadership roles.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 3340 - Applying Geospatial Technologies**

**Credits: 3**

Learners apply knowledge and skills gained in the Second Year "Mapping Your World" course (HRT 2700) to a real-world project. The learner develops a geospatial data collection strategy, compiles data from multiple sources, creates presentation maps and reports and performs analysis on the data.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BHO 3500 - Sustainable Sites**

**Credits: 3**

This course introduces the principles and applications of processes that integrate sustainable system functions to preserve or replicate natural processes in landscape development and management practices. Building on knowledge and experience

acquired through previous education and employment, the learner will participate in the development of projects promoting sustainable site initiatives.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BHO 3540 - Social Innovation Through Horticulture**

**Credits:** 3

At the end of this course learners have the opportunity to participate in socially innovative initiatives related to various sectors of the green industry.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BHO 3800 - Plant Environment Systems**

**Credits:** 3

Plant environment systems is a course focusing on a systems approach in the analysis and problem solving of plant growth environments. This course is designed to provide learners with opportunities to enhance their working knowledge of physical, chemical, biological and environmental dynamics in managing plant growth systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BHO 3999 - Directed Field Study Preparation**

**Credits:** 3

This course supports learners as they develop their reflective practice, analyze their current competencies and prepare for the fourth year of the Applied Degree. Learners gain skills and knowledge that support self-directed learning, and document past achievement and future plans in a web-based career portfolio. They set career goals and prepare a learning plan and evaluation criteria that will form the basis of their personalized learning experience in BHO 4999 Horticulture Directed Field Study.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 4000 - Integrated Project**

**Credits: 3**

Integrated Project is a capstone course focusing on problem-solving and project management principles. It is designed to provide learners with opportunities to bring knowledge, skills, and dispositions developed from past education and work experience to manage a project. The course bridges the gap between learning in school and learning on the job through the project designed and executed by the learner.

Visit [Course Outline](#) for more information

**Prerequisites:** BHO 3100 and BHO 3300

**Corequisites:** None

## **BHO 4710 - Ethics and Pest Management**

**Credits: 3**

This is an advanced course in the problems and procedures of integrated pest management and environmental issues and their ethical implications. Students engage in analytical thought and discourse through their interaction with the materials of the course. Students prepare an integrated pest management plan relevant to their major.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 4999 - Horticulture Directed Field Study**

**Credits: 30**

The fourth year of study of the Bachelor of Applied Science Degree is based on the model of self-directed learning in a mentored workplace setting, referred to as a Directed Field Study (DFS). The DFS will consist of the equivalent of two academic terms. During their DFS employment, the learner maintains a current personalized site-specific learning plan and receives support from an industry mentor as they work to achieve specified learning outcomes. Throughout this process the learner documents evidence of achievement and upon completion of the DFS, they submit a written final report and updated career portfolio for assessment

Visit [Course Outline](#) for more information

**Prerequisites:** BHO 3999 and 15 credits from third year of study

**Corequisites:** None

## **BRW 1100 - Introduction to Brewing**

**Credits: 3**

In this course, you will learn how to create the complete brewing process from grain to glass and discover how the separate processes interact to produce the final product. You will investigate the constituents of beer and how they affect an individual, in particular alcohol, its potential for abuse, and its influence on society. You will have the opportunity to participate in the ProServe Program.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1101 - Basic Practical Brewing**

**Credits: 3**

Through the operation of the Olds College Teaching Brewery and Pilot brewery, you will learn the fundamentals of beer making from scratch. Using brewery equipment and technology you will develop your knowledge of the beer industry and the critical role of brewery safety.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1103 - Sensory Evaluation of Beer**

**Credits: 3**

In this course, you will develop skills to critically evaluate a beer's sensory properties, judge quality and detect potential defects in beer. In an ideal tasting environment, you will learn how to isolate and identify a wide range of beer flavors. you will investigate the physiology and psychology of sensory perception, assess and describe the elements of beer quality using the appropriate brewing jargon.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1104 - History of Brewing and Beer**

**Credits: 3**

In this course you will investigate the history of beer and brewing from its earliest recorded origins in Mesopotamia, the evolution of the brewing industries and the roles played by individuals, organizations and governments in beer

development. You will learn how beer styles have impacted today's beer industry and will sample an extensive range of beer styles reflecting those available over the years.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1200 - Brewing Microbiology**

**Credits:** 3

This course will focus on microorganisms involved in beer production. Students will develop an awareness and understanding of the importance of the biology of yeasts, their growth, propagation and management. Students will also be exposed to the other organisms that influence brewing and the role played by enzymes. Laboratory exercises will provide hands-on experience and will include biology, cultivation, purification, identification of yeasts and bacteria involved in beer production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1201 - Practical Brewing**

**Credits:** 3

In this course, through the operation of the Olds College Teaching Brewery and Pilot brewery, you will learn the advanced beer making techniques from scratch. Using brewery equipment and technology you will further develop your knowledge of the beer industry and the critical role of brewery safety.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1203 - Sensory Evaluation of World Beers**

**Credits:** 3

In this course, you will further develop your beer sensory skills. You will develop a deeper understanding of beer flavor and beer terminology and be provided with appropriate samples to not only identify sensory attributes but to also measure the intensities of those attributes in beer. You will investigate threshold testing procedures and discover your personal tasting procedure and discuss ways of continuing your training on your own. Equally important to tasting ability is the understanding of how best to collect and analyze sensory data. You will learn about the different types of sensory tests and sensory panels. Statistical methods and experimental design will be discussed as well as how to statistically analyze the data from the different sensory tests.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1205 - Brewery Equipment and Technology**

**Credits:** 3

In this course you will learn the basics of unit operations and processing equipment used in modern commercial beer making. Visits to breweries will provide hands-on experience with equipment from filtration to packaging. You will investigate scheduling, record keeping, packaging techniques, basic tanks and temperature controls, lauter tuns, mash filters and wort boiling systems.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1206 - Brewing Chemistry**

**Credits:** 3

In this course you will review chemistry fundamentals as they apply to the production of wort and beer with emphasis on wort production, fermentation, and filtration. Using laboratory exercises, you will study the properties of gases and liquids, thermodynamics, pH and pressure, and how they influence brewery production processes and beer quality. You will also develop knowledge and skills about the different types of chemicals used in beer production and maintenance of brewery hygiene. Finally, you will become familiar with the lab equipment and lab techniques used to measure, monitor and analyze the different chemical properties of wort and beer, and understand their relationships to beer production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1207 - Packaging**

**Credits:** 3

In this course, you will develop basic knowledge of bottling, canning and kegging beer, emphasizing best practices and their impact on product stability and shelf life. You will learn how issues of colloidal stability, microbiological stability and oxygen pickup relate to processing techniques and how packaging quality control tests relate to process control. You will investigate how draught system design and maintenance relates back to the core of delivering beer at its best to the consumer. You will learn principles of labeling and packaging line design. You will learn the importance of, and practice, Health and Safety in the workplace.

Visit Course Outline for more information



**Prerequisites:** None

**Corequisites:** None

## **BRW 1294 - Sensory Evaluation of Beer, Wine and Spirits**

**Credits:** 3

In this course you will develop advanced skills in the evaluation of beer and introductory skills in the evaluation of wine and spirits. You will enhance your skills to critically evaluate a beer's sensory properties, make a judgment on quality and detect potential defects. You will compare beer, wine and spirit tasting profiles and learn how they apply to combinations with each other and food.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1300 - Brewing Ingredients**

**Credits:** 3

In this course, you will learn how various ingredients in the beer making process affect the style and quality of beer and will examine barley and malting; the growing and selection of barley, the different varieties for malting and the technology and science of malting grains for different beer styles. You will analyze malt, specialty malts and adjuncts and examine the growing of hops and varieties of hops that come from principal production areas worldwide. You will investigate the effects of hops on the production of wort and the development of beer flavor.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1301 - Practical Brewing II**

**Credits:** 3

In this course, through the use of the Olds College Teaching Brewery and Pilot brewery, you will operate and control both systems independently. Using brewery equipment and technology you will further develop your knowledge of the beer industry and the critical role of brewery safety.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1304 - Brewhouse Calculations and Recipe Formulation**

**Credits: 3**

In this course you will learn to use mathematics in the brewery in materials control and development of beer recipes to determine precise alcohol levels, and grain and hop usage rates. You will develop your own recipes and test them in the brewing courses. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1306 - Filtration, Carbonation and Finishing**

**Credits: 3**

In this applied and theoretical course you will study cellar storage, the different types of filters, their operation and role in the clarification of beer. You will also practice natural and forced carbonation methods and the stabilizing of beer ready for packaging operations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2302 - Specialty Brewing**

**Credits: 3**

In this course you will apply advanced techniques of beer making. You will develop personal recipes that reflect a variety of seasonal and specialty beers with the complete analysis/report of the product(s). You will use the Olds College Teaching Brewery as your lab and base to make student beer.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2305 - Beer Evaluation and Judging**

**Credits: 3**

In this course, you will develop the skills necessary to develop and manage basic sensory panels within a brewery setting. You will understand the physical and environmental needs of a sensory facility, equipment and supply needs, safety requirements and acquisition of reference and training samples. You will gain the skills necessary to select and train a sensory panel and maintain

a data base of panel results. Data collection and analysis systems for sensory data will also be discussed. You will also be introduced to consumer science, understanding how consumer sensory information is obtained and the tests used so you can read and interpret consumer research. During the course you will also more deeply investigate beer styles and the beer judging system used for beer competitions. You will develop strategies for submitting your beers into competition and participate in simulated beer competitions.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2400 - The Brewing Industry**

**Credits:** 3

This course will provide students with knowledge to understand the beer industry today; the various trade organizations and governmental bodies that have a daily influence on the production, regulation and distribution of beer. This will include presentations from selected trade and regulatory organizations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2401 - Brewery Management**

**Credits:** 3

In this course you will learn the fundamentals of brewery management. You will gain knowledge of different management responsibilities including annual plans, budgets, labour management, scheduling of work, legal compliance and record keeping.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2402 - Beer Sales and Promotions**

**Credits:** 3

In this course you will learn sales management and promotional marketing techniques for the beer industry. The management component will include the regulatory requirements for the sale and advertisement of beer in Alberta, the license requirements to sell beer in multiple channels, and the promotional options available in those channels. You will develop strategies to create a sales and marketing plan, set up and run a sales department including the staffing, managerial and oversight requirements.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BUS 1050 - Business Mathematics**

**Credits:** 3

Students develop mathematics skills applicable to practical problems in business, industry and future employment. Topics include presentation of financial information, consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, depreciation methods, capitalized costs, cash flow analysis, lease versus buy decision, net present value and internal rate of return. This course prepares students for later courses in accounting, marketing, business and finance.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BUS 1133 - Professionalism and Business Ethics**

**Credits:** 3

Students will be introduced to the study of ethics and the case study method. Cases will be drawn from real business situations. Using a combination of research papers and case studies, students will be required to discuss the cases, papers and solutions in class. Reports and presentations of various cases will be used to determine the students' grades.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BUS 2000 - Business Statistics**

**Credits:** 3

Students develop data analysis skills useful in making sound business decisions. Topics examined include probability, decision analysis, sampling distributions, statistical estimation, hypothesis testing, regression and correlation, multiple regression, time series and statistical decision theory.

Visit Course Outline for more information

**Prerequisites:** BUS 1050

**Corequisites:** None

## **CAD 1000 - Site Assessment Methods**

**Credits: 3**

In this course, site documentation and data are collected and mapping is done to support a horticultural site assessment. Students use Global Positioning System (GPS), a variety of field measurement methods, field notes and sketching to record site inventory and characteristics. A variety of software is used to integrate layers of survey plans, air photos and field data on which students create site plans. The course requires significant walking outdoors in a variety of weather conditions, using equipment to collect on-site data.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CAD 1051 - Golf Course Design Methods**

**Credits: 3**

Upon completion of this course, students will be proficient in the methods needed to plan and execute a golf course design project. Aerial photography will be heavily used along with existing survey and site data. Students will develop the skills needed to collect new or missing data using Global Positioning System (GPS) point, lines, and polygons; basic survey equipment; and 2D software packages.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CCC 1000 - Pattern Design for Menswear**

**Credits: 3**

Students practice the principles of flat pattern design as they relate to menswear. Students interpret fashion drawings and create modern and historical patterns for men's trousers, waistcoats and jackets.

Visit Course Outline for more information

**Prerequisites:** APT 1740

**Corequisites:** CCC 2300

## **CCC 2050 - Costume Cutting and Construction**

**Credits: 3**

Cutting and construction techniques specific to costumes for the arts and entertainment industry are practiced. Students work with fabrics with unique characteristics. They apply the process of costume cutting and construction to both contemporary and period costumes.

Visit Course Outline for more information

**Prerequisites:** APT 1200, APT 1740

**Corequisites:** CCC 2160

## **CCC 2160 - Couture for Stage**

**Credits: 3**

Embellishment and finishing techniques, characteristic to historical and haute couture garments are developed in this course. Students determine appropriate construction techniques to apply to fabrics that have unique characteristics. They plan and complete a historical garment using couture techniques.

Visit Course Outline for more information

**Prerequisites:** APT 1100, APT 1200, CCC 2050

**Corequisites:** CCC 2050

## **CCC 2200 - Costuming Workshops**

**Credits: 3**

Through the facilitation of industry guests and instructors, students explore a variety of areas specific to costuming. Workshops may include subjects such as millinery, corsetry and specific period study.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CCC 2300 - Men's Tailoring**

**Credits: 3**

Students examine the evolution of the tailored suit and focus on construction of a trouser, waistcoat and jacket. Historical construction techniques will be discussed and implemented in the construction process.

Visit Course Outline for more information

**Prerequisites:** APT 2400, CCC 1000

**Corequisites:** None

## **CCC 2400 - Introduction to the Arts and Entertainment Industry**

**Credits: 3**

Students gain an understanding of the arts and entertainment industry through the exploration of opportunities and participation in events.

Visit Course Outline for more information

**Prerequisites:** APT 1200, APT 1740

**Corequisites:** None

## **CCC 2600 - Costume Cutting and Construction Practicum**

**Credits: 3**

Students work in a theatre with a costume designer and production team to realize the costumes needed for a theatre production. Together, students cut and construct the costumes.

Visit Course Outline for more information

**Prerequisites:** CCC 1000, CCC 2050, CCC 2160

**Corequisites:** CCC 1000, CCC 2300

## **CHE 1020 - Environmental Chemistry**

**Credits: 3**

Students will study a range of topics in inorganic and organic chemistry including nomenclature of functional groups, stoichiometry, solutions, acids and bases, equilibrium reactions and transport mechanisms. The topics are linked to agricultural and environmental applications and provide a basis for the further study of soils, plants, water and contaminants.

Visit Course Outline for more information

**Prerequisites:** PLS 1010, EVS 1210

**Corequisites:** None

## **CMP 1000 - Office Software**

**Credits: 3**

In this course, students will develop an understanding of many computer concepts which will allow them to accomplish numerous computer procedures that will enhance not only personal computing skills, but also those needed in the business and educational world. Students will work with Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook and Microsoft Publisher. At the conclusion of this course, an Integration project using all of the aforementioned software will combine the skills learned.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **CMP 1100 - Computer Applications I**

**Credits:** 3

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents and presentations. The exploration of various apps and approaches and techniques for using and managing mobile devices will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **CMP 1110 - Word Processing I**

**Credits:** 3

Students will work with several types of documents using a variety of basic features to create and format business documents such as letters, forms and newsletters. Elements of proofreading and editing are incorporated to ensure professional, error free documents are prepared. In addition, students will develop their keyboarding skills. Emphasis will be placed on skill building and speed development with an expected minimum speed of 30 words per minute (wpm) on a 3 minute timing with a maximum of 3 errors.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CMP 1145 - Introduction to Computer Applications**

**Credits:** 3

Students will learn the basic functions of a computer system. They will apply components of MS Outlook to coordinate communications and use a variety of software to create spreadsheets, presentations and desktop publishing.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CMP 6110 - Computer Applications I**



**Credits: 3**

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents. The exploration of various approaches and techniques for using and managing mobile devices will also be examined. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CMP 6210 - Applications for Land Analysts**

**Credits: 3**

This course introduces students to advanced Microsoft Office and administration of land applications. It is made up of intermediate and advanced word processing, basic database operations in Microsoft Access, and Land databases. Visit Course Outline for more information

**Prerequisites:** CMP 6110

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1050 - Business Communications**

**Credits: 3**

In this course, students continue to develop writing and presentational skills for a business context that they began in COM 1020. Writing instruction will include further examination of grammar and the preparation of proposals, persuasive letters, summaries, formal reports, and case analyses. Students will also gain experience in preparing formal board presentations. Visit Course Outline for more information

**Prerequisites:** COM 1020

## **COM 2020 - Advanced Communications**

**Credits: 3**

In this course, learners further develop their understanding of communication and practice skills and techniques through the use of scenarios. Learners compose various summaries and letters to both convey information and to document information in a clear and concise manner. Learners' observation and recall skills are challenged to assist in improving their documentation abilities. Students use presentation technologies to present industry topics to varied audiences. Visit Course Outline for more information

**Prerequisites:** COM 1010

**Corequisites:** None

## **CRP 1160 - Basic Wood Frame Construction**

**Credits: 3**

This course will blend practical work with theory and principles of light wood frame construction. The students will also gain skills that will allow them to safely use hand and power tools to construct a project. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CRP 1260 - Basic Cabinet Construction**

**Credits: 3**

Students will apply their carpentry skills and knowledge to build advanced projects from an approved list including dressers, end

tables, cedar chests and coffee tables. \*A course fee will be levied for materials used in the Major Project.\* Instructor approval required on any and all projects before construction begins.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CSS 6000 - College Success Skills**

**Credits:** 2

Students will develop learning strategies, personal management techniques, and library skills in preparation for college success. Learning strategies will include the following: college textbook reading, note taking, memory, oral presentation, exam preparation and exam writing skills. Personal management topics will include goal setting and time management techniques. Library instruction will enable students to develop techniques for searching for resource materials on-line, and accessing materials and information using varied print and technical sources.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **DFS 1550 - Directed Field Studies I**

**Credits:** 6

Working with a practicing farrier, students will obtain practical experience and mentorship toward the successful achievement of their learning plans.  
Visit Course Outline for more information

**Prerequisites:** FAR 1300, FAR 1400

**Corequisites:** None

## **DSN 1210 - Visual Design and Merchandising**

**Credits:** 3

Students will be able to explain and apply the principles and elements of design to visual display and store planning. Students will design, draft, and install select displays to promote retail sales.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ECN 1010 - Microeconomics**

**Credits: 3**

The learner prepares for managerial decision making by investigating economic models. The principles of supply and demand, the establishment of price, and pricing in factor and resource markets are examined.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ECN 1020 - Macroeconomics**

**Credits: 3**

An introductory course exploring how the Canadian economy functions with respect to the role of government, fiscal and monetary policy, international trade considerations, and operation of Canadian banking system. Transfer credit available (University of Alberta).

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ELM 2040 - Urban Forestry**

**Credits: 3**

This course encompasses tree issues that are applicable to municipalities as well as golf courses. Benefits and contributions of trees are discussed. Tree inventories, risk management, tree planting, and tree protection during construction activities are integral concepts taught in this course. Tree Identification of the major species that one finds in municipalities and golf courses, both native and introduced, planted or in natural stands is also covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ELM 3500 - Presentation Graphics**

**Credits: 3**

This course provides the tools and processes for effective presentation design and communication for landscape proposals and projects. The learner will develop skills in computer-aided illustrative documentation and visualization. Presentation software will be used to study graphic communication techniques and designs.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ELM 4500 - Sustainable Sites**

**Credits:** 3

This course introduces the principles and applications of processes that integrate sustainable system functions to preserve or replicate natural processes in landscape development and management practices. Building on knowledge and experience acquired through previous education and employment, the learner will participate in the development of projects promoting sustainable site initiatives.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1000 - Equine Anatomy and Physiology**

**Credits:** 3

Students develop a basic understanding of the origin of the horse and the development of the various breeds and functions. Students learn the anatomical make up of the horse's body by system including musculoskeletal, respiratory, cardiovascular, nervous, digestive, urinary and reproductive with physiological applications related to its husbandry and management.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1010 - Managing Equine Tack and Equipment**

**Credits:** 3

Students identify the different types of tack used for various disciplines and gain an understanding of how to correctly care for it and to properly fit it on the horse. Students become familiar with the different types of blankets, boots, grooming tools and restraint devices, and the correct application of this equipment to the horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1020 - Farm Equipment Operation**

**Credits: 3**

Students gain an understanding of safe storage of farm equipment and machinery and fire safety in farm buildings. Students learn the basic maintenance and safe operation of common farm machinery and equipment such as a tractor with and without a trailer, a bobcat, a gator and a truck with and without a trailer. Students also learn the basic principles involved in transporting horses safely.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1030 - Interacting with Horses**

**Credits: 3**

Students perform the skills necessary to interact with horses in a variety of ways. Students perform basic horsemanship skills in either the English or Western discipline. Students perform basic manoeuvres in handling young untrained horses and teaching them ground skills. Students also perform the skills necessary to handle mares and stallions during teasing and hand breeding procedures.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1230 - Managing Equine Health**

**Credits: 3**

Students gain an understanding of basic health issues for the horse. Students understand infectious disease processes, and are familiar with the more common diseases and how they are controlled. Students understand parasites of the horse and how they are controlled. Students recognize injury and the application of first aid and wound care procedures. Students also learn basic feeding principles for the horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1240 - Horse Care Lab**

**Credits: 3**

Students understand and perform several tasks necessary to maintain a horse's health. Students recognize coat colors and markings as well as determine body weight and condition score. Health care procedures such as assessing vital signs, administering medications and bandaging are performed by students. Students also practice basic procedures for horse hoof care. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 1230

## **EQN 2000 - Massage Therapy**

**Credits: 3**

Students gain a basic understanding of normal muscle function and the recognition of muscle abnormalities. Using horses in the program, students safely practice basic massage and stretching procedures. Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2020 - Riding the English Horse**

**Credits: 3**

Students will be able to perform intermediate riding skills and demonstrate intermediate maneuvers on well trained English horses.

Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

## **EQN 2021 - Riding the Western Horse**

**Credits: 3**

Students will be able to perform intermediate riding skills and demonstrate intermediate maneuvers on well trained Western horses.

Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

## **EQN 2030 - Riding and Coaching Specifications**

**Credits: 3**

Students acquire the necessary credentials required for the Equine Canada Instructor and Coaching certification program. This includes English and/or Western rider levels, first aid, and equine specific National Coaching Certification Program theory. Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

## **EQN 2040 - Artificial Breeding Techniques**

**Credits: 3**

Students understand and perform modern techniques used for the breeding of horses. Using college owned mares and stallions students practice the techniques of semen collection, evaluation and insemination, transported cooled semen, and frozen semen. Students also participate in the demonstration of embryo transfer procedures. Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

## **EQN 2300 - Conditioning for Performance**

**Credits: 3**

Students gain an understanding of the principles used to condition horses for performance in specific events. Students study the effect of exercise on the various body systems as well as the practical aspects of a conditioning program for the horse. This information is then used by the student to design an effective conditioning program for a horse in the event of their choice. Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2310 - Driving the Draft Horse**

**Credits: 3**



Students perform the skills necessary to harness, hitch and drive draft horses. Students practice driving horses in various configurations including singles and teams of two, three, four, and six horses.  
Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

## **EQN 2330 - Training the Young English Horse I**

**Credits:** 3

Students independently design an introductory training program for a young, green horse contracted from industry. Students train that horse in the fundamentals of hunter, jumping and dressage and analyze and evaluate the horse throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.  
Visit Course Outline for more information

**Prerequisites:** EQN 2010

**Corequisites:** None

## **EQN 2331 - Training the Young English Horse II**

**Credits:** 3

Students independently design an advanced training program for a young, green horse contracted from the industry. Students train that horse in the fundamentals of hunter, jumping and dressage and analyze and evaluate the horse throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.  
Visit Course Outline for more information

**Prerequisites:** EQN 2330

**Corequisites:** None

## **EQN 2340 - Training the Young Western Horse I**

**Credits:** 3

Students independently design an introductory training program for a young, green horse contracted from the industry. Students train that horse in the fundamentals of pleasure, trail, reining, working cow horse and cutting and analyze and evaluate the horse throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.

Visit Course Outline for more information

**Prerequisites:** EQN 2011

**Corequisites:** None

## **EQN 2341 - Training the Young Western Horse II**

**Credits: 3**

Students independently design an advanced training program for a young, green horse contracted from the industry. Students train that horse in the fundamentals of pleasure, trail, reining, working cow horse and cutting, and analyze and evaluate the horse throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.

Visit Course Outline for more information

**Prerequisites:** EQN 2340

**Corequisites:** None

## **EQN 2360 - Starting the Young Horse**

**Credits: 3**

In this course students will develop the skills to safely handle and school untrained horses. Students will implement ground training techniques, techniques for teaching horses to ground drive, and basic training techniques under saddle. Students will also be able to respond effectively to individual horse psychology.

Visit Course Outline for more information

**Prerequisites:** EQN 2020 or EQN 2021

**Corequisites:** None

## **EQN 2401 - Breeding Management**

**Credits: 3**

Students gain an understanding of breeding facility design and the common reproductive management practices associated with the breeding of horses including breeding timing, artificial control of the estrous cycle and managing infertility. Students also research new techniques that are being developed to deal with breeding problems in horses.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2402 - Foaling and Foal Management**

**Credits: 3**

Students learn about the events leading up to foaling, care of the mare before, during and after foaling, and the normal progression of the foaling process. Students also learn about abnormalities of foaling and dealing with problems that can arise during and after foaling. Students study normal development of the foal, problems foals may have, and the weaning process. Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2403 - Breeding Management Practicum**

**Credits:** 3

Students operate the commercial breeding component of the Olds College Reproduction Center as a self directed work team. Students perform the daily operation of the breeding facility including horse housing logistics, teasing, breeding, treatments, record keeping, business practices and client relations.

Visit Course Outline for more information

**Prerequisites:** EQN 2040, EQN 2401

**Corequisites:** None

## **EQN 2404 - Foaling Management Practicum**

**Credits:** 3

Students manage the foaling component of the Olds College Reproduction Center as a self directed work team. Students manage the pregnant mares before, during and after foaling and perform routine care and handling procedures with the neonatal foals.

Visit Course Outline for more information

**Prerequisites:** EQN 2402

**Corequisites:** None

## **EQN 2406 - Event Management Procedures**

**Credits:** 3

Students learn the logistics of producing an equine related event. Students will investigate selecting and booking venues, catering opportunities, acquiring specialized equipment and materials, set up and take down, promotion, personnel requirements, money management and recruiting and managing volunteers for an event.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2407 - Advanced Equine Marketing**

**Credits: 3**

Students learn advanced techniques required to market an equine business or event. Strategies will include promotion and advertising using various media. Students complete all elements of a comprehensive marketing plan.

Visit [Course Outline](#) for more information

**Prerequisites:** MGT 2100

**Corequisites:** None

## **EQN 2408 - Event Production Practicum**

**Credits: 3**

Working as a self directed team, students use the knowledge and skills that they have learned at Olds College to plan, promote, produce and evaluate an equine focused event on the campus.

Visit [Course Outline](#) for more information

**Prerequisites:** EQN 2406

**Corequisites:** None

## **EQN 2409 - Equestrian Instructional Skills**

**Credits: 3**

Students investigate human physiology and psychology as it relates to different learning styles and how that relates to the individual personality and to age. Students also learn how to deal with different personality types in an instructional situation. Students study lesson plan development and learn the techniques of developing a lesson plan for a long term program and for each individual lesson.

Visit [Course Outline](#) for more information

**Prerequisites:** EQN 2030

**Corequisites:** None

## **EQN 2410 - Equestrian Instructional Skills Practicum**

**Credits: 3**

Using various resources within the community, students investigate how groups and ages of people learn in different situations.

Students are also introduced to teaching students with disabilities. In order to begin to gain some experience, students will be mentored by equine instructors during riding classes.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 2409

## **EQN 2420 - Analyzing Performance**

**Credits:** 3

Students study sports psychology and the preparation for competition. Students also gain an understanding of how various events are judged and the responsibilities of various competition officials including judges, stewards and course designers.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2430 - Instructing and Analyzing Performance Practicum**

**Credits:** 3

Students practice their instructional skills by offering evening riding tutorials to Olds College students and staff. Students become familiar with various types of competition by observing local events. Students also have the opportunity through on site clinics and field study to become certified as various competition officials.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 2420

## **EQN 2500 - Enterprise Management Practicum I**

**Credits:** 3

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self-directed work team to ensure that the needs of the horses, facilities and clients are met.  
Visit Course Outline for more information

**Prerequisites:** EQN 1020, EQN 1240

**Corequisites:** None

## **EQN 2501 - Enterprise Management Practicum II**

**Credits: 3**

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self directed work team to ensure that the needs of the horses, facilities and clients are met.

Visit Course Outline for more information

**Prerequisites:** EQN 2500

**Corequisites:** None

## **EQN 2520 - Equine Nutrition**

**Credits: 3**

Students learn the theory and practice of feeding horses to ensure their well being and to maximize performance. Students recognize and evaluate feedstuffs, and formulate rations for various classes of horses. In addition, students identify various plants that grow in pastures, and learn methods to effectively manage horse pastures for maximum production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2530 - Equine Health Care and Lameness**

**Credits: 3**

Students gain an understanding of the theory and practice of safely and effectively using medications in horses. In addition, students learn about the causes, treatments and control of the major infectious, metabolic and developmental diseases in the horse. Students also recognize the symptoms of lameness as well as understand the major causes, treatments and methods of prevention of common lameness conditions in the horse.

Visit Course Outline for more information

**Prerequisites:** EQN 1230

**Corequisites:** None

## **EQN 2540 - Using Genetics and Conformation for Selection**

**Credits: 3**

Students develop criteria to assist them in selecting horses for breeding and for performance purposes. Students gain an

understanding of the theory of genetics and inheritance patterns in the horse particularly as it relates to color patterns and genetic diseases. Students also learn to analyze conformational characteristics of the horse, to recognize serious conformational faults and to relate the conformation of a horse to its ability to perform a specific function.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2950 - Industry Practicum**

**Credits: 0**

Students work off site in an equine enterprise related to their area of interest for a period of six weeks. Students demonstrate to their employers their generic employability skills and their major related technical skills which are then evaluated by the employer. Students in the Production and Breeding major will have their work experience included as part of their program at Olds College.

Visit Course Outline for more information

**Prerequisites:** Students must pass all required courses for the year in which they are currently enrolled.

**Corequisites:** None

## **EQN 6020 - Rodeo Techniques I**

**Credits: 3**

This course is open to students at the College who wish to learn rodeo techniques and who desire to actively participate in rodeo activities and intercollegiate competitive events. The course addresses both the physical and mental aspects necessary for competing in rodeo. It also addresses the management of the College rodeo facilities, rodeo event management and animal welfare as related to the sport of rodeo. Activities are mainly scheduled in evenings and on weekends. This course is a requirement for students who wish to participate in sanctioned rodeo competitions in order that they learn all of the skills associated with rodeo activities. However, competition is not part of this course as sanctioned rodeo competitions are organized under the auspices of the Canadian Intercollegiate Rodeo Association.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 6030 - Rodeo Techniques II**

**Credits: 3**

This advanced course in rodeo techniques is open to students at the College who wish to improve their skills by actively

competing in rodeo activities and intercollegiate competitive events. The course addresses both the physical and mental aspects necessary for competing in rodeo. It also addresses the management of the College rodeo facilities, rodeo event management and animal welfare as related to the sport of rodeo. Activities are mainly scheduled in evenings and on weekends. This course is a requirement for students who wish to participate in sanctioned rodeo competitions in order that they learn all of the skills associated with rodeo activities. However, competition is not part of this course as sanctioned rodeo competitions are organized under the auspices of the Canadian Intercollegiate Rodeo Association.  
Visit Course Outline for more information

**Prerequisites:** EQN 6020

**Corequisites:** None

## **EQN 6040 - Rodeo Techniques III**

**Credits:** 3

This advanced course in rodeo techniques is open to students at the College who wish to improve their skills by actively competing in rodeo activities and intercollegiate competitive events. The course addresses both the physical and mental aspects necessary for competing in rodeo. It also addresses the management of the College rodeo facilities, rodeo event management and animal welfare as related to the sport of rodeo. Activities are mainly scheduled in evenings and on weekends. This course is a requirement for students who wish to participate in sanctioned rodeo competitions in order that they learn all of the skills associated with rodeo activities. However, competition is not part of this course as sanctioned rodeo competitions are organized under the auspices of the Canadian Intercollegiate Rodeo Association.  
Visit Course Outline for more information

**Prerequisites:** EQN 6030

**Corequisites:** None

## **ERJ 6001 - Management of the Race Horse**

**Credits:** 3

This practical course focuses on the care of the horse and the management of the race stable. Topics include the care, health, behavior, conformation, and transporting of the race horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6002 - Introduction to Race Horse Employment**

**Credits:** 3

This course provides an introduction to the race horse and the sport of racing. In addition, students are introduced to the



fundamental employability and personal skills for those working in the Horse Racing Industry. Employability skills include first aid, fire safety, financial personal planning, and communication in the race horse industry.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6003 - Rider Preparation**

**Credits:** 3

This practical training course instructs students on the proper riding equipment, safety, fitness, nutrition, and riding skills required to exercise race horses.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6004 - Exercising the Flat Racer**

**Credits:** 3

This practical training course teaches students the skills required to exercise and care for horses in a flat racing environment.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6005 - Race Day Procedures and Practicum**

**Credits:** 3

This course introduces students to race day procedures, ponying procedures and theory required to become a jockey. In addition, students work in the race industry and exercise 60 industry horses.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EVS 1210 - Applied Ecology**

**Credits: 3**

This course provides an introduction to ecological principles at the species, population, community and ecosystem levels. Specific application of ecology to sustainability and the management of forest and grassland ecosystems are studied. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EVS 1730 - Land Reclamation and Ethics**

**Credits: 3**

This course presents an overview of reclamation issues, regulations and field practices as well as the application of business, professional and environmental ethics to workplace situations. Special attention is given to wellsite, pipeline, oilsands, and open pit mining operations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EVS 2330 - Oilfield Reclamation**

**Credits: 3**

This field-oriented course will teach reclamation practices in the context of Alberta's oil and gas industry. It includes an overview of petroleum facilities and production practices as they relate to land disturbance, as well as a review of procedures and equipment used to assess and reclaim disturbed sites. Students will apply regulatory criteria for cultivated, forested and range lands to sites in the field.

Visit Course Outline for more information

**Prerequisites:** EVS 1730

**Corequisites:** None

## **EVS 2400 - Bioremediation and Biometrics**

**Credits: 3**

This course will cover the principles of bioremediation and explore various applications of bioremediation by the reclamation industry. The composting process will be studied in detail and several bioremediation strategies will be examined including: land farming, biopiles, phytoremediation, biosparging and bioventing. A class experiment will be conducted and the collected data will be statistically analyzed. Experimental designs that are commonly used in field research will be compared. Statistical data from the class experiment and from journal papers will be interpreted.

Visit Course Outline for more information

**Prerequisites:** CHE 1020

**Corequisites:** None

## **EVS 2710 - Wildlife Management and Biometrics**

**Credits:** 3

This course examines the habitat and wildlife associated with boreal forest, grassland and wetland ecosystems. Topics will include: classification of boreal forest, grassland and wetland communities, animal behaviour, loss of biodiversity in western Canada, an evaluation of wildlife habitat in boreal forest, grassland and wetland communities and wildlife management. An introduction to statistical methods will also be included. Experimental designs that are commonly used in field research will be compared. Statistical data from a class experiment and from journal papers will be interpreted.

Visit Course Outline for more information

**Prerequisites:** EVS 1210

**Corequisites:** None

## **EVS 2720 - Native Plants and Wildlife Habitat**

**Credits:** 3

An introduction to the importance, role and use of dominant native plant species on rangeland and forested areas within Alberta's eco-regions. Students will learn to identify both non-vascular and vascular species in selected plant families using dichotomous plant keys. Other topics will include: classification of boreal forest, and grassland communities, loss of biodiversity in western Canada, and an evaluation of wildlife habitat management strategies in western Canada.

Visit Course Outline for more information

**Prerequisites:** PLS 1010, EVS 1210

**Corequisites:** None

## **EVS 2730 - Managing Contaminated Sites**

**Credits:** 3

Students learn the procedures related to investigation and remediation of sites impacted by industrial activity. The course includes an overview of contaminant chemistry and waste management procedures as well as the application of directives, assessment methods criteria and remediation techniques related to the improvement of impacted land. Petroleum industry applications will be emphasized.

Visit Course Outline for more information

**Prerequisites:** EVS 2330 and CHE 1020

**Corequisites:** None

## **EVS 2740 - Bioremediation**

**Credits: 3**

This course will cover the principles of bioremediation and explore various applications of bioremediation by the reclamation industry. The composting process will be studied in detail and several bioremediation strategies will be examined including: land farming, biopiles, phytoremediation, biosparging and bioventing. A class composting experiment will be conducted and the collected data will be statistically analyzed.

Visit Course Outline for more information

**Prerequisites:** CHE 1020

**Corequisites:** None

## **FAP 2445 - Computerized Pattern Design**

**Credits: 3**

Students in this course practice using industry specific pattern drafting software. Flat pattern drafting principles are applied in this computer environment for the creation of standard and made-to-measure patterns.

Visit Course Outline for more information

**Prerequisites:** APT 1740 & APT 1745

**Corequisites:** None

## **FAP 2460 - Pattern Design III**

**Credits: 3**

In this advanced pattern design course, students apply pattern drafting and draping methods to advanced bodice and dress designs. They analyze design requirements for technical garments and determine solutions to meet specific needs. Students create specification sheets and apply project management strategies to the development of advanced patterns and toiles.

Course Outline

**Prerequisites:** APT 1740

**Corequisites:** None

## **FAP 2465 - Apparel Construction III**

**Credits: 3**

In this course, students develop advanced embellishment and finishing techniques characteristic of bridal and evening wear. They determine appropriate construction techniques to apply to fabrics that have unique characteristics. Students plan and complete a dress, using the pattern that they design in Pattern Design III.

Course Outline

**Prerequisites:** APT 1200, FAP 2460

**Corequisites:** None

## **FAP 2470 - Digital Media for Fashion**

**Credits:** 3

Students use appropriate programs to create fashion presentations. They amalgamate digital work to develop solutions for managing tasks related to apparel business.

Visit Course Outline for more information

**Prerequisites:** CMP 1100

**Corequisites:** None

## **FAP 2540 - Apparel Alterations**

**Credits:** 3

Students develop skills in altering ready-made garments. Through the management and operation of an alterations shop, students fit and alter garments to meet client's needs.

Course Outline

**Prerequisites:** APT 1200

**Corequisites:** None

## **FAP 2550 - Grading and Marker Making**

**Credits:** 3

Students apply the principles of pattern grading to increase and decrease the size of selected patterns manually, and in a computerized environment. Grading charts are analyzed and developed. Students learn and practice the principles of marker making using industry specific software.

Course Outline

**Prerequisites:** CMP 1100 and APT 1740

**Corequisites:** FAP 2445

## **FAP 2580 - Apparel Industry Applications**

**Credits: 3**

Students analyze the process of product development from concept to point of sale. Students develop an apparel prototype, sourcing the required materials, developing detailed specification and costing sheets and analyzing the production process. Students complete a 40 hour practicum in the apparel industry.

Course Outline

**Prerequisites:** APT 1200 and APT 1740

**Corequisites:** None

## **FAR 1200 - Equine Anatomy**

**Credits: 3**

Students learn terminology, anatomy and physiology of the horse with special emphasis on the limbs and feet.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAR 1300 - Horse Handling and Horseshoeing**

**Credits: 3**

Students will practice safe and effective horse handling skills and learn the art and science of trimming and shoeing horses with machine made and handmade shoes.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAR 1400 - Introduction to Blacksmithing**

**Credits: 3**

Students will learn the basic skills of blacksmithing by preparing and maintaining the coal forge fire and producing and maintaining basic forging tools and handmade horseshoes.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAR 1700 - Farrier Welding**

**Credits:** 3

Students will gain an understanding of the safety, theory and techniques of oxy-acetylene welding and cutting, shielded metal arc welding and gas metal arc welding and machining. They will study electrode selection, welding metallurgy, repair and fabrication procedures and metal joint preparation.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAR 2400 - Advanced Keg Shoe Modifications**

**Credits:** 3

Students will learn the application and modification of keg shoes to alter and correct gait faults and lameness.

Course Outline

**Prerequisites:** FAR 1300, FAR 1400

**Corequisites:** None

## **FAR 2500 - Advanced Corrective and Therapeutic Forging**

**Credits:** 3

Students will learn the art and science of making specialized horseshoes for specific therapeutic and abnormalities in gait and stance.

Visit Course Outline for more information

**Prerequisites:** FAR 1300, FAR 1400

**Corequisites:** None

## **FAS 1050 - Garment Analysis**

**Credits:** 3

This course includes definitions and terminology as it applies to the garment industry. Students will be able to identify selected construction techniques as well as analyze the quality and fit of a ready to wear garment.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAS 1120 - Fashion Trends and Forecasting**

**Credits:** 3

This course identifies social, economic and political influences on fashion from 1900 to present. Students will be able to analyze trend forecasting strategies that are common to the industry.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAS 1200 - The Basics of Textiles**

**Credits:** 3

This textile course looks at the basics of fibres, yarns and textiles and their raw state. It also covers the characteristics as they relate to performance and serviceability. Fabric construction and finishes are covered in basic detail. Students will be able to select suitable fabrics for specific garments based on this information.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAS 2010 - Introduction to Image Consulting**

**Credits:** 3

Students will make appropriate recommendations for select aspects of a client's image by analyzing lifestyle, clothing, accessory, and style needs and recommending strategies to the client to achieve the desired image. FAS 2010 is a capstone course.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **FIN 2135 - Financial Lending**



**Credits: 3**

The learner applies accounting fundamentals and advanced analysis procedures to the field of agricultural lending. Financial statement information is compiled and verified. Techniques such as trend and ratio analysis are used to assess the credit risk associated with an agricultural business. While the primary emphasis is from the perspective of the lender, borrowers are able to apply the information to strengthen their negotiating position.

Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

## **FIN 2600 - Finance**

**Credits: 3**

This course introduces the learner to corporate financial decision-making and analysis. Capital budgeting, including net present value and internal rate of return measures for project evaluation will be explored from the perspective of corporate controllership. Other topics including cost of capital, market efficiency, investing activities, and long-term financing will be covered.

Visit Course Outline for more information

**Prerequisites:** ACT 1012

**Corequisites:** None

## **FIN 2900 - Applied Corporate Finance**

**Credits: 3**

Building upon skills gained in FIN 2600 Finance, this course introduces the learner to topics such as: capital structure theory, dividend policy, introduction to risk and return, raising capital in debt and equity markets, short-term financial management, cost of capital computations, and mergers and acquisitions.

Visit Course Outline for more information

**Prerequisites:** FIN 2600

**Corequisites:** None

## **GIS 1010 - Site Maps and Interpretation**

**Credits: 3**

Land Agents need to gather land information for the purposes of placement and routing of facilities. Students will access Internet sites and applications to gather land information. In the field, learners use GPS, selected measurement methods, field notes and sketches to navigate and to collect site information. Project data is processed to prepare maps that include layers of GPS records,

imagery and survey plans. Learners also interpret the symbols and contents used in maps, photos and survey plans. The course requires significant walking outdoors in a variety of weather conditions, using equipment to collect on-site data.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GIS 1300 - GIS Tools**

**Credits:** 3

This course introduces the concepts and applications of GIS technology (Geographic Information Systems). The student will gain hands-on experience using desktop GIS software in a computer lab environment. The GIS will be used to view, manage, and query spatial data, and to create hard copy map outputs suitable for reports and presentations. Students will use data from online sources for GIS projects and online GIS applications to retrieve land information.

View Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GPS 1200 - GPS, Site Mapping and Graphics**

**Credits:** 3

In this course, Global Positioning System (GPS) is used to navigate to site locations, and to record the location of features in the field. A variety of field measurement instruments, field notes and sketching are employed to collect site information. Data is processed in mapping programs to prepare maps in selected coordinate systems and to acquire land information from survey plans and air photos. The course requires significant walking outdoors in a variety of weather conditions, using equipment to collect on-site data.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6001 - Introduction to the Horse**

**Credits:** 3

This practical training course introduces students to the evolution of the horse along with the identification and management of horses used in the race horse industry. Topics include history, breeds, behaviour, anatomy, conformation and hoof care. In addition, students are taught equine bandaging, health and first aid as well as basic horse handling.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6003 - Training and Racing**

**Credits:** 3

This practical training course prepares students to perform the procedures required to get a race horse ready for training and racing including both harness and flatracers. Students will be trained in the proper application and care of training and racing equipment.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6004 - Work Place Regulation and Safety**

**Credits:** 3

Students are introduced to the safe operation of farm equipment common to the horse racing industry and to the roles of Horse Racing Alberta and related industry associations. Students will be trained in basic first aid (AED) and fire safety.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6005 - Personal Development and Employability**

**Credits:** 3

Students are introduced to basic employability, personal management, and communication skills. In addition, students receive industry work experience training while performing 120 hours of industry practicum.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6006 - Race Stable and Race Horse Management**

**Credits:** 3

This practical training course prepares students to care for race horses and manage an equine stable. Areas of focus include horse handling, maintaining an equine stable to industry standards, equine nutrition requirements and the importance of water in the equine diet.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HAT 1080 - Career Development and International Business Etiquette**

**Credits:** 3

Students will develop action plans for professional success, practice interview techniques, and create career documents to demonstrate strengths and skills, including cover letters and resumes. Students will also develop a basic understanding of, and the practices necessary to, effectively manage relationships, with a focus on cross-cultural variants within industry and how they impact international clients, guests, and business relationships. Students will complete a personality preference assessment to improve work productivity, teamwork and communication in both their personal and professional lives.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1110 - Mixology and International Spirits, Wine and Beer**

**Credits:** 3

Students are introduced to spirits, wine and beer from various regions of the world, inventory management, and must complete ProServe certification. Lab experience offers practical skills in bartending duties with an emphasis on mixology.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1112 - Culinary Theory and Production**

**Credits:** 3

Students are introduced to the theory of menu planning, evaluation, and design. Students will also be exposed to basic and advanced food preparation techniques, including food storage, food safety, pre-preparation, detailed plate presentation and intricate food combinations. Students must complete Food Safe Certification, WHMIS, and First Aid.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1114 - Dining Experience and Service**

**Credits:** 3

Students will experience and evaluate various dining facilities, with a focus on the analysis of the services and operations from a guest perspective. Students will learn and demonstrate professional service skills in an actual food service setting, including personal sales techniques. This course will include Dining Room Associate Certification.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1130 - Marketing for Hospitality and Tourism**

**Credits:** 3

Students will experience and evaluate a variety of hospitality and tourism facilities relating to product, price, place, promotion, people, physical evidence and process. E-commerce, social media and mobile applications are included as part of the marketing mix.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1170 - Work Experience I - Examining Hospitality and Tourism Industry**

**Credits:** 3

In this course students are provided the opportunity to apply, enhance and incorporate academic or technical knowledge and competencies acquired in the Hospitality and Tourism Management program at an industry-related business or organization, 250 hours of work experience is required and students must complete a series of assignments relating to the marketing and operations of the organization.

Course Outline

**Prerequisites:** HAT 2490 and HAT 2240

**Corequisites:** None

## **HAT 1220 - Hospitality and Tourism Human Resources**

**Credits: 3**

This course provides an overview of the fundamentals of human resource management with emphasis placed on contemporary issues within the hospitality and tourism industry. Students will gain an understanding in both the theory and practice of human resources planning, staff recruitment, selection, and retention, and Alberta Human Rights and Employment Standards legislation.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1240 - Introduction to Accounting**

**Credits: 3**

Students are introduced to financial accounting including the basic structure of accounting, the accounting information system including the preparation of financial statements, and generally accepted accounting principles.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1255 - Global and Sustainable Tourism**

**Credits: 3**

Students will gain an understanding of the psychology of travel, tourism sectors, the role of key industry players, and contemporary issues in eco-tourism, sustainability, and business operations of various tourism organizations. Students will also experience and evaluate various tourism facilities, with a focus on the analysis of the services and operations from a guest perspective.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2035 - Selling and Convention Management**

**Credits: 3**

This course defines the scope and segmentation of the convention and event market. Students will study sales techniques and strategies to meet these market needs.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2038 - Accommodation Management**

**Credits:** 3

Students will assess customer needs and develop procedures and management strategies that result in accommodation service excellence. Training is provided on current property management software. Students will gain an understanding of all aspects of room division management, and experience and evaluate accommodation facilities, with a focus on the analysis of the services and operations from a guest perspective.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2170 - Work Experience II - Analysis of Hospitality and Tourism Practices**

**Credits:** 3

In this course students are provided the opportunity to apply, enhance and incorporate academic or technical knowledge and competencies acquired in the Hospitality and Tourism Management program at an industry-related business or organization. 250 hours of work experience is required and students must complete a series of assignments relating to the analysis of management and operations of the organization.

Course Outline

**Prerequisites:** HAT 1170

**Corequisites:** None

## **HAT 2235 - Security, Law and Risk Management for Hospitality and Tourism**

**Credits:** 3

This course provides an overview of contract law and tort law as they relate to the hospitality and tourism industry. Students will gain an understanding in insurance, licensing, the Public Health Act, the Alberta Innkeepers Act, and current security issues and procedures as they relate to the protection of guests and assets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2240 - Hospitality Cost Management**

**Credits: 3**

This course will involve gaining an understanding and practical application of establishing effective strategies involved in cost controls and management. Food, beverage and labour cost controls, budgeting, setting operational standards, the purchasing cycle, production controls, ratio analysis, variance, cash flow, cost management, and cost-volume-profit relationships will be evaluated from a managerial perspective.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2355 - Leisure, Sporting Events and Recreation Operations**

**Credits: 3**

This course provides students with an introductory understanding of the nature and scope of leisure, its role in the hospitality and tourism industry, and the function and structure of leisure providers. Students will have the opportunity to incorporate planning and management concepts to a leisure, sporting or recreation activity in their own community. Wellness tourism and urban recreation trends are also discussed in relation to their economic and social impacts.

Course Outline

**Prerequisites:** HAT 1255

**Corequisites:** None

## **HAT 2450 - Rural, Heritage and Culinary Tourism**

**Credits: 3**

Authentic guest experiences in the hospitality and tourism industry will drive innovation, product development, economic development and sustainable growth on a local, regional and national level. This theoretical and practical course introduces vital concepts relating to niche ventures and examines them from a variety of contexts including rural, ag-based, nature-based, heritage, and culinary tourism markets and operations.

Course Outline

**Prerequisites:** HAT 1255

**Corequisites:** None

## **HAT 2490 - Entrepreneurship and Product Development**

**Credits: 3**

Students will invest in, research, create and plan for all aspects of an actual tourism experience event including venue, menu,



staffing, costing, marketing, and selling. The event(s) will take place during the residency term in the Event Operations and Management course.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2491 - Event Operations and Management**

**Credits:** 3

The capstone course in the program enables students to utilize their competencies in an intense, demanding and real-life project-based series of experiences as they execute the event(s) developed in the Entrepreneurship and Product Development course. As a team member, students will have the opportunity to gain valuable supervisory and management experience while providing customer service excellence to guests. This course takes place during a 2-week residency period following the work experience term.

Course Outline

**Prerequisites:** HAT 2490

**Corequisites:** None

## **HAT 2550 - Tour Guiding and Managing the Guest Experience**

**Credits:** 3

Students will learn all aspect of the tour guide industry, including pre-tour departure preparations, itinerary research and development, costing, guest and supplier relations, and tour monologue development and public speaking. Travel, accommodations, and attractions as they pertain to independent and group touring will also be covered. External certifications may be available.

Course Outline

**Prerequisites:** HAT 1255

**Corequisites:** None

## **HEO 6001 - Workplace Safety and Safety Tickets**

**Credits:** 3

Students will develop safety skills by completing industry standard safety certificate courses and apply health, safety and environmental procedures and practices based on applicable legislated rules and regulations. Emphasis will be placed on responsibilities and obligations of employers and employees regarding health, safety, and environment.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6002 - Introduction to Earthmoving**

Students will receive a comprehensive overview of earthmoving equipment and its uses. This course outlines career opportunities, operator responsibilities, and workplace fundamentals associated with heavy equipment operation. Students are exposed to the road building and well-site industry through hands-on practical experience – both on-site and through field trips. Students will further develop their skills in an industry-related worksite position where they apply competencies acquired during their education and training.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6003 - Equipment Operation and Preventative Mechanical Maintenance**

**Credits:** 3

Students are introduced to fundamentals of heavy equipment operation and preventative maintenance procedures and practices including inspections, start-up and shut-down procedures, and monitoring. This course will outline the operator's and company's responsibilities for industry accepted practices.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6004 - Fieldwork and Jobsite Fundamentals**

**Credits:** 3

Students are provided instruction for the safe operation and conduct on and around a jobsite. Students are introduced to the fundamentals of soil structure, grades and staking, and excavation math. Industry terms and symbols utilized on site plans associated with heavy equipment operation are also identified in this course.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6005 - Earthmoving Operational Techniques**

**Credits: 3**

Students will demonstrate the industry accepted practices and procedures of safe operation, preventative maintenance, basic movements and general principles of operation of selected earthmoving equipment and its attachments.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HRM 1010 - Human Resources Management**

**Credits: 3**

This course provides an overview of the fundamentals of human resource management including a foundation in theory and practice for areas such as human resources planning, recruitment and selection of staff, training and development and compensation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1000 - Discovering Plants**

**Credits: 3**

The student explores the plant world through the lenses of systems and classification, gaining an understanding of overall plant growth and response to the surrounding environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1100 - Managing Soils**

**Credits: 3**

Learners analyse, problem solve, and manage soils and soilless media for production and landscape applications.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1400 - Managing Pests I**

**Credits: 3**

Students investigate weeds, insects, and diseases of plants and propose management solutions within ecological systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1500 - Managing Landscapes**

**Credits: 3**

The learner gains experience in managing landscape sites through acquisition and implementation of design principles, cultural practices of plant material, and advancing the sustainability of landscape environments to industry standards.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1600 - Producing Greenhouse Crops**

**Credits: 3**

Students explore greenhouse systems, grow plants and manage production cycles to produce marketable crops.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1700 - Producing Horticulture Crops**

**Credits: 3**

Learners research and assess food and ornamental field crop production markets, locations, materials, and processes to achieve a sustainable enterprise.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1900 - Horticulture Field Studies I**

**Credits: 3**

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a one-month term of industry employment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1950 - Horticulture Field Studies II**

**Credits: 3**

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a two-month term of industry employment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2000 - Starting a Horticulture Business**

**Credits: 3**

This course will provide learners with an overview of the legal and financial requirements needed to start a small business.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2100 - Entrepreneurial Approach to Processing**

**Credits: 3**

Students create sustainable value-added products and opportunities within horticulture.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2200 - Emerging Trends & Innovations in Horticulture**

**Credits: 3**

Students explore and implement marketing, regulatory, technological, and cultural requirements for innovative production systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2300 - Developing a Specialty Landscape**

**Credits: 3**

Students assess current trends in non-traditional landscapes through the assessment of construction and plant material needs.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2400 - Propagating Plants**

**Credits: 3**

Learners propagate plant material using a variety of methods and technologies including tissue culture.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2600 - Managing Pests II**

**Credits: 3**

Students will examine and assess management practices, including biological, cultural, chemical and physical methods, for pests of horticulture.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2700 - Mapping your World**

**Credits: 3**

This course introduces the concepts and applications of GIS technology (Geographic Information Systems). The student will gain hands-on experience using desktop GIS software in a computer lab environment. The GIS will be used to view, manage, and query spatial data, and to create hard copy map outputs suitable for reports and presentations. Students will use data from online sources for GIS projects and online GIS applications to retrieve land information.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2800 - Managing Landscape Construction**

**Credits: 3**

Students apply procedures and techniques in project planning, estimating and construction of horticulture projects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2900 - Horticulture Field Studies III**

**Credits: 3**

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a two-month term of industry employment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2950 - Horticulture Field Studies IV**

**Credits: 3**

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a two-month term of industry employment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 1001 - Surface Rights and Land Applications**

**Credits:** 3

Learners examine the workings of the judicial system in Alberta as it relates to the surface land acquisition process. Learners gain an appreciation for the amount of preparatory work required in appearing before a quasi-judicial board. Learners are able to explain and apply the requirements of the selected pieces of legislation used in the surface land business.

Course Outline

**Prerequisites:** LND 1009

**Corequisites:** None

## **LND 1003 - Energy Fundamentals**

**Credits:** 3

This course provides students with an understanding of the evolution of the oil and gas industry. They will be introduced to Canada's crude oil and natural gas resources and the role they play in modern society. Students will learn the basics of the industry, from exploration through to refining and end use. Alternative energy sources and the challenges and opportunities facing the industry in the 21st Century will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 1004 - Alberta Crown Lands**

**Credits:** 3

This course addresses the multiple demands on Alberta's Crown lands and examines the role different provincial government bodies have in the management of crown lands. Stakeholder interests are identified and discussed. Learners apply provincial regulations in the surface land acquisition and development process in scenarios.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 1009 - Land Documents & Compensation**



**Credits: 3**

This course provides an overview of documentation and compensation in the oil and gas industry. Students will learn about land professional roles, surface and mineral rights ownership in Alberta and the western Canada survey system. Upon completion of this course they will be able to perform compensation calculations and prepare surface leases and accompanying documents.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 1010 - Beyond Oil and Gas**

**Credits: 3**

This course primarily focuses on electrical, pipeline, telecommunication and highway design and planning in concert with land rights acquisition. The acquisition of land and land rights for alternative energy sources, such as coal, geothermal, wind power and solar energy, will also be explored. Survey drawings and sketch plans will be applied to assist the student in planning and routing and the proper completion of compensation calculations and legal documents.

Course Outline

**Prerequisites:** LND 1009

**Corequisites:** None

## **LND 2002 - Advanced Regulations**

**Credits: 3**

This course examines Federal and Provincial governmental requirements and issues important to land agents, land administrators, surface land owners, occupants, local authorities and managers. Learners will research issues impacting stakeholders including: setbacks, flaring, emergency preparedness.

Course Outline

**Prerequisites:** LND 1001, LND 1004

**Corequisites:** None

## **LND 2006 - Stakeholder Consultation**

**Credits: 3**

This course examines the role of Land Agents and Land Administrators in the public consultation process. Regulatory requirements pertaining to stakeholder consultation are studied. Scenarios provide students with practical application of the concepts contained in the regulations. A significant stakeholder in the surface land business is Aboriginal peoples. This course examines issues encountered by surface land professionals when working with aboriginal people. Historical and cultural reasons

impacting current situations are studied. Tutorial discussion groups evaluate strategies for successful and sustainable industry/community relations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 2007 - Public Engagement**

**Credits:** 3

The field work for Land Agents in the areas of Public Engagement and Aboriginal Engagement has expanded exponentially in the past ten years. As regulatory expectations become more stringent and prescriptive, the demand for Land Agents to work in roles that address these requirements has led to new work opportunities. In addition to the new regulatory requirements, industry in general is striving to be more socially responsible and build positive corporate reputations globally, nationally and locally. At the local level, positive community relations is a key part of success, and Land Agents play a critical role in managing information exchange and resolving issues that arise. This course will prepare Land Agents with the depth of knowledge and skill needed to meet this growing demand.

Course Outline

**Prerequisites:** LND 1009

**Corequisites:** None

## **LND 2008 - Aboriginal Engagement**

**Credits:** 3

A very specialized and rapidly growing area of public engagement is that of Aboriginal consultation and community engagement. While the fiduciary responsibility to consult has been a burden on the crown since the time of confederation, the legislation and regulations requiring developers to play a direct role in this is relatively recent. Like public engagement, regulatory expectations related to Aboriginal consultation have expanded into complex and legally charged requirements. This is an area of specialized expertise that Land Agents may wish to pursue as a full-time career. This course will provide Land Agents with greater cultural awareness and the historical, political and legal background related to lands impacted by Aboriginal rights.

Course Outline

**Prerequisites:** LND 2007

**Corequisites:** None

## **LND 2350 - Land Negotiations and Ethics**

**Credits:** 3

This course introduces learners to land industry ethics and land acquisition negotiations. Learners apply ethics and communication strategies to land negotiations and business relations. The course uses actual land industry case scenarios.

Course Outline

**Prerequisites:** LND 2002, LND 2007

**Corequisites:** None

## **LND 2460 - Reclamation Fundamentals**

**Credits: 3**

This course is an overview of practices and principles involved in the reclamation of disturbed lands. It focuses on the application of soil handling and re-vegetation techniques to reclaim well sites and associated facilities as well as the reclamation and rehabilitation of spills into an aquatic environment. It also examines the establishment of vegetation on disturbed sites, site stabilization and provides an overview of the current reclamation criteria used in Alberta.

Course Outline

**Prerequisites:** AGN 1010, SOI 1000

**Corequisites:** None

## **LND 2500 - Land Negotiation Simulation**

**Credits: 3**

In this course, learners are expected to manage their negotiation projects in a professional manner as part of a larger team. Working with team members, learners prepare documents, manage time lines and problem solve. Negotiation and communication skills are practiced in life-like contexts. Reflecting on their successes and failures as both a negotiator and as a team member is an expectation and opportunity for growth.

Course Outline

**Prerequisites:** AGB 1000,LND 2002, LND 2007

**Corequisites:** None

## **LND 2501 - Land Agent Tune Up**

**Credits: 3**

This course provides learners with an extensive review of selected competencies in order to help them prepare to write the Alberta government land agent license exams. The Alberta Land Agent reference manual, developed by the provincial Land Agent Advisory Committee, will be used to reinforce essential skills and knowledge. Students will also be required to complete an industry based practicum during the winter mid-term break and reflect on learning achieved during this experience.

Course Outline

**Prerequisites:** AGB 1000, LND 2002, LND 2007

**Corequisites:** None

## **LND 6100 - Land Documentation**

**Credits: 3**

Areas of study include an overview of rights and documentation associated with the ownership of land. Legal land descriptions, land title systems and dower situations are applied to the surface acquisition context. Documents for various types of land acquisitions are completed. Course material covers the working language of the surface land profession.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 6101 - Surface Rights and Land Applications**

**Credits: 3**

Learners examine the workings of the judicial system in Alberta as it relates to the surface land acquisition process. Learners gain an appreciation for the amount of preparatory work required in appearing before a quasi-judicial board. Learners are able to explain and apply the requirements of the selected pieces of legislation used in the surface land business.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 6105 - Managing Alberta's Lands**

**Credits: 3**

Learners will apply provincial regulations in the surface land acquisition and development process. Stakeholder interests will be identified. Basic agricultural terminology will be covered in relation to industry's impact on the landscape.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 6141 - Petroleum Industry Fundamentals**

**Credits: 3**

This course provides an overview of the petroleum industry starting with the theories related to the origins of oil and gas through

to the refining of the end product. It focuses on the accepted theory for the origin of petroleum, interpretation of survey plans used in the industry, lease construction, drilling operations, well completion, surface infrastructure, transportation of product and the refining process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 6200 - Advanced Land Documentation**

**Credits:** 3

This is a project-based course that will enhance the learners' capabilities in land administration. Learners are expected to work independently and as part of a team to manage information on industry-related projects and are required to see them through to completion.

Course Outline

**Prerequisites:** LND 6100

**Corequisites:** None

## **LND 6202 - Advanced Regulations**

**Credits:** 3

This course examines Federal and Provincial governmental requirements and issues important to surface land agents, land analysts, surface land owners, occupants, local authorities and managers. Learners will research issues impacting stakeholders including: setbacks, flaring, and emergency preparedness.

Course Outline

**Prerequisites:** LND 6101

**Corequisites:** None

## **LND 6206 - Stakeholder Engagement**

**Credits:** 3

This course examines the role of Land Agents and Land Analysts in the public consultation process. Regulatory requirements pertaining to stakeholder consultation are studied. Scenarios provide students with practical application of the concepts contained in the regulations. This course examines issues encountered by surface land professionals when working with aboriginal people and addressing their rights associated with traditional lands. Historical, legal and cultural reasons impacting current situations are studied.

Course Outline

**Prerequisites:** LND 6100

**Corequisites:** None

## **LUP 1620 - Land Systems and Legislation**

**Credits:** 3

Legislation and land tenure systems for private, crown and aboriginal lands are examined. Understanding the functions of government and the development of environmental legislation help prepare students for careers in land and water resource management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LUP 2010 - Land Planning and Appraisal**

**Credits:** 3

This course evaluates the administration and valuation of rural property. Learners investigate the development of municipal government structures and assess their importance in the development of rural land. Major planning legislation and systems including on-farm processes are compared and contrasted. The appraisal of rural properties is examined as it applies to the duties and responsibilities of Land Agents.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LUP 2610 - Rural Development Practices**

**Credits:** 3

This course develops skills required by rural municipal Development Officers. Planning and development application scenarios provide hands-on experience in individual and group settings. Conflict resolution and positive communication techniques are examined. Various CAD design and sketching tools are used to support the Development Application process.

Course Outline

**Prerequisites:** LUP 1620

**Corequisites:** None

## **LUP 2620 - Applied Land Use Planning**

**Credits: 3**

This is a capstone course that focuses on problem solving and conflict resolution. Learners work directly with a participating Municipality. Final projects focus on the resolution of an existing issue and are presented to an active Municipal Council.

Course Outline

**Prerequisites:** LUP 2020

**Corequisites:** SOI 2500, LUP 2030

## **LVS 1370 - Principles of Animal Agriculture**

**Credits: 3**

In this introductory course, students examine fundamental principles of physiology, nutrition and animal health as well as participating in hands-on labs. This course also studies global production demographics, production trends and current issues affecting livestock industries.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LVS 2070 - Beef Cattle Management**

**Credits: 3**

This course deals with beef production from the birth to slaughter. The objective will be to prepare students to manage a cow/calf herd throughout the yearly cycle. Various options for marketing their calves including retained ownership will be investigated. Feedlot management principles will also be evaluated so participants will have an understanding of the whole value chain. Students will participate in calving rotations and feeding rotations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LVS 2370 - Livestock Nutrition**

**Credits: 3**

This course applies the principles of nutrition to livestock. It includes a discussion of nutrients, nutrient requirements, sources of nutrients and their cost. It also includes meeting the nutrient requirements of various livestock species through ration balancing.

Course Outline

**Prerequisites:** LVS 1370

**Corequisites:** None

## **LVS 2470 - Livestock Health and Disease**

**Credits: 3**

Students are instructed regarding basic concepts of livestock diseases including their causes, clinical signs, treatment and prevention. This course is intended for the Agricultural Management program.

Course Outline

**Prerequisites:** LVS 1370

**Corequisites:** None

## **LVS 2570 - Livestock Breeding Strategies**

**Credits: 3**

This course will emphasize reproduction and genetic strategies with the objective to meet the goals for your breeding stock. Students will have the opportunity to concentrate on species of personal interest; as such there will be a requirement for significant self-study and report writing. Participation in activities on the Olds College farm and trips to local livestock enterprises will be expected.

Course Outline

**Prerequisites:** LVS 1370

**Corequisites:** None

## **MCH 1142 - Basic Machining Techniques**

**Credits: 3**

This course covers safe operation and maintenance of the engine lathe and milling machine. Also covered is the use of precision measuring tools both metric and imperial. Throughout the course students will build a number of take home projects. A course fee will be levied for materials used for take home projects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MEC 1050 - Machinery and Technology**



**Credits: 3**

This course is a general overview of the farm machinery and technology used in Western Canada. Students will become familiar with the uses and purposes of tractors and combines as well as tillage, seeding, spraying and forage equipment. Precision Farming principles and components will also be studied.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MEC 1490 - Farmstead Management**

**Credits: 3**

This course is a general overview of farmstead planning, structures and utility systems. Students study floor planning, building materials, foundations, framing types, technical drawings, environmental controls, electrical and gas, water and sewage systems. Safety, maintenance, relevant codes and environmental planning issues are also studied.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MEC 2060 - Precision Cropping Systems**

**Credits: 3**

In this course selected electronic monitors and controllers used on tractors, seeders, sprayers and combines will be studied. Students will also become more familiar with equipment and software used in Precision Farming practices.

Course Outline

**Prerequisites:** MEC 1050

**Corequisites:** None

## **MEP 1006 - Livestock Slaughter**

**Credits: 3**

Through guided instruction and on site applications, students will perform humane slaughter of selected livestock species to meet industry and regulatory inspection requirements.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1007, MEP 1008, MEP 1009

## **MEP 1007 - Meat Cutting**

**Credits: 3**

Students will gain practical meat fabrication and packaging skills to produce meat cuts for the retail, food service and custom markets.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1008, MEP 1009

## **MEP 1008 - Value Added Processing**

**Credits: 3**

Students will participate in the preparation and processing of selected value added meat products such as fresh and fully cooked sausages, hams and deli style meats.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1007, MEP 1009

## **MEP 1009 - Food Safety and Sanitation**

**Credits: 3**

Students will apply food safety measures and conduct sanitation operations within the meat production environment to comply with regulations and industry standards.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1007, MEP 1008

## **MEP 1010 - Meat Industry Communication**

**Credits: 3**

In this course, students will develop communication skills focused on the meat industry. The course will prepare students to work in teams, practice effective customer relations and sales techniques, and pursue employment opportunities in the meat industry.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1007, MEP 1008, MEP 1009

## **MGT 1000 - Principles of Management**

**Credits:** 3

Today's managers perform the functions of planning, organizing, leading and controlling, and must do so within the context and constraints of environmental and social pressure and demands. This course examines the role of the manager and the skills and techniques needed to effectively and efficiently manage the resources of people, money, materials and time to achieve organizational objectives. Throughout this course, students will be required to demonstrate understanding of the key principles and functions of management, and to apply these skills in contemporary business situations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 1060 - Business Law**

**Credits:** 3

This course introduces the learner to elements of the law that play a significant role in business relationships. Specific topics include the dispute resolution process, the law of organizations, contracts and torts, commercial transactions, plus selected relevant legislation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 1200 - Organizational Behaviour**

**Credits:** 3

Students learn to improve organizational effectiveness through the modification of organizational behaviour in a fast-paced, globally competitive and technologically complex environment. Contemporary management trends and practices are examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 1410 - Retail Operations**

**Credits: 3**

This course covers the various aspects of a retail operation. Students will be able to apply selected business strategies to a retail environment. Strategies include market segmentation, pricing, merchandise selection, finances, and site selection.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 1620 - Selling Strategies**

**Credits: 3**

This course defines service culture, analyzes customer behavior and customer relationship management. The students will demonstrate the steps in the direct selling process and produce a secret shoppers report.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 2040 - Advanced Computer Applications**

**Credits: 3**

Students perform advanced computer functions that will aid in the management of an equine related business. Students become proficient in the use of advanced Word, advanced PowerPoint, and web site design.

Course Outline

**Prerequisites:** ACT 1000

**Corequisites:** None

## **MGT 2060 - Managing Information Systems**

**Credits: 3**

Students learn to make decisions regarding the applications of information technology. Topics include computer system hardware

and software, database organization, networks, the systems development process and design of information system solutions, systems security and controls.

Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

## **MGT 2100 - Small Business Planning and Management**

**Credits:** 3

This course introduces students to the practices and procedures found in successfully creating and managing a small business in Canada. Business idea generation and evaluation, creation of competitive advantage, financing, forms of business organizations, financial and risk management, quality management and taxation are studied in the context of preparing students to start or manage a small business. Students will prepare and present a complete business plan.

Course Outline

**Prerequisites:** ACT 1000

**Corequisites:** None

## **MGT 2400 - Introduction to Project Management**

**Credits:** 3

This course provides students with a basic understanding of the generally accepted knowledge and practices of project management. The course follows the methodology of managing projects as recommended by the Project Management Institute (PMI). Students will develop a working level competency in all of the project management knowledge areas, in addition to the tools and techniques that are used for managing projects successfully in a team environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 2800 - Business Strategy**

**Credits:** 3

This course examines top management decisions and emphasizes the development of business strategy. It integrates the management principles previously studied in the program using a series of business cases.

Course Outline

**Prerequisites:** MGT 1200, ACT 1012 and MKG 1020 or MKG 1021

**Corequisites:** None

## **MGT 3100 - Financial Management**

**Credits:** 3

This course applies the concepts of financial management relevant to non-financial managers. Building on fundamental business principles, learners will examine the relationship among the fundamental financial management accounting tools. Through case studies and exercises, they will learn about the role of integrated financial statements (balance sheet, income statement and cash flow budgets) in strategic planning and operational decision making in a dynamic organizational environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 3200 - Project Management for Agriculture**

**Credits:** 3

Learners will implement project management principles and processes in an agricultural context. Microsoft Project software will be used to implement a step-by-step process from defining a problem or opportunity through to project completion.

Comprehensive "Request for Proposals" will be developed as an integral part of the implementation of a successful proposal process. Critical thinking and analytical skills will be developed during the problem-solving process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 3333 - Agriculture Innovation and Leadership**

**Credits:** 3

This course will provide learners with a strategic perspective on the emerging roles of technology and innovation in the agricultural sector. Additionally, students will explore effective leadership methods. Students will analyze historical and current theories in Leadership and practices in preparation for selecting appropriate strategies for dealing with leadership situations. They will also examine contemporary leadership issues in the context of helping organizations achieve their stated goals.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 3400 - Strategic Human Resources Management**

**Credits: 3**

The learner focuses on acquiring a holistic perspective on human resource practices. Creating competitive advantage through working with the people in an organization is investigated from the perspective of the management generalist.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 3500 - Applied Research**

**Credits: 3**

Applied Research is a course focusing upon problem-solving, research, and project management principles. Once introduced to problem-solving, research, and project management principles, learners will identify a management problem, describe a plan to produce a solution, complete the plan and prepare a report on the project. The learner will integrate past and present academic and other learning experiences and solve a variety of problems associated with all such projects. Learners will provide feedback to each other during the problem-solving process and will participate in the evaluation of their peers' presentation as required. Students are encouraged to seek out others to act as mentors or coaches as they work through both the problem-solving and project process.

Course Outline

**Prerequisites:** None

**Corequisites:** MKG 3000

## **MGT 3600 - Economics and Risk Management**

**Credits: 3**

The learner prepares for managerial decision-making by investigating economic models and exploring how the Canadian economy functions. Students will study agricultural markets with an emphasis on price risk management in commodity marketing.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 4000 - Strategic Business Management**

**Credits: 3**

Strategic Business Management is an expansion of the principles of business management with emphasis upon the formation of business decisions and policies. The purpose of this course is to enable the student to draw on analytical tools and previous knowledge from other courses in analyzing complex business problems and to formulate managerial decisions and recommendations from a managerial prospective.

Course Outline

**Prerequisites:** MGT 3100, MKG 3000, MGT 3400

**Corequisites:** None

## **MGT 6120 - Organizational Behaviour**

**Credits:** 3

Students learn to improve organizational effectiveness through the modification of Organizational Behaviour in a fast-paced, globally competitive and technologically complex environment. Contemporary management trends and practices are examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 1020 - Principles of Marketing**

**Credits:** 3

This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environmental factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 1021 - Marketing Principles**

**Credits:** 3

This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environment factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets. While similar in course competencies to MKG 1020, the evaluation for this course meets specific transfer credit requirements for Business Administration students.

Course Outline



**Prerequisites:** None

**Corequisites:** None

## **MKG 1510 - Fashion Promotions**

**Credits:** 3

Students will learn the principles, strategies, and techniques of the promotional mix. They will analyze and practice developing promotional materials and events.

Course Outline

**Prerequisites:** MKG 1020

**Corequisites:** None

## **MKG 2020 - Professional Selling/Customer Relations Management**

**Credits:** 3

This course is designed for business and agricultural management diplomas - marketing stream majors. The emphasis is on developing successful sales professionals and the competencies necessary to effectively manage the sales process. This is also an excellent foundational course for students pursuing an entrepreneurial career. The course is broken into three components. Specifically, 1) the development of personal and business goal setting ability, 2) the development of sales skills, and 3) the use of Customer Relationship Management (CRM) techniques. This course has an applied focus which is achieved by in-class role playing workshops, industry speakers and some field study.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 2500 - Marketing Research**

**Credits:** 3

This course provides students with an introduction to the fundamentals of marketing research. The course focuses on the principles and process of marketing research, specifically the planning, collecting and analyzing of data relevant to the business/marketing decision-making process and communication of the results to management. Students will be able to use the knowledge and skills gained to conduct and present marketing research studies.

Course Outline

**Prerequisites:** None

**Corequisites:** Non

## **MKG 2680 - E-marketing**

**Credits: 3**

Students acquire the necessary skills to develop eMarketing campaigns and manage eMarketing plans from a marketing, as well as managerial perspective. Topics include developing an eMarketing campaign, using online analytics to track success, using social media to market, search engine optimization and affiliate programs.

Course Outline

**Prerequisites:** MKG 1021 or both MKG 1020 and AMT 1360

**Corequisites:** None

## **MKG 3000 - Strategic Marketing**

**Credits: 3**

This is an advanced marketing course designed for BAsC - Agribusiness students which will present students with an effective approach to analyzing, planning and implementing marketing strategies. Students will analyze the marketing efforts of a "client" organization as well as work in teams to complete a high level marketing simulation game. Additionally, students will explore the concepts of consultative selling customer date-basing and an account penetration planning process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 3500 - International Marketing**

**Credits: 3**

This course provides an overview of international marketing in the small business context. Identification and evaluation of opportunities in the international marketplace, foreign exchange and payment mechanisms, import and export documentation and processes, packaging, transportation and communication methods will be covered.

Course Outline

**Prerequisites:** MKG 3000

**Corequisites:** None

## **PEC 6001 - Safety**

**Credits: 1**

This course introduces students to the responsibilities and opportunities of the trade and the importance of good communication

and workplace skills. Students will learn to use trade tools, equipment, and materials and follow safe work practices and procedures as prescribed in Occupational Health and Safety Standards. Fire detection and prevention along with safe application of ladders and scaffolding will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6002 - Building Materials**

**Credits:** 1

In this course students will learn to identify manufactured building products, solid wood products and joinery used within the construction industry as well as the various types, functions, and applications of some of the more common fasteners, adhesives, and sealants. Students will also describe the ingredients, production, placing and curing of concrete.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6003 - Hand and Power Tools**

**Credits:** 3

This course will provide theoretical and practical training in the selection, operation, and maintenance of various hand and power tools. Students will further develop their hand tool skills by constructing projects using wood materials.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6004 - Site Preparation and Building Layout**

**Credits:** 1

This course will introduce the building layout procedures and requirements of a project as well as a discussion of levelling equipment and excavation and shoring procedures. Students will identify the various equipment used in construction and employ safe procedures when working with cranes and hoisting equipment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6005 - Foundation**

**Credits: 2**

In this course, students will be introduced to various footings utilized in light construction as well as the methods and layout procedures for placing slabs on grade. Students will further develop their skills in constructing footing forms and fabricating wall forms. Conventional and alternate concrete foundation systems will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6006 - Floor Frame**

**Credits: 1**

The student is provided with an understanding of the forces that act upon a building and the various design principles that counteract these forces. Students will develop their skills by constructing a flooring system using common techniques and materials.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6007 - Estimating and Plans**

**Credits: 3**

This is an introductory course outlining the principles of blueprint reading and how to interpret the information contained in the different views. Students will practice drawing techniques and principles to produce project drawings as well as learn to solve mathematical problems as they relate to the trade.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6001 - Safety, Materials and Tools**

**Credits: 2**

In this course students will learn to apply communication skills in an industry context. They will be introduced to lifting operations, workshop safety and Occupational Health and Safety standards. They will learn to use common materials as well as

hand, shop, and power tools common to the trade. Metal cutting and heating operations safely using oxyacetylene equipment will also be introduced.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6002 - Suspensions, Wheels and Systems**

**Credits: 3**

Students will study the operating principles and design features of common frame and suspension systems, and learn to perform common system repairs. This course also covers the basic skills needed to service bearings, seals, wheels, tires, and hubs. Students will learn to identify common trailer systems and components, and to service trailer coupling systems and landing gear. They will learn to perform a trailer inspection according to Canadian Vehicle Inspection (CVI) regulations. The course also provides experience following typical maintenance programs used with off-road and on-road equipment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6003 - Hydraulic Brake Systems**

**Credits: 1**

In this course students will learn to apply scientific principles to braking system operation and explain the operation as well as servicing of hydraulic drum and disc brake systems. They will also study service procedures of power braking systems service procedures including parking brake and electric braking systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6004 - Electrical and Electronics**

**Credits: 3**

This course provides an introduction to the scientific principles necessary to explain magnetism and electrical theory in relation to industrial equipment. Students will learn to identify electrical circuit types and circuit defects. Using electrical test equipment, they will learn to measure electrical values and to measure, test and repair electrical circuits. They will also learn to service, test and charge a lead-acid battery. Students will practice testing discrete electronic components and describe the operation of basic computer-controlled systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6005 - Hydraulics Systems**

**Credits:** 1

This course focuses on hydraulic principles and the function of the following hydraulic system components; hydraulic oils, reservoirs, filters, conductors, and heat exchangers. Students will also study the functions and principles of operation of hydraulic system components.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6006 - Air Brakes**

**Credits:** 2

This course explains the fundamental principles behind the operation of an air brake system and its mechanical components. Students will learn to explain the principles of air brake system operation as well as service and diagnose truck/tractor and trailer air brake components and systems. They will also study the basic operation of an air antilock brake system.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6001 - Shop Safety, Equipment and Materials**

**Credits:** 1

This course introduces students to the responsibilities and opportunities of the trade and the importance of good communication and workplace skills. Students will learn to use general shop equipment and materials and follow safe work practices and procedures as prescribed in Occupational Health and Safety Standards. Fire detection and prevention along with safe use of oxy-fuel equipment will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6002 - Trade Tools and Shop Procedures**

**Credits: 1**

In this course students will demonstrate the correct use and general maintenance of hand tools, electrical testing equipment as well as common shop tools utilized in the trade. Students will also describe the safe use and care tune-up and service tools.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6003 - Basic Electrical Theory and Circuits**

**Credits: 1**

This course will provide students with theoretical and practical training in electrical circuits. Students will identify and interpret wiring diagrams in various electrical circuitry as well as test, repair, or replace wires and connectors. They will also learn to safely service, charge and maintain batteries.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6004 - Motorcycle Assembly and Pre-Delivery**

**Credits: 1**

This course will provide the necessary safe procedures in receiving new machines for assembly including damage inspection, manufacturer's instructions, pre-delivery inspections, and cosmetic repairs. Students will also prepare various units for extended storage in heated and unheated situations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6005 - Basic Tune-Up and Manufacturer's Service**

**Credits: 2**

In this course, students will perform a basic tune-up and service check based on the manufacturer's recommendations including; cleaning, inspecting, compression tests, adjustments, and overhaul. Performing common inspections and adjustments specified in service manuals will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6006 - Two and Four Stroke Engine Theory**

**Credits:** 2

This course will explain the operating principles and design features of the two and a four stroke engine and identify the methods used to seal the joint surfaces. Operating principles and design features of slide type and constant velocity type carburetors will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6007 - Wheel and Tire Maintenance**

**Credits:** 2

In this course, students will identify various wheel types and construction designs as well as the application and construction of various tires. Students will also perform front and rear wheel assembly inspections, measurements, overhaul and service. Tire service and inspection will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6008 - Mechanical and Hydraulic Brake Systems**

**Credits:** 2

Students in this course will learn to identify the components and operation of drum and disc brake systems. Students will inspect, maintain and repair drum brake and disc brake systems including the replacement and overhaul of various braking components.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6001 - Safety, Tools, Weld Faults and Oxy-Acetylene Welding**



**Credits: 2**

This course introduces students to the responsibilities and opportunities of the trade and the importance of good communication and workplace skills. Students will learn to use trade tools, equipment, and materials and follow safe work practices and procedures as prescribed in Occupational Health and Safety Standards. They will also learn to assemble oxy-fuel equipment, identify causes of weld faults and methods for their prevention.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6002 - SMAW 1**

**Credits: 1**

In this course students will learn to identify Shielded Metal Arc Welding (SMAW) equipment, select mild steel electrodes and identify basic joints and weld types. Students will learn to gouge and cut using a carbon arc cutting with air process and will also have the opportunity to observe plasma arc cutting.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6003 - GMAW, FCAW and SAW**

**Credits: 1**

Students will learn to apply safe work practices in selecting Gas Metal Arc Welding (GMAW) consumables and equipment as well as set up, use, maintain and troubleshoot GMAW equipment. They will also learn to select Submerged Arc Welding (SAW) equipment and consumables.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6004 - Trade Math**

**Credits: 2**

In this course students will learn to solve mathematical problems directly related to the welding trade. Mathematical operations involving fractions, decimals, geometric formulas, and percentages and ratios will be used throughout the course.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6005 - SMAW Practical**

**Credits: 3**

In this course, students will learn to perform surface welds in the flat position utilizing SMAW Welds on 3/8" mild steel plate. They will practice this skill as well as fillet and groove welds utilizing various electrodes in a number of different welding positions.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6006 - GMAW Practical**

**Credits: 2**

Students in this course will perform surface welds in the flat and horizontal positions utilizing GMAW welds on gauge and thicker mild steel. Utilizing Flux Cored Arc Welding (FCAW) Welds on mild steel, students will also perform surface welds in the flat and horizontal positions on mild steel. A combination of GMAW and FCAW welds on mild steel, 1G, 2G, and 3G position welds will be performed on mild steel.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6007 - Oxy Cutting Practical**

**Credits: 1**

This course introduces learners to alternate welding processes. Students will learn to perform oxy-fuel welding, braze welding and brazing utilizing various welding positions on mild steel. They will also perform straight line, bevel, and cutting techniques using a hand-held oxy-fuel cutting torch.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6001 - Safety Personal and Professional Development**

**Credits: 1**

This course introduces students to safe work practices and procedures related to Occupational Health and Safety Standards, WHMIS, infection control and hygiene. Students will also study provincial regulations related to their industry and personal and professional ethics and salon success.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6002 - Client Services**

**Credits: 1**

In this course students will learn how to gather client information, keep accurate client records and use this data to ensure predictable results for all services. They will develop communication skills required in the hairstyling industry and learn to recommend and prescribe professional hair care products for client's home use.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6003 - Facility and Equipment**

**Credits: 1**

Students in this course will learn about the use and care of tools and equipment common to the hairstyle industry. They will also develop a command of associated salon terminology.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6004 - Properties of Hair & Scalp**

**Credits: 1**

In this course students will learn about hair structure, chemistry and growth and the hair analysis process. They will also study mechanical, environmental, chemical and thermal damage of hair and be able to describe hair and scalp disorders.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6005 - Draping, Shampooing and Treatments**

**Credits: 4**

In this course students will learn to drape clients and perform shampoo and related treatments in a salon setting. They will also learn about selected types of shampoos and conditioners, and their application in the treatment of hair and scalp conditions. Brushing and massaging techniques will also be developed.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6006 - Haircutting**

**Credits: 4**

Students in this course will learn to describe the basic types of haircuts, and the different types of mustaches and beards. They will develop their ability to use all haircutting skills.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6007 - Hairstyling**

**Credits: 2**

In this course students will develop their ability to design and create hairstyles, from wet to dry. They will learn to apply hair styling techniques and procedures and perform basic finishing techniques.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6008 - Chemical Texturing**

**Credits: 1**

Students in this course will be introduced to the physical and chemical phases of perming as well as the different types of hair relaxers and their effects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6009 - Hair Colouring**

**Credits: 1**

In this course students will learn to describe the categories of colour and its effects on hair. They will also be able to describe basic colour application techniques and procedures and apply the law of colour to create and mix colour formulations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PLS 1010 - Plant Science Principles**

**Credits: 3**

This foundation course details plant morphology, physiology and taxonomy. Students learn how structures and processes affect overall plant growth and response to the surrounding environment. A dichotomous key is used to identify unknown plant species.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PLS 1310 - Ecological Principles and Weed Management**

**Credits: 3**

An introduction to ecosystems and the ecological principles underlying the establishment of invasive plant species. Students learn to identify common horticultural weeds and recognize how biology contributes to invasiveness. Strategies for proactive and reactive integrated weed management are described.

Course Outline

**Prerequisites:** PLS 1010

**Corequisites:** None

## **PRH 3530 - Technology Applications in Production Horticulture**

**Credits:** 3

This course examines the use of technology in Production Horticulture. The student will examine and utilize a variety of production related technologies in the management and culture of horticulture crops. Technologies covered will include crop modeling, robotics, environment control and data encoding and management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PRH 3540 - Biotechnology**

**Credits:** 3

This course examines the use and manipulation of plants and micro organisms to create products that benefit humankind. The student will examine and apply concepts of advanced plant propagation, plant breeding, and evaluate business and environmental implications.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PRH 3560 - Alternative Production Horticulture**

**Credits:** 3

This course examines alternative modes of horticulture crop production that do not fall within the mainstream of Production Horticulture. The student will examine a range of opportunities, assess their relative value, review demand, configure management practices, develop and apply working models.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SOI 1000 - Fundamentals of Soil Science**

**Credits: 3**

This course encompasses the study of soil formation, soil properties and the characteristics and distribution of prairie soil resources. Students will also be introduced to soil classification, soil fertility and sustainable soil management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SOI 1410 - Urban Soils**

**Credits: 3**

This course encompasses soil parameters that are applicable in urban situations. The learner will gain knowledge in urban soil properties and characteristics and how soil can be manipulated to be successful at all levels of project planning, design, installation and maintenance.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SOI 2340 - Soil Classification and Mapping**

**Credits: 3**

A study of soil genesis, morphology, and classification with particular focus on the Canadian System of Soil Classification (CSSC). Emphasis will be placed on the classification of soils by observing and measuring real soil properties that reflect processes of soil formation and environmental factors. Students will also be introduced to the concepts and procedures involved in mapping soils and interpreting soil resource inventory information.

Course Outline

**Prerequisites:** SOI 1000

**Corequisites:** None

## **SOI 2410 - Urban Soil Application**

**Credits: 3**

This course will provide theoretical and practical training in evaluating physical, chemical, and biological processes of urban soils. Students examine factors that influence sustainable urban soil and solve problems directly affecting soil/plant systems. Students develop a working knowledge of soil fertility.

Course Outline

**Prerequisites:** SOI 1410

**Corequisites:** None

## **SOI 2411 - Advanced Golf Course Soils**

**Credits:** 3

This course will provide theoretical and practical training in evaluating physical, chemical, and biological processes of golf course soils. Students gain an understanding of factors that influence sustainable methods in golf course soil applications. They develop a working knowledge of soil fertility that will be utilized in the planning of specialized fertility programs.

Course Outline

**Prerequisites:** SOI 1410

**Corequisites:** None

## **SOI 2500 - Sustainable Soil Management**

**Credits:** 3

This advanced course in soil science will allow the learner to develop skills in soil management, soil conservation and plant nutrition in sustainable agricultural systems. Learners will discuss factors that lead to soil degradation and the practices that can mitigate these problems. This course will also integrate these principles in the development of a sustainable land management plan.

Course Outline

**Prerequisites:** SOI 2340

**Corequisites:** None

## **SPM 1020 - Training for Performance**

**Credits:** 3

Students will gain an understanding of the science of physical fitness and training. They will analyze the concepts of fitness and training, in relation to health and sports performance. They will review the different types of fitness, their underlying determinants, and the training strategies and adaptations that are used to improve these capabilities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 1040 - Activities and Sport**



**Credits: 3**

Students will learn and practice the rules, skills, and abilities involved in playing a variety of individual sports. Students will also learn about the equipment, required facilities, safety procedures, group management, and special requirements related to managing individual sports.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 1200 - Introduction to Coaching - Level I**

**Credits: 3**

In this course the student will address the basics of ethics, practice planning, nutrition, and the prevention of sports related injuries. The course incorporates coaching theory components of the National Coaching Certification Program (NCCP). There are additional costs related to the NCCP certification process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 1220 - Fitness for Life**

**Credits: 3**

Students will gain an understanding in health promotion and wellness models and the principles of exercise and nutrition, as they relate to health, social, cultural, economic, international, and environmental issues. The principles of exercise prescription for cardiovascular fitness, muscular strength, and endurance are presented. Emphasis is placed on personal health, nutrition, stress reduction, and the prevention of activity injuries.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 1240 - Sport Leadership**

**Credits: 3**

Students will analyze various leadership theories, and will apply these theories to sport management and the culture of sport. Students will participate in a variety of self-assessment activities, and course topics include leadership styles, roles and behaviors in the context of sport organizations, and the implications of managing and leading in sport.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 1260 - Introduction to Sport Management**

**Credits:** 3

Students will analyze various management theories and models, and will assess the basic organizational and business structures of sport, fitness, and leisure industries. Content areas include professional, Olympic, and intercollegiate sports, as well as the promotion business sector of exercise, fitness, and sport.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 2020 - Sport and Recreation Management**

**Credits:** 3

Students will examine contemporary planning models and practices for major sport events, including provincial, national, and international events, tournaments, and championships. The content area include: feasibility studies, bidding, operational planning, implementation, monitoring, management, branding and promotion, evaluation, and renewal of sport events.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 2200 - Introduction to Coaching - Level 2**

**Credits:** 3

In this course the student will apply fitness conditioning principles to develop a coaching plan designed to meet identified National Certification Coaching Program (NCCP) requirements. They will learn to apply teaching, learning and leadership theory to coaching and provide basic mental skill development support to athletes. There are additional costs related to the NCCP certification process.

Course Outline

**Prerequisites:** SPM 1200

**Corequisites:** None

## **SPM 2220 - Sport Event Management**

**Credits: 3**

Students will examine contemporary planning models and practices for major sport events, including provincial, national, and international events, tournaments, and championships. The content areas include: feasibility studies, bidding, operational planning, implementation, monitoring, management, branding and promotion, evaluation, and renewal of sport events.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 2230 - Behaviour in Sports Organizations**

**Credits: 3**

Building on the foundational knowledge from previous courses in the program, students will evaluate the behaviours in sport organizations. With an emphasis on non-profit sport organizations, students will gain an understanding in a variety of topics including change management, leadership, conflict, motivation, staffing (particularly related to volunteers), decision making and team building, organizational dynamics, and the politics and power issues specific to sport organizations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 2500 - Event Planning**

**Credits: 3**

This course provides an introductory overview of the theory and procedures essential to create and operate an event. Students will have the opportunity to apply these principles to a variety of event environments.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1000 - Technician Basics**

**Credits: 3**

In this introductory course, the student will gain an understanding of shop procedures and practices. They will learn the use and

care of selected measuring, hand and power tools, workplace safety and common industry practices. The student will construct selected shop projects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1026 - Braking and Trailer Systems**

**Credits:** 3

Students will gain an understanding of common braking and trailer systems. They will study the operation, repair and troubleshooting of air, hydraulic and electric braking systems, suspension systems and trailer components and systems. Together, students will repair selected brake systems and inspect selected trailer components.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1100 - Hydraulic and Electrical Basics**

**Credits:** 3

This course is an introduction to hydraulic and electrical principles and systems. Students will study hydraulic and electrical components, how they work and how they are connected in a system. Students will study open and closed center hydraulic systems, and how electricity is created and used. Working with hydraulic test benches, multimeters, circuit boards and other laboratory aids, the students will build and test a variety of selected hydraulic and electrical circuits. Using and interpreting electrical schematics, students will locate components and perform basic repairs on wiring harnesses.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1133 - Agricultural Equipment I**

**Credits:** 3

This course is an introduction of agricultural equipment and drive systems. The student will become acquainted with the function, operation and adjustment of selected equipment. This shall include tractor performance, tillage, cutting, baling and forage equipment. Driveline components, light duty transmissions, clutch and differentials will also be studied.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1404 - Engine Fundamentals and Systems**

**Credits: 3**

This course will introduce students to the fundamental operating and maintenance principles of gasoline and diesel engines. Students will be able to describe two and four stroke cycle engine operating principles for both gasoline and diesel engine. The student's descriptions will include parts identification preventative maintenance programs, engine lubrication, cooling, inlet and exhaust systems found on gasoline and diesel engines.

Course Outline

**Prerequisites:** TEC 1000

**Corequisites:** TEC 1504

## **TEC 1504 - Engine Service and Repair**

**Credits: 3**

This course is a detailed study of engine (gasoline and diesel) components, systems and repairs. Students will study in detail the cooling, lubrication, intake and exhaust systems of modern diesel engines. Students will disassemble a diesel engine, measure its components as part of the evaluation of the components, describe their function and reassemble the engine to industry specifications. Included in this activity the student will perform engine tune up procedures, preventative maintenance procedures and evaluate engine condition.

Course Outline

**Prerequisites:** TEC 1000

**Corequisites:** TEC 1404

## **TEC 1522 - Starting and Charging Systems**

**Credits: 3**

Students will study the operation, testing and repair of alternators, starting motors, batteries, and ignition components. The servicing of wire terminals and connectors will be performed. The course also includes the study of basic electronics and electronic control systems.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

## **TEC 1604 - Diesel Fuel Systems**

**Credits: 3**

This is an in depth study of diesel fuel, selected mechanical fuel injection systems, and selected electronic controlled fuel injection systems. The students will study the process used to manufacture diesel fuel, safety and guidelines used for the handling and storage of diesel fuel. The student will describe the operating and testing principles of selected mechanical fuel injection systems, engine governor assemblies and fuel injectors used in diesel engines. The student also studies electronically controlled fuel systems and the capabilities of the technician to diagnose trouble codes and failures to stay within the emission regulations. Also included in this course the student will describe the operation of engine compression brakes and engine performance terminology as it pertains to dynamometer testing.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 2126 - Hydraulic Shift Transmissions**

**Credits: 3**

Students will study the theory, operation and service procedures of hydraulic/power shift transmissions, automatic transmissions, torque converters and hydraulic retarders used in off road equipment. The students will disassemble, inspect and reassemble a power shift or automatic transmission. The students will also study system schematic interpretation using technical manuals and testing and trouble shooting procedures.

Course Outline

**Prerequisites:** TEC 1100, TEC 2305

**Corequisites:** None

## **TEC 2218 - Steering and Suspension**

**Credits: 3**

In this course students will study the fundamentals and service of steering and suspension equipment operated "on road" and "off road" including agricultural equipment. Students will also study wheel angles and alignment, and selected accessories or attachments associated with modern equipment.

Course Outline

**Prerequisites:** TEC 1000, TEC 1026

**Corequisites:** None

## **TEC 2226 - Off Road Systems**

**Credits: 3**

Students will gain an understanding of different types of undercarriage, their applications and selected ground engagement tools used in Off Road equipment. They will study proper methods for evaluating wear, disassembly, proper usage and their effect on machine performance. Students will use safe handling and overhaul techniques to disassemble, measure and re-assembly undercarriages, track tension systems and ground engagement tools.

Course Outline

**Prerequisites:** TEC 1000

**Corequisites:** None

## **TEC 2305 - Hydraulics II**

**Credits: 3**

Students will study advanced hydraulic systems including open centre, closed centre, load sensing and pilot operated systems. The students will also study system schematic interpretation using technical manuals and testing and troubleshooting procedures. Selected system components will be disassembled to learn inspection and repair procedures.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

## **TEC 2338 - HVAC Systems**

**Credits: 3**

This heating and air-conditioning course covers the theory of operation, system controls, servicing, and diagnostics of selected systems. Students will practice selected service procedures to industry standards on laboratory air conditioning units and live equipment. Students will be encouraged to obtain the Heating Refrigeration Air Conditioning Institute of Canada environmental awareness certification. This certification will be offered on the students' own time (evening) and at their own expense.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

## **TEC 2433 - Agricultural Equipment II**

**Credits: 3**

Students will study equipment used in seeding, spraying and harvesting, including some of the monitors and GPS systems used on this equipment. Precision Farming practices, components and software will also be studied.

Course Outline

**Prerequisites:** TEC 1133

**Corequisites:** None

## **TEC 2436 - On Road Power Trains**

**Credits:** 3

This is a detailed course covering basic power train applications to heavy duty applications found in equipment (trucks) operated normally "on road". The students will study topic areas from basic principles, fundamentals and repairs of clutches, transmissions, drivelines, differentials and transfer cases. Students will disassemble, troubleshoot, evaluate and reassemble selected power train components.

Course Outline

**Prerequisites:** TEC 1000, TEC 1133

**Corequisites:** None

## **TEC 2705 - Hydraulics III**

**Credits:** 3

Students will study hydrostatic drive systems, off road steering systems and electrical/electronically controlled hydraulic systems. The students will also study system schematic interpretation using technical manuals and testing and troubleshooting procedures. Selected system components will be disassembled to learn inspection and repair procedures.

Course Outline

**Prerequisites:** TEC 2305

**Corequisites:** None

## **TEC 2722 - Electrical and Electronic Diagnostics**

**Credits:** 3

This course is a detailed study of major electrical systems, troubleshooting of components and circuits on selected pieces of equipment. Students will be involved in using diagnostic tools and schematics for troubleshooting faults on equipment. On-board computer controllers for the purpose of diagnostics will also be discussed.

Course Outline

**Prerequisites:** TEC 1522

**Corequisites:** None

## **TEC 2733 - Agricultural Equipment Repair**



**Credits: 3**

Students will gain experience in the overhaul and repair of agricultural equipment. They will use service and parts manuals to disassemble, analyze, repair and reassemble agricultural equipment. The course will use current shop procedures and practices to give the student knowledge of how an agricultural equipment repair shop operates.

Course Outline

**Prerequisites:** TEC 1133, TEC 1000

**Corequisites:** None

## **TEC 2749 - Heavy Equipment Repair**

**Credits: 3**

Students will gain experience in the overhaul and repair of heavy equipment. They will use service and parts manuals to disassemble, analyze, repair and reassemble heavy equipment. The course will use current shop procedures and practices to give the student knowledge of how a heavy equipment repair shop operates.

Course Outline

**Prerequisites:** TEC 1100, TEC 2226

**Corequisites:** None

## **TRF 1000 - Succeeding in an Inquiry Based Learning Environment**

**Credits: 3**

Students assemble information, discover processes and apply techniques that prepare them for success in an inquiry based learning environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1210 - Managing Turfgrass**

**Credits: 3**

Students discover the fundamental principles of turfgrass management

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1600 - Developing Turfgrass Operational Strategies**

**Credits: 3**

Students develop an operational strategy plan utilizing best management practices in financial and human resources.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1620 - Applying Environmental Principles for Pesticide Certification**

**Credits: 3**

Students achieve Federal Pesticide Assistant Certification through implementing safe handling, application and legislation of pesticides.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1660 - Managing Sustainable Turfgrass Irrigation**

**Credits: 3**

Students discover, design and assemble irrigation components and systems implementing water conservation processes.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1710 - Turf Pest Management**

**Credits: 3**

This course examines the taxonomy, morphology, and biology of arthropods and vertebrates that affect turf and turf workers. The students will examine structure and function in relation to identification, detection and role of organisms in an ecosystem with a focus on interactions. Students will relate principles of arthropod and vertebrate development to management strategies. The focus will be on damage prevention through selection and integration of sustainable and economic biological, chemical, cultural and physical management tools.

Course Outline

**Prerequisites:** PLS 1010

**Corequisites:** PLS 1310

## **TRF 1720 - Golf Course Field School 1; Assessing Equipment Inventories & Practices**

**Credits: 3**

Students develop a plan to understand the equipment inventory and the individual roles that each piece of equipment has in golf course conditioning.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1730 - Discovering Construction Principles**

**Credits: 3**

Students discover and implement fundamental construction and project management techniques.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1740 - Golf Course Field School 2; Discovering Cultural Practices**

**Credits: 3**

Students identify and analyse cultural practices as they relate to the golf course system.

Course Outline

**Prerequisites:** TRF 1720

**Corequisites:** None

## **TRF 1760 - Golf Course Field School 3; Evaluating Playing Conditions**

**Credits: 3**

Students develop best management practices of playing conditions as they relate to course set-up, player experience and maintenance standards.

Course Outline

**Prerequisites:** TRF 1720 and TRF 1740

**Corequisites:** None

## **TRF 2100 - Turf Equipment Maintenance**

**Credits: 3**

The students gain an understanding of preventative maintenance performed on horticultural and turf grass equipment. They will study the basic engine principles of gasoline and diesel engines, hydraulic fundamentals and cutting unit theory. Together, students perform preventative maintenance on selected live units.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2300 - Golf Course Management**

**Credits: 3**

Students gain a knowledge of ethics and standards within the golf course profession. The roles of various golf course industry employment positions are examined as they pertain to the business of golf. Students address etiquette and rules of golf. Students evaluate various forms of golf business organizations and assess golf course operating budgets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2400 - Managing Agronomic Environments**

**Credits: 3**

Students develop strategies for turf care related to management of a golf course.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2500 - Environmental Management for Golf Courses**

**Credits: 3**

Students gain an understanding of moral issues pertaining to golf course and the environment. Principles of the Audubon Cooperative Sanctuary Program for Golf Courses are used to develop an environmental management plan for a golf course. Students develop strategies to implement Best Management Practices with the goal of fostering environmental awareness and commitment to sustainability.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2620 - Procuring Pesticide Certification**

**Credits: 3**

Students investigate preventative and curative applications for turfgrass pest management and achieve full regional pesticide application certification.

Course Outline

**Prerequisites:** TRF 1620

**Corequisites:** None

## **TRF 2640 - Implementing Environmental Systems for Golf Courses**

**Credits: 3**

Students discover the principles of the Audubon Cooperative Sanctuary Program for Golf Courses.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2660 - Evaluating Irrigation Environmental Efficiencies**

**Credits: 3**

Students assess irrigation environmental impacts through irrigation auditing and central control software

Course Outline

**Prerequisites:** TRF 1660

**Corequisites:** None

## **TRF 2700 - Principles of Golf Course Construction**

**Credits: 3**

Students gain an understanding of the specialized techniques in constructing golf course features. Students also gain an understanding of plan development and construction. They complete projects that are consistent with industry practices.  
Course Outline

**Prerequisites:** CAD 1050

**Corequisites:** None

## **TRF 2720 - Golf Course Pesticide Application**

**Credits: 3**

Students gain knowledge and skill in the safe handling, application, and legislation of pesticides for golf courses. They participate in calculating, mixing, and calibration of equipment for the safe application of pesticides. Students are prepared to write the Alberta Pesticide Applicator Certificate exam.  
Course Outline

**Prerequisites:** TRF 1200

**Corequisites:** None

## **TRF 2730 - Applying Golf Course Construction Techniques**

**Credits: 3**

Students discover, develop and implement golf course construction elements  
Course Outline

**Prerequisites:** TRF 1730

**Corequisites:** None

## **TRF 2740 - Evaluating Professional Standards**

**Credits: 3**

Students evaluate frameworks necessary to implement golf course operational standards  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2760 - Turfgrass Diseases**

**Credits: 3**

This course examines the taxonomy and biology of viruses, bacteria, fungi, algae, nematodes and parasitic plants. The students will examine structure and function in relation to identification, detection and role of organisms on the golf course with a focus on biotic and abiotic interactions. Selected common diseases will be examined. Students relate principles of disease development to management strategies. The focus will be on damage prevention through selection and integration of sustainable and economic biological, chemical, cultural, and physical management strategies.

Course Outline

**Prerequisites:** PLS 1010

**Corequisites:** None

## **TRF 2800 - Managing Golf Course Soils**

**Credits: 3**

Students assemble information and discover processes that influence sustainable methods in golf course soil management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2810 - Internship I; Evaluating Golf Course Infrastructure**

**Credits: 3**

Students develop a plan to assess infrastructure requirements and the roles that infrastructure element has in the golf course system

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2820 - Internship II; Formulating Ecological System Diversifications**

**Credits: 3**

Students implement technology to assemble and analyse golf course plant diversification to maintain or change the integrity of the original intent of the planting plan.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2830 - Internship III; Golf Course Environmental Practices**

**Credits:** 3

Students identify and assess elements of an environmental position of a golf course and integrate their skills to defend, improve or change the position from a sustainable perspective.

Course Outline

**Prerequisites:** TRF 2640

**Corequisites:** None

## **TRF 3000 - Creating an Agronomic Calendar**

**Credits:** 3

Students plan and build an agronomic calendar relating to all applications of products, scheduling of staff and implementation of cultural practice and budgets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 3020 - Assessing Water Quality on Golf Courses**

**Credits:** 3

Students assemble information and discover and analyse processes that influence sustainable methods in golf course water management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 3100 - Exploring Case Studies in Golf Course Management**



**Credits: 3**

Students analyse, reflect and propose solutions to challenges in golf course case studies.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 3120 - Maintaining Golf Course Design Integrity**

**Credits: 3**

Students explore trends and technologies as it relates to golf course design and the management of design integrity.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 4000 - Golf Course Master Planning**

**Credits: 3**

Students apply master planning principles to develop standards for a golf course. Students evaluate a golf course within the context of a long-term planning strategy to manage developmental changes over time. Students develop a long-range master plan for a golf course including specific golf course construction projects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 4100 - Certified Environmental Professional**

**Credits: 3**

Students gain an understanding of moral and ethical issues pertaining to golf courses and the environment. Principles of The Audubon Cooperative Sanctuary Program for Golf Courses are used to develop an environmental management plan for a golf course. Students develop strategies to implement Best Management Practices with the goal of fostering environmental awareness and commitment to sustainability.

Course Outline

**Prerequisites:** TRF 2500

**Corequisites:** None

## **TRF 4200 - Golf Operational Management**

**Credits: 3**

The learner will gain knowledge of operational considerations for the management of selected areas of a golf business. Through a series of case studies and projects, students will enhance their understanding of golf shop operations, food and beverage operations, financial management strategies and the impact of maintenance operations on business performance.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1010 - Transition to College Life**

**Credits: 3**

The student develops an understanding of expectations and skills required to cope independently in the Transitional Vocational Program. This course is offered in the month of August.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1020 - Personal and Financial Management**

**Credits: 3**

The students will develop skills for managing personal finances by developing and maintaining a personal budget. Students will gain skills to manage independently in their community.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1030 - Workplace Communications**

**Credits: 3**

The student will enhance communication skills. Students will apply skills in listening, oral presentations, computers and verbal/non-verbal communications.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1040 - Transition to Workplace**

**Credits:** 3

Students will demonstrate skills to increase work effectiveness. Course content will develop personal organization, accountability and basic safety training for the workplace. Students will also prepare an occupational profile.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1050 - Consumer Skills**

**Credits:** 3

Students establish necessary skills needed for management of a self sufficient lifestyle. Activities prepare students for moving into an independent living opportunity.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1060 - Employment Search**

**Credits:** 3

The students will develop employment search skills and research employment opportunities. Learners will develop a resume and portfolio to enhance post college employment opportunities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1070 - Workplace Relations**

**Credits: 3**

Student develops skills to build and maintain employment relationships. Students demonstrate an understanding of self empowerment, conflict resolution skills and effective work-place skills.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1110 - Work Experience I**

**Credits: 3**

Provides students with practical employment skills and hands on training in suitable employment areas.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1120 - Work Experience II**

**Credits: 3**

The student will develop greater independence in practical hands-on training in suitable employment areas.

Course Outline

**Prerequisites:** TVP 1110

**Corequisites:** None

## **TVP 1130 - Work Practicum**

**Credits: 3**

Student will complete their final work practicum with minimal contact from Olds College Staff. Students will perform work-place skills independently.

Course Outline

**Prerequisites:** TVP 1120

**Corequisites:** None

## **VMR 1010 - Animal Health Systems and Management**

**Credits: 3**

Students will use terminology in veterinary medicine. Students will describe emergency and animal health management principles and procedures.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **VMR 1020 - Animal Breeds, Handling and Behaviour**

**Credits: 3**

Different breeds and natural behaviours will be studied and students will identify species and breeds of domestic animals. Students will perform safe handling and restraint techniques on domestic animals.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **VMR 1510 - Infectious Diseases and Prevention**

**Credits: 3**

Students will describe disease conditions of domestic animals and common pharmaceutical agents used in veterinary medicine. Students will review legislation regarding use of pharmaceuticals and will write the Production Animal Medicine Regulation exam. Students describe nutritional requirements for dogs and cats.

Course Outline

**Prerequisites:** VMR 1010

**Corequisites:** None

## **VMR 1520 - Veterinary Procedures Awareness**

**Credits: 3**

Students will recognize and describe common procedures performed in a veterinary hospital. Students will be introduced to veterinary ethics, with an emphasis on animal welfare issues. Critical thinking is applied to animal welfare situations in the pet industry, the livestock industry and to animals used in research, in circuses and wildlife.

Course Outline

**Prerequisites:** VMR 1010, VMR 1020

**Corequisites:** None

## **VMR 1530 - Reception Procedures in Veterinary Medicine**

**Credits: 3**

Students will prepare for their Industry Practicum by preparing portfolios and working with locations to develop veterinary practice protocols. Students will operate standard office equipment. Students will review communication skills and apply them to veterinary settings. Students will hear from industry representatives and participate in industry related field trips.

Course Outline

**Prerequisites:** AHT 1050

**Corequisites:** None

## **VMR 1550 - Veterinary Practice Software**

**Credits: 3**

Using a relational database, students will design data tables, select appropriate data types and relate tables logically. Students will create and modify database objects including tables, forms, reports and queries. They will apply core skills to streamline data entry, ensure data integrity, automate tasks and analyse data. Students will use a selection of veterinary specific software.

**Prerequisites:** CMP 1000

## **VMR 2950 - Industry Practicum**

**Credits: 3**

Students spend 4 weeks (160 hours) in a veterinary hospital or related institution where they apply competencies acquired during their education and training in the VMR Program. Students will prepare for their industry practicum by utilizing job searching techniques, cover letter and resume writing to secure a placement for their industry practicum.

Course Outline

**Prerequisites:** Pass all required courses and have a cumulative GPA at or above that required for graduation.

**Corequisites:** None

## **VTA 6010 - Small Animal Restraint and Handling**

**Credits: 3**

This course will provide students with knowledge of breeds and behaviors of domestic cats and dogs. Students will learn and apply small animal handling and restraint techniques.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **VTA 6020 - Principles of Veterinary Clinical Procedures**

**Credits: 3**

Students will describe principles of common small animal surgeries and clinical procedures routinely performed in veterinary practices.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **VTA 6030 - Veterinary Equipment and Instrumentation**

**Credits: 3**

Students will describe common biosecurity protocols used in veterinary practice. This course will review veterinary instruments and their care and maintenance. Students will complete WHMIS training.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **VTA 6040 - Veterinary Patient Preparation and Husbandry**

**Credits: 3**

This course will provide students with knowledge of the roles of all veterinary team members. Principles of surgical preparation, husbandry and post surgical care of dogs and cats will be discussed. Students will review the importance of medical records.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **WLD 1167 - Introductory Welding**

**Credits: 3**

Students will gain an understanding into the safety, theory and techniques of manual arc welding, oxy-fuel equipment and gas metal arc welding. They will study electrode selection, welding metallurgy, repair and fabrication procedures and metal joint preparation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **WLD 2167 - Intermediate Welding**

**Credits: 3**

Students will further their understanding of safety and welding practices utilizing oxy-acetylene, Plasma Arc Cutting (PAC), Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW) processes used widely by industry today.

Course Outline

**Prerequisites:** WLD 1167

**Corequisites:** None

## **WTR 1200 - Managing Water Systems**

**Credits: 3**

Students explore the water management issues of horticulture operations focusing on the design and installation of appropriate irrigation systems to reflect industry standards and specific site needs.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **WTR 1330 - Water Fundamentals**

**Credits: 3**

This course is an introduction to the science and issues of water resource management. Topics include the properties of water, surface and groundwater hydrology, water quality standards, water quality analysis and sampling, and the protection of water resources.

Course Outline



**Prerequisites:** None

**Corequisites:** None

## **WTR 1430 - Introductory Golf Course Irrigation**

**Credits:** 3

Students gain an understanding of golf course irrigation systems. Students complete activities relating to installation, operation and maintenance of irrigation components. Students learn irrigation system design in relation to water movement and pressure.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **WTR 2330 - Water Quality**

**Credits:** 3

Students will investigate the physical, chemical and biological characteristics of water and their environmental and economic impacts. Monitoring systems and groundwater remediation methods are introduced along with field experiences in water quality data collection from surface and groundwater sources. Laboratory skills in general microbiology and water analysis are a major emphasis of the course.

Course Outline

**Prerequisites:** WTR 1330

**Corequisites:** None

## **WTR 2630 - Watershed Management**

**Credits:** 3

The 'watershed approach' is explored as a strategy for managing aquatic resources. Content areas include state-of-the-watershed assessments, alternatives for managing water quantity, alternatives for managing water quality, methods for restoring aquatic ecosystems, and watershed planning processes. A culminating project requires students to choose a watershed for which an environmental issue of concern is identified and addressed through an appropriate management plan.

Course Outline

**Prerequisites:** WTR 1330

**Corequisites:** None

## **WTR 2730 - Advanced Golf Course Irrigation**

**Credits: 3**

Students gain an understanding of golf course pumping stations and advanced controls of these systems. Irrigation system auditing and software is utilized in labs to facilitate environmental practices. Rain Bird Central Control Software is used by the students to program realistic golf course conditions.

Course Outline

**Prerequisites:** WTR 1430

**Corequisites:** None

## **WTR 3000 - Water Capture and Management for Landscape Applications**

**Credits: 3**

The learner shall gain knowledge and skills in the principles of the design and development of water capture systems and use for small and large scale landscape applications. Topics include laws legislating water use, types of capture systems and water quality.

Course Outline

**Prerequisites:** None

**Corequisites:** None

# **Alphabetical Listing of Courses**

## **Olds College**

### **School of Animal Sciences and Horticulture**

#### **Agricultural Management**

#### **Animal Health Technology**

**Equine Science**

**Exercise Rider/Jockey Training Program**

**Meat Processing**

**Race Horse Groom Training Program**

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**Veterinary Technical Assistant**

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**Pre-Employment Heavy Equipment Technician**

**Pre-Employment Motorcycle Mechanic**

**Pre-Employment Welder**

# Transitional Vocational Program

## Courses by School

### Fashion Marketing

#### Program Summary

The Fashion Marketing Program prepares its graduates to contribute to the fashion industry immediately while providing the foundation for career advancement.

TWO SEMESTERS

Fall: September - December

Winter: January - April

#### Program Outcomes

Graduates will:

- Create in-store merchandise displays
- Meet customers' needs in order to achieve profitable sales for retail business
- Apply the principles of colour and design to store layout, visual installation, and clothing selection
- Interpret basic economic, cultural, social trends to determine shifts in fashion trends
- Interpret basic financial information
- Interact with others to achieve employer and professional goals
- Apply elements of the marketing process to meet goals of retail businesses
- Solve the various problems associated with the day to day operations of a retail location
- Manage store inventory
- Manage time effectively
- Achieve learning goals and objectives directed towards career advancement

#### Admission Requirements

Admission Requirements are located at: [www.oldscollge.ca/programs/fashion/fashion-marketing/admission-requirements/index](http://www.oldscollge.ca/programs/fashion/fashion-marketing/admission-requirements/index)

#### Program Requirements

Fall Semester: August - November

### **DSN 1210 - Visual Design and Merchandising**

**Credits: 3**

Students will be able to explain and apply the principles and elements of design to visual display and store planning. Students will design, draft, and install select displays to promote retail sales.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **MGT 1410 - Retail Operations**

**Credits: 3**

This course covers the various aspects of a retail operation. Students will be able to apply selected business strategies to a retail environment. Strategies include market segmentation, pricing, merchandise selection, finances, and site selection.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **FAS 1200 - The Basics of Textiles**

**Credits: 3**

This textile course looks at the basics of fibres, yarns and textiles and their raw state. It also covers the characteristics as they relate to performance and serviceability. Fabric construction and finishes are covered in basic detail. Students will be able to select suitable fabrics for specific garments based on this information.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **MKG 1020 - Principles of Marketing**

**Credits: 3**

This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environmental factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Industry Practicum - December - January

Winter Semester - January - April

## **MGT 1620 - Selling Strategies**

**Credits: 3**

This course defines service culture, analyzes customer behavior and customer relationship management. The students will demonstrate the steps in the direct selling process and produce a secret shoppers report.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **FAS 1050 - Garment Analysis**

**Credits: 3**

This course includes definitions and terminology as it applies to the garment industry. Students will be able to identify selected construction techniques as well as analyze the quality and fit of a ready to wear garment.

Visit Course Outline for more information



**Prerequisites:** None

**Corequisites:** None

## **FAS 1120 - Fashion Trends and Forecasting**

**Credits:** 3

This course identifies social, economic and political influences on fashion from 1900 to present. Students will be able to analyze trend forecasting strategies that are common to the industry.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAS 2010 - Introduction to Image Consulting**

**Credits:** 3

Students will make appropriate recommendations for select aspects of a client's image by analyzing lifestyle, clothing, accessory, and style needs and recommending strategies to the client to achieve the desired image. FAS 2010 is a capstone course.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 1510 - Fashion Promotions**

**Credits:** 3

Students will learn the principles, strategies, and techniques of the promotional mix. They will analyze and practice developing promotional materials and events.

Course Outline

**Prerequisites:** MKG 1020

**Corequisites:** None

## **Total Credits**

Total Credits: 30

## **Graduation Requirements**

- Completion of total required credits - achieving a minimum G.P.A. of 2.0
- Fulfillment of the Residency Policy

- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## **Fee Payment and Refund Guidelines**

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **Hierarchy Review Link**

# **Olds College**

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## **Apprenticeship Programs**

**Farrier Science**

**Pre-Employment Carpentry**

**Pre-Employment Hairstylist**

**Pre-Employment Heavy Equipment Technician**

**Pre-Employment Motorcycle Mechanic**

**Pre-Employment Welder**

**Transitional Vocational Program**

**Programs of Study**

**All programs have specific admission requirements.**

**Advanced Farrier Science**

Program Summary

The Olds College Advanced Farrier Science Certificate program prepares its graduates to be self-employed in the farrier industry by providing educational excellence in farriery, blacksmithing, anatomy and physiology, horsemanship, welding, record keeping and human relations.

## Program Outcomes

Graduates will:

- Interact professionally with clients and colleagues within the farrier and equine industry.
- Provide farrier customer service and client education
- Perform basic trimming and showing of the equine foot.
- Perform modifications to machine made shoes in the forge.
- Produce useable forging tools for the production of horseshoes.
- Apply therapeutic and corrective horseshoes and appliances to the equine foot.
- Demonstrate the ability to braze and lap weld in the gas and coal forge.
- Weld using the manual arc process.
- Weld using the oxy-acetylene equipment.
- Build farrier and blacksmithing tools using the arc welding process as well as the oxy-acetylene process.
- Perform basic computer skills utilizing Excel software to create basic records and financial reports for an independent farrier business.
- Exercise ability to make sound choices in the safety and management of the horse.
- Perform different modes of restraint to safely control and work on horses to create a safe working environment.
- Apply horseshoes and shoeing techniques specific to the thoroughbred and standard bred industry.

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/animal-sciences/advanced-farrier-science/admission-requirements/index](http://www.oldscollege.ca/programs/animal-sciences/advanced-farrier-science/admission-requirements/index)

## Program Requirements

Winter Semester: January - April

### **FAR 1200 - Equine Anatomy**

**Credits: 3**

Students learn terminology, anatomy and physiology of the horse with special emphasis on the limbs and feet.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAR 1300 - Horse Handling and Horseshoeing**

**Credits:** 3

Students will practice safe and effective horse handling skills and learn the art and science of trimming and shoeing horses with machine made and handmade shoes.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAR 1400 - Introduction to Blacksmithing**

**Credits:** 3

Students will learn the basic skills of blacksmithing by preparing and maintaining the coal forge fire and producing and maintaining basic forging tools and handmade horseshoes.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits:** 3

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAR 1700 - Farrier Welding**

**Credits:** 3

Students will gain an understanding of the safety, theory and techniques of oxy-acetylene welding and cutting, shielded metal arc welding and gas metal arc welding and machining. They will study electrode selection, welding metallurgy, repair and fabrication procedures and metal joint preparation.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Spring and Summer Semester: May - August

### **DFS 1550 - Directed Field Studies I**

**Credits: 6**

Working with a practicing farrier, students will obtain practical experience and mentorship toward the successful achievement of their learning plans.

Visit Course Outline for more information

**Prerequisites:** FAR 1300, FAR 1400

**Corequisites:** None

Fall Semester: October - December

### **ACT 1000 - Recordkeeping**

**Credits: 3**

Recordkeeping is a course that provides learners with the opportunity to develop competencies in input, manipulation and output of data necessary to demonstrate the successful operation of a business enterprise. This course is designed to provide an application of spreadsheet software skills to the operations tracking of data needed to develop financial statements. It is strongly recommended students have a working knowledge of spreadsheets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **FAR 2400 - Advanced Keg Shoe Modifications**

**Credits: 3**

Students will learn the application and modification of keg shoes to alter and correct gait faults and lameness.



Course Outline

**Prerequisites:** FAR 1300, FAR 1400

**Corequisites:** None

## **FAR 2500 - Advanced Corrective and Therapeutic Forging**

**Credits: 3**

Students will learn the art and science of making specialized horseshoes for specific therapeutic and abnormalities in gait and stance.

Visit Course Outline for more information

**Prerequisites:** FAR 1300, FAR 1400

**Corequisites:** None

## Total Credits

Total Credits: 30

## Graduation Requirements

To obtain a certificate a student must achieve the following:

- A minimum of 30 credits
- A cumulative GPA of 2.00 or better
- Completion of all the required courses in the program
- Fullfillment of the Graduation Policy - Residence Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For information on fee payment and refund guidelines, visit [www.oldscollege.ca/student-services/financial/index](http://www.oldscollege.ca/student-services/financial/index)

## **Agricultural and Heavy Equipment Certificate**

### Program Summary

The Olds College Agricultural and Heavy Equipment Program prepares graduates for their careers by focusing on the analysis of systems, diagnosis of failures, and repair of equipment.

Two Semesters  
Fall: September - December  
Winter: January - April

## Program Outcomes

Graduates will:

- Employ current OH&S and Industry safety standards and procedures in the workplace
- Communicate to achieve desired outcomes in industry
- Make decisions regarding the adjustment and repair of agricultural and heavy equipment systems
- Demonstrate proficiency in adjustment and repair of selected agricultural and heavy equipment systems to meet industry and government standards
- Diagnose common faults on agricultural and heavy equipment
- Maintain agricultural and heavy equipment
- Use advance technologies on agricultural and heavy equipment

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/agricultural-heavy-equipment/index](http://www.oldscollege.ca/programs/trades/agricultural-heavy-equipment/index)

## Agricultural & Heavy Equipment Certificate Description

### Class Projects

All Agricultural and Heavy Equipment students have the opportunity to repair and rebuild their own projects in classes where selected external projects may be taken on by the college. The cost of these projects is not included in the student's tuition. The costs are over and above all other costs the student pays at Olds College. The students will be apprised of these costs in each class where projects are needed. It is completely optional for students to bring in their own projects.

### Apprenticeship Accreditation

The graduate of the one-year certificate has the opportunity to write the apprenticeship exams for the first two-years of either the Agricultural or Heavy Equipment Technician trades. However, in order to challenge these exams, graduates will have to present a minimum GPA of 2.3 in order to be eligible. This gives the graduate technical accreditation towards the first two years of their chosen trade. The student can then choose to continue on and attain Alberta Journeyman status, completing mandatory on the job training hours as specified by Alberta Apprenticeship and attend technical training for the third and fourth period in their chosen trade. For more information contact the program coordinator.

### Program Requirements

Fall Semester: September - December

## **TEC 1100 - Hydraulic and Electrical Basics**

**Credits: 3**

This course is an introduction to hydraulic and electrical principles and systems. Students will study hydraulic and electrical components, how they work and how they are connected in a system. Students will study open and closed center hydraulic systems, and how electricity is created and used. Working with hydraulic test benches, multimeters, circuit boards and other laboratory aids, the students will build and test a variety of selected hydraulic and electrical circuits. Using and interpreting electrical schematics, students will locate components and perform basic repairs on wiring harnesses.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1133 - Agricultural Equipment I**

**Credits: 3**

This course is an introduction of agricultural equipment and drive systems. The student will become acquainted with the function, operation and adjustment of selected equipment. This shall include tractor performance, tillage, cutting, baling and forage equipment. Driveline components, light duty transmissions, clutch and differentials will also be studied.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1026 - Braking and Trailer Systems**

**Credits: 3**

Students will gain an understanding of common braking and trailer systems. They will study the operation, repair and troubleshooting of air, hydraulic and electric braking systems, suspension systems and trailer components and systems. Together, students will repair selected brake systems and inspect selected trailer components.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1000 - Technician Basics**

**Credits: 3**

In this introductory course, the student will gain an understanding of shop procedures and practices. They will learn the use and

care of selected measuring, hand and power tools, workplace safety and common industry practices. The student will construct selected shop projects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **WLD 1167 - Introductory Welding**

**Credits:** 3

Students will gain an understanding into the safety, theory and techniques of manual arc welding, oxy-fuel equipment and gas metal arc welding. They will study electrode selection, welding metallurgy, repair and fabrication procedures and metal joint preparation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **TEC 1604 - Diesel Fuel Systems**

**Credits:** 3

This is an in depth study of diesel fuel, selected mechanical fuel injection systems, and selected electronic controlled fuel injection systems. The students will study the process used to manufacture diesel fuel, safety and guidelines used for the handling and storage of diesel fuel. The student will describe the operating and testing principles of selected mechanical fuel injection systems, engine governor assemblies and fuel injectors used in diesel engines. The student also studies electronically controlled fuel systems and the capabilities of the technician to diagnose trouble codes and failures to stay within the emission regulations. Also included in this course the student will describe the operation of engine compression brakes and engine performance terminology as it pertains to dynamometer testing.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TEC 1504 - Engine Service and Repair**

**Credits:** 3

This course is a detailed study of engine (gasoline and diesel) components, systems and repairs. Students will study in detail the cooling, lubrication, intake and exhaust systems of modern diesel engines. Students will disassemble a diesel engine, measure its components as part of the evaluation of the components, describe their function and reassemble the engine to industry

specifications. Included in this activity the student will perform engine tune up procedures, preventative maintenance procedures and evaluate engine condition.

Course Outline

**Prerequisites:** TEC 1000

**Corequisites:** TEC 1404

## **TEC 1522 - Starting and Charging Systems**

**Credits: 3**

Students will study the operation, testing and repair of alternators, starting motors, batteries, and ignition components. The servicing of wire terminals and connectors will be performed. The course also includes the study of basic electronics and electronic control systems.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

## **TEC 1404 - Engine Fundamentals and Systems**

**Credits: 3**

This course will introduce students to the fundamental operating and maintenance principles of gasoline and diesel engines. Students will be able to describe two and four stroke cycle engine operating principles for both gasoline and diesel engine. The student's descriptions will include parts identification preventative maintenance programs, engine lubrication, cooling, inlet and exhaust systems found on gasoline and diesel engines.

Course Outline

**Prerequisites:** TEC 1000

**Corequisites:** TEC 1504

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

**Total Credits**

Total Fall Semester: 15 credits  
Total Winter Semester: 15 credits  
Total Required Credits: 30 credits

## Graduation Requirements

To obtain a certificate a student must achieve the following:

- A minimum of 30 credits
- A cumulative GPA of 2.00 or better
- Completion of all required courses for this program
- Fulfillment of the Graduation Policy - Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

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## Agricultural and Heavy Equipment Diploma

### Program Details

The Olds College Agricultural and Heavy Equipment Program prepares graduates for their careers by focusing on the analysis of systems, diagnosis of failures, and repair of equipment.

### Program Summary

Four Semesters (first two semesters are the Certificate program)

Fall: September - December

Winter: January - April

### Program Outcomes

Graduates will:

- Employ current OH&S and Industry safety standards and procedures in the workplace
- Communicate to achieve desired outcomes in industry
- Make decisions regarding the adjustment and repair of agricultural and heavy equipment systems

- Demonstrate proficiency in adjustment and repair of selected agricultural and heavy equipment systems to meet industry and government standards
- Diagnose common faults on agricultural and heavy equipment
- Maintain agricultural and heavy equipment
- Use advanced technologies on agricultural and heavy equipment

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/agricultural-heavy-equipment/index](http://www.oldscollege.ca/programs/trades/agricultural-heavy-equipment/index)

## Two Majors

**Agricultural Equipment Major**  
**Heavy Equipment Major**

## Program Requirements

### Class Projects

All Agricultural and Heavy Equipment students have the opportunity to repair and rebuild their own projects in classes where selected external projects may be taken on by the college. The cost of these projects is not included in the student's tuition.

The costs are over and above all other costs the student pays at Olds College. The students will be apprised of these costs in each class where projects are needed. It is completely optional for students to bring in their own projects.

### Apprenticeship Accreditation

The graduate of the two-year diploma has the opportunity to write the apprenticeship exams for the first two-years of both the Agricultural and Heavy Equipment Technician trades and the third and fourth years of either the Agricultural or Heavy Equipment Technician Trade based on their chosen major. However, in order to challenge these exams, graduates will have to present a GPA of 2.3 to be eligible to write these exams. This gives the graduate full technical accreditation towards their trade. To continue on and attain Alberta Journeyman status, the graduate must complete mandatory on-the-job training hours as specified by Advanced Education and Apprenticeship.

The program is accredited by Advanced Education and Apprenticeship. For further accreditation information contact the program coordinator.

### Agricultural Equipment Major

Fall Semester: September - December

## **TEC 2305 - Hydraulics II**

**Credits: 3**

Students will study advanced hydraulic systems including open centre, closed centre, load sensing and pilot operated systems. The students will also study system schematic interpretation using technical manuals and testing and troubleshooting procedures. Selected system components will be disassembled to learn inspection and repair procedures.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

## **TEC 2218 - Steering and Suspension**

**Credits: 3**

In this course students will study the fundamentals and service of steering and suspension equipment operated "on road" and "off road" including agricultural equipment. Students will also study wheel angles and alignment, and selected accessories or attachments associated with modern equipment.

Course Outline

**Prerequisites:** TEC 1000, TEC 1026

**Corequisites:** None

## **TEC 2722 - Electrical and Electronic Diagnostics**

**Credits: 3**

This course is a detailed study of major electrical systems, troubleshooting of components and circuits on selected pieces of equipment. Students will be involved in using diagnostic tools and schematics for troubleshooting faults on equipment. On-board computer controllers for the purpose of diagnostics will also be discussed.

Course Outline

**Prerequisites:** TEC 1522

**Corequisites:** None

## **TEC 2226 - Off Road Systems**

**Credits: 3**

Students will gain an understanding of different types of undercarriage, their applications and selected ground engagement tools used in Off Road equipment. They will study proper methods for evaluating wear, disassembly, proper usage and their effect on



machine performance. Students will use safe handling and overhaul techniques to disassemble, measure and re-assembly undercarriages, track tension systems and ground engagement tools.

Course Outline

**Prerequisites:** TEC 1000

**Corequisites:** None

## **TEC 2338 - HVAC Systems**

**Credits:** 3

This heating and air-conditioning course covers the theory of operation, system controls, servicing, and diagnostics of selected systems. Students will practice selected service procedures to industry standards on laboratory air conditioning units and live equipment. Students will be encouraged to obtain the Heating Refrigeration Air Conditioning Institute of Canada environmental awareness certification. This certification will be offered on the students' own time (evening) and at their own expense.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

Winter Semester: January - April

## **TEC 2433 - Agricultural Equipment II**

**Credits:** 3

Students will study equipment used in seeding, spraying and harvesting, including some of the monitors and GPS systems used on this equipment. Precision Farming practices, components and software will also be studied.

Course Outline

**Prerequisites:** TEC 1133

**Corequisites:** None

## **TEC 2733 - Agricultural Equipment Repair**

**Credits:** 3

Students will gain experience in the overhaul and repair of agricultural equipment. They will use service and parts manuals to disassemble, analyze, repair and reassemble agricultural equipment. The course will use current shop procedures and practices to give the student knowledge of how an agricultural equipment repair shop operates.

Course Outline

**Prerequisites:** TEC 1133, TEC 1000

**Corequisites:** None

## **TEC 2705 - Hydraulics III**

**Credits:** 3

Students will study hydrostatic drive systems, off road steering systems and electrical/electronically controlled hydraulic systems. The students will also study system schematic interpretation using technical manuals and testing and troubleshooting procedures. Selected system components will be disassembled to learn inspection and repair procedures.

Course Outline

**Prerequisites:** TEC 2305

**Corequisites:** None

## **TEC 2126 - Hydraulic Shift Transmissions**

**Credits:** 3

Students will study the theory, operation and service procedures of hydraulic/power shift transmissions, automatic transmissions, torque converters and hydraulic retarders used in off road equipment. The students will disassemble, inspect and reassemble a power shift or automatic transmission. The students will also study system schematic interpretation using technical manuals and testing and trouble shooting procedures.

Course Outline

**Prerequisites:** TEC 1100, TEC 2305

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **Heavy Equipment Major**

Fall Semester: September - December

## **TEC 2226 - Off Road Systems**

**Credits: 3**

Students will gain an understanding of different types of undercarriage, their applications and selected ground engagement tools used in Off Road equipment. They will study proper methods for evaluating wear, disassembly, proper usage and their effect on machine performance. Students will use safe handling and overhaul techniques to disassemble, measure and re-assembly undercarriages, track tension systems and ground engagement tools.

Course Outline

**Prerequisites:** TEC 1000

**Corequisites:** None

## **TEC 2305 - Hydraulics II**

**Credits: 3**

Students will study advanced hydraulic systems including open centre, closed centre, load sensing and pilot operated systems. The students will also study system schematic interpretation using technical manuals and testing and troubleshooting procedures. Selected system components will be disassembled to learn inspection and repair procedures.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

## **TEC 2338 - HVAC Systems**

**Credits: 3**

This heating and air-conditioning course covers the theory of operation, system controls, servicing, and diagnostics of selected systems. Students will practice selected service procedures to industry standards on laboratory air conditioning units and live equipment. Students will be encouraged to obtain the Heating Refrigeration Air Conditioning Institute of Canada environmental awareness certification. This certification will be offered on the students' own time (evening) and at their own expense.

Course Outline

**Prerequisites:** TEC 1100

**Corequisites:** None

## **TEC 2722 - Electrical and Electronic Diagnostics**

**Credits: 3**

This course is a detailed study of major electrical systems, troubleshooting of components and circuits on selected pieces of

equipment. Students will be involved in using diagnostic tools and schematics for troubleshooting faults on equipment. On-board computer controllers for the purpose of diagnostics will also be discussed.

Course Outline

**Prerequisites:** TEC 1522

**Corequisites:** None

## **TEC 2218 - Steering and Suspension**

**Credits:** 3

In this course students will study the fundamentals and service of steering and suspension equipment operated "on road" and "off road" including agricultural equipment. Students will also study wheel angles and alignment, and selected accessories or attachments associated with modern equipment.

Course Outline

**Prerequisites:** TEC 1000, TEC 1026

**Corequisites:** None

Winter Semester: January - April

## **TEC 2436 - On Road Power Trains**

**Credits:** 3

This is a detailed course covering basic power train applications to heavy duty applications found in equipment (trucks) operated normally "on road". The students will study topic areas from basic principles, fundamentals and repairs of clutches, transmissions, drivelines, differentials and transfer cases. Students will disassemble, troubleshoot, evaluate and reassemble selected power train components.

Course Outline

**Prerequisites:** TEC 1000, TEC 1133

**Corequisites:** None

## **TEC 2705 - Hydraulics III**

**Credits:** 3

Students will study hydrostatic drive systems, off road steering systems and electrical/electronically controlled hydraulic systems. The students will also study system schematic interpretation using technical manuals and testing and troubleshooting procedures. Selected system components will be disassembled to learn inspection and repair procedures.

Course Outline

**Prerequisites:** TEC 2305

**Corequisites:** None

## **TEC 2749 - Heavy Equipment Repair**

**Credits:** 3

Students will gain experience in the overhaul and repair of heavy equipment. They will use service and parts manuals to disassemble, analyze, repair and reassemble heavy equipment. The course will use current shop procedures and practices to give the student knowledge of how a heavy equipment repair shop operates.

Course Outline

**Prerequisites:** TEC 1100, TEC 2226

**Corequisites:** None

## **TEC 2126 - Hydraulic Shift Transmissions**

**Credits:** 3

Students will study the theory, operation and service procedures of hydraulic/power shift transmissions, automatic transmissions, torque converters and hydraulic retarders used in off road equipment. The students will disassemble, inspect and reassemble a power shift or automatic transmission. The students will also study system schematic interpretation using technical manuals and testing and trouble shooting procedures.

Course Outline

**Prerequisites:** TEC 1100, TEC 2305

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Total Credits

Total First Year Credits (Agricultural and Heavy Equipment Certificate): 30  
Total Second Year Credits: 30  
Total Required Credits: 60

## Graduation Requirements

To obtain a diploma a student must achieve the following:

1. A minimum of 60 credits (30 from 1st year Certificate)
2. A cumulative GPA of 2.00 or better
3. Completion of all required courses for the major chosen
4. Fulfillment of the Graduation Policy - Residency Requirements
5. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

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## Agricultural Equipment Technician Apprenticeship

For more information on this program - please refer to the Apprenticeship Program of Study

### Program Summary

This program is comprised of 4 Periods

Eight Weeks Each Period

The Alberta Agricultural Machinery Industry and Alberta Apprenticeship and Industry Training and Alberta Advanced Education and Technology Initiated a four year Agricultural Equipment Technician Apprentice Program. This program has been in place since the fall of 2001

## Agricultural Management

### Program Summary

The Olds College Agricultural Management Diploma prepares graduates for entry into careers managing agricultural production, service and value-adding enterprises.

### Program Outcomes

An Agricultural Management graduate will:

- Communicate professionally with stakeholders
- Develop enterprise goals and plans
- Apply problem solving strategies throughout the agri-value chain
- Apply project management principles to achieve defined project outcomes
- Appraise the performance of self and others
- Apply business principles to achieve organization goals
- Assess local and global market opportunities
- Assess animal and plant production and processing systems
- Assess the use of technology in the production and processing of food and non-food agricultural products
- Develop business plans

In addition to these outcomes common to all majors, there are outcomes specific to each major:

#### Production Major

- Solve problems relating to production and management
- Manage financial information and physical records for decision making
- Apply principles and practices of livestock production
- Apply principles and practices of crop production
- Implement marketing strategies
- Comply with regulatory requirements associated with production and management
- Practice land and water resource stewardship
- Manage ecological, economic, and social issues of production decisions and processes
- Manage agricultural development using appropriate technology
- Manage agricultural equipment
- Develop strategies to address production variability
- Implement risk management strategies
- Utilize technology associated with production and management

#### Finance Major

- Analyze financial statements
- Assess the financial strength of an agri-business
- Assess the payment capacity of an agri-business
- Appraise strategic aspects of an agri-business
- Evaluate the strategic management practices of an agri-business

#### Marketing Major

- Apply the principles of marketing to create a marketing mix
- Develop pricing strategies for value added activities
- Develop customer relationship management (CRM) strategies
- Utilize E-marketing strategies in the professional selling process
- Apply the sales process and professional selling skills

## Program Details

### Two Year Diploma

Fall: September - December

Winter: January - April

## Admission Requirements

Admission Requirements can be found at [www.oldscollge.ca/programs/agriculture/agriculture-management/index](http://www.oldscollge.ca/programs/agriculture/agriculture-management/index)

## Program Requirements

Our program requires completion of a core set of courses within all the Agricultural Management majors. These courses have been selected to provide a strong foundation for all advanced courses.

In addition to completing these core courses, each major allows some electives and the college offers courses through Continuing Education to allow students to pick up courses in areas of interest.

Some of these electives require prerequisite courses to be completed as outlined in the course descriptions. Although recommendations are provided, you are responsible for making sure all prerequisites are completed and that you will meet the specified graduation requirements.

## First Year Credits - All Majors

Fall Semester: September - December

### **AMT 1035 - Agricultural Management Principles**

**Credits: 3**

The learner develops fundamental concepts of business management within the context of agriculture. These basic tools will provide the foundation for sound business decisions as they relate to all aspects and functional areas of the organization. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **AMT 1335 - Agribusiness Accounting**

**Credits: 3**

The learner generates financial records and statements, using generally accepted accounting principles, for agribusinesses. Industry software is used and attention to unique industry issues is emphasized.



Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AGN 1240 - Principles of Crop Production**

**Credits:** 3

This course takes a systems approach to Western Canadian agricultural crop production. Topics in land preparation, crop selection, crop establishment, and harvesting will be supplemented with basic soil characteristics and plant morphology. Identification of major Canadian crops and their product end use will also prepare the student for further studies in Agronomy.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LVS 1370 - Principles of Animal Agriculture**

**Credits:** 3

In this introductory course, students examine fundamental principles of physiology, nutrition and animal health as well as participating in hands-on labs. This course also studies global production demographics, production trends and current issues affecting livestock industries.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AMT 1040 - Survey of Agribusiness**

**Credits:** 3

This is an introductory course on the nature of agricultural business from both a local and an international perspective. The learner explores the global policy framework as well as national laws and programs which support agricultural enterprise. Selected sectors of the industry are then investigated with these perspectives in mind.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AMT 1360 - Agribusiness Information Technology**

**Credits: 3**

This course is an overview of selected agri-business technological tools and software. Students apply and evaluate selected business software applications, examine business web activities and assess selected business reports.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **MEC 1050 - Machinery and Technology**

**Credits: 3**

This course is a general overview of the farm machinery and technology used in Western Canada. Students will become familiar with the uses and purposes of tractors and combines as well as tillage, seeding, spraying and forage equipment. Precision Farming principles and components will also be studied.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 1020 - Principles of Marketing**

**Credits: 3**

This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environmental factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

AND

One course to be approved in discussion with your Coordinator

## Total Credits

Total Credits: 30

## Production Major Description

In their second year, learners who are interested in production agriculture should choose this major. This major prepares students for all types of farm operations or for corporate farming environments. The emphasis is on management of all assets and resources of the farming operation.

## Second Year

Fall Semester: September - December

### **AGN 2540 - Range and Forage Crop Management**

**Credits: 3**

This course focuses on the multi-faceted forage crop and range management industry; identification, use and management of native and agronomic species in perennial ecosystems will be emphasized. Practical skills including utilizing plant keys, plant inventories, assessment of plant health, habitat and herbivore management are reviewed. A collection of native and agronomic plant species will be compiled into a manual for future reference.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

### **AMT 2020 - Advanced Product Marketing**

**Credits: 3**

This is an advanced course on marketing as it relates to profitable pricing decisions using break even information. There will be an opportunity to focus on a commodity of choice as it relates to the Canadian Grading System, strategic commodity sales and the creation of promotional materials. The development and presentation of an in depth marketing plan will demonstrate the importance of strategically pricing both inputs and outputs within an agricultural business.

Visit Course Outline for more information

**Prerequisites:** MKG 1020

**Corequisites:** None

## **AMT 2035 - Agribusiness Financial Management**

**Credits:** 3

This is a course on business management practices and processes for decision making. The impact of money management on business performance is examined through the application of selected budgeting processes and business risk assessments.

Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

AND

One Second Year course to be approved in discussion with your Coordinator

AND

One Second Year course to be approved in discussion with your Coordinator

Winter Semester: January - April

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AGN 2740 - Environmental Farm Management**

**Credits:** 3

This course studies the practices of soil and water management and their application in sustainable agricultural systems. Students discuss the management of problem soils, water sheds and riparian areas. This course also examines soil conservation strategies, carbon sequestration and environmental farm planning.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

## **AMT 2630 - Agribusiness Planning and Management**

**Credits:** 3

This course allows the learner to integrate concepts from other agricultural management courses in the preparation and presentation of a business plan related to an agri-business or agri-value venture.

Visit Course Outline for more information

**Prerequisites:** AMT 1035, MKG 1020, AMT 1335

**Corequisites:** None

## **MEC 1490 - Farmstead Management**

**Credits:** 3

This course is a general overview of farmstead planning, structures and utility systems. Students study floor planning, building materials, foundations, framing types, technical drawings, environmental controls, electrical and gas, water and sewage systems. Safety, maintenance, relevant codes and environmental planning issues are also studied.

Course Outline

**Prerequisites:** None

**Corequisites:** None

AND

One Second Year course to be approved in discussion with your Coordinator

### **Total Credits**

Total Credits: 30

## **Marketing Major Description**

This major is designed to prepare you to take on a position in the agricultural sector dedicated to the marketing and sale of a variety of agricultural products and commodities and to the provision of customer service in a variety of manners. This includes products or services used to produce agricultural goods and the marketing of goods produced by agriculture to consumers.

This major is particularly suited to the career-minded individual who hopes to assume an agricultural marketing position in the future.

## **Second Year**

Fall Semester: September - December

## **MKG 2020 - Professional Selling/Customer Relations Management**

**Credits: 3**

This course is designed for business and agricultural management diplomas - marketing stream majors. The emphasis is on developing successful sales professionals and the competencies necessary to effectively manage the sales process. This is also an excellent foundational course for students pursuing an entrepreneurial career. The course is broken into three components. Specifically, 1) the development of personal and business goal setting ability, 2) the development of sales skills, and 3) the use of Customer Relationship Management (CRM) techniques. This course has an applied focus which is achieved by in-class role playing workshops, industry speakers and some field study.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AMT 2020 - Advanced Product Marketing**

**Credits: 3**

This is an advanced course on marketing as it relates to profitable pricing decisions using break even information. There will be an opportunity to focus on a commodity of choice as it relates to the Canadian Grading System, strategic commodity sales and the creation of promotional materials. The development and presentation of an in depth marketing plan will demonstrate the importance of strategically pricing both inputs and outputs within an agricultural business.

Visit Course Outline for more information

**Prerequisites:** MKG 1020

**Corequisites:** None

AND

Second year course to be approved in discussion with your Coordinator

AND

Second year course to be approved in discussion with your Coordinator

AND

Second year course to be approved in discussion with your Coordinator

Winter Semester: January - April

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **MKG 2680 - E-marketing**

**Credits:** 3

Students acquire the necessary skills to develop eMarketing campaigns and manage eMarketing plans from a marketing, as well as managerial perspective. Topics include developing an eMarketing campaign, using online analytics to track success, using social media to market, search engine optimization and affiliate programs.

Course Outline

**Prerequisites:** MKG 1021 or both MKG 1020 and AMT 1360

**Corequisites:** None

## **AMT 2630 - Agribusiness Planning and Management**

**Credits:** 3

This course allows the learner to integrate concepts from other agricultural management courses in the preparation and presentation of a business plan related to an agri-business or agri-value venture.

Visit Course Outline for more information

**Prerequisites:** AMT 1035, MKG 1020, AMT 1335

**Corequisites:** None

AND

Once second year course to be approved in discussion with your Coordinator

AND

One second year course to be approved in discussion with your Coordinator

### **Total Credits**

Total Second Year Credits: 30

## **Finance Major Description**

The Finance major prepares you for a career in agricultural lending and finance. Demand for employees is high in chartered banks, trust companies, credit unions, treasury branches and federal and provincial agricultural lending agencies. Employment in agricultural equipment lending and leasing is also possible.

## Second Year

Fall Semester: September - December

### **AMT 2035 - Agribusiness Financial Management**

**Credits: 3**

This is a course on business management practices and processes for decision making. The impact of money management on business performance is examined through the application of selected budgeting processes and business risk assessments. Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

### **ACT 2010 - Managerial Accounting**

**Credits: 3**

The course will introduce elements of decision making and company control with a focus on the decision making based on quantitative (numerical) analysis. The goal is to provide a background for improved strategic company decisions. Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

### **MGT 1060 - Business Law**

**Credits: 3**

This course introduces the learner to elements of the law that play a significant role in business relationships. Specific topics include the dispute resolution process, the law of organizations, contracts and torts, commercial transactions, plus selected relevant legislation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

AND

One second year course to be approved in discussion with your coordinator

AND

One second year course to be approved in discussion with your coordinator



Winter Semester: January - April

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **MEC 1490 - Farmstead Management**

**Credits: 3**

This course is a general overview of farmstead planning, structures and utility systems. Students study floor planning, building materials, foundations, framing types, technical drawings, environmental controls, electrical and gas, water and sewage systems. Safety, maintenance, relevant codes and environmental planning issues are also studied.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AMT 2600 - Agricultural Asset Valuation**

**Credits: 3**

The learner is provided with the fundamental principles by which to estimate the value of an agribusiness asset. These principles will be applied to a variety of assets including land, major structures, equipment, and inventory.

Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

## **FIN 2135 - Financial Lending**

**Credits: 3**

The learner applies accounting fundamentals and advanced analysis procedures to the field of agricultural lending. Financial

statement information is compiled and verified. Techniques such as trend and ratio analysis are used to assess the credit risk associated with an agricultural business. While the primary emphasis is from the perspective of the lender, borrowers are able to apply the information to strengthen their negotiating position.

Visit Course Outline for more information

**Prerequisites:** AMT 1335

**Corequisites:** None

## **AMT 2630 - Agribusiness Planning and Management**

**Credits:** 3

This course allows the learner to integrate concepts from other agricultural management courses in the preparation and presentation of a business plan related to an agri-business or agri-value venture.

Visit Course Outline for more information

**Prerequisites:** AMT 1035, MKG 1020, AMT 1335

**Corequisites:** None

AND

One second year course to be approved in discussion with your coordinator

AMT 2600 and FIN 2135 will be offered in alternate years with a combined cohort of first and second year students

### **Total Credits**

Total Second Year Credits: 30

## **Approved Option Courses for all Majors**

Semester 3 - Approved Options (second year course already listed or course below)

## **AGN 2640 - Principles of Soils and Crop Nutrition**

**Credits:** 3

This course provides the learner with the principles of soil characteristics, soil fertility, and fertilizer application. The learner will study chemical and physical soil properties, essential plant nutrient, soil testing, fertilizer types and application methods. Soil sampling techniques, interpretation of soil test reports and development of fertilizer blends will be performed.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

## **LVS 2370 - Livestock Nutrition**

**Credits:** 3

This course applies the principles of nutrition to livestock. It includes a discussion of nutrients, nutrient requirements, sources of nutrients and their cost. It also includes meeting the nutrient requirements of various livestock species through ration balancing.

Course Outline

**Prerequisites:** LVS 1370

**Corequisites:** None

## **LVS 2470 - Livestock Health and Disease**

**Credits:** 3

Students are instructed regarding basic concepts of livestock diseases including their causes, clinical signs, treatment and prevention. This course is intended for the Agricultural Management program.

Course Outline

**Prerequisites:** LVS 1370

**Corequisites:** None

## **MEC 2060 - Precision Cropping Systems**

**Credits:** 3

In this course selected electronic monitors and controllers used on tractors, seeders, sprayers and combines will be studied. Students will also become more familiar with equipment and software used in Precision Farming practices.

Course Outline

**Prerequisites:** MEC 1050

**Corequisites:** None

Semester 2 and 4 - Approved Options (second year course already listed or course below)

## **LVS 2570 - Livestock Breeding Strategies**

**Credits: 3**

This course will emphasize reproduction and genetic strategies with the objective to meet the goals for your breeding stock. Students will have the opportunity to concentrate on species of personal interest; as such there will be a requirement for significant self-study and report writing. Participation in activities on the Olds College farm and trips to local livestock enterprises will be expected.

Course Outline

**Prerequisites:** LVS 1370

**Corequisites:** None

## **LVS 2070 - Beef Cattle Management**

**Credits: 3**

This course deals with beef production from the birth to slaughter. The objective will be to prepare students to manage a cow/calf herd throughout the yearly cycle. Various options for marketing their calves including retained ownership will be investigated. Feedlot management principles will also be evaluated so participants will have an understanding of the whole value chain. Students will participate in calving rotations and feeding rotations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AGN 2240 - Field Crop Management**

**Credits: 3**

Students will explore advanced topics in field crop management. Some of these will include plant growth and development, crop genetic improvement, grain storage and quality evaluation, and process of crops for food and industrial by-products. Identification of all Western Canadian field crops will be emphasized.

Course Outline

**Prerequisites:** AGN 1240

**Corequisites:** None

## **AGN 1540 - Introductory Pest Management**

**Credits: 3**

Students will study the principles of pest management in agricultural cropping systems. They will learn the basic concepts of integrated pest management and principles guiding the safe use of pesticides. Learners will also focus on the identification of selected weeds, diseases and insects of field crops in Western Canada.

Course Outline

**Prerequisites:** AGN 1240, PLS 1010

**Corequisites:** None

## Graduation Requirements

To obtain a diploma a student must achieve the following:

1. A minimum of 60 credits
2. A cumulative GPA of 2.00 or better
3. Completion of all required courses for the major chosen
4. Fulfillment of the Graduation Policy - Residency Requirements
5. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollge.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollge.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For information on fee payment and refund guidelines, visit [www.oldscollge.ca/student-services/financial/tuition-fees/index](http://www.oldscollge.ca/student-services/financial/tuition-fees/index)

## Animal Health Technology

### Program Summary

The Olds College Animal Health Technology Program prepares its graduates to be employed in the animal health industry by providing educational excellence in technical procedures, animal nursing care, and client relations.

### Two-Year Diploma

Accredited by the Canadian Veterinary Medical Association

Accredited by the American Animal Hospital Association

Inspected by Alberta Veterinary Medical Association

Inspected by the Canadian Council on Animal Care

### Two Delivery Options

#### **ON-CAMPUS DELIVERY - FALL ENTRY ONLY**

First-Year – Two Semesters: September – April

Second-Year – Three Semesters: September – June

#### **ON-LINE DELIVERY OPTION - SUMMER ENTRY ONLY**

First-Year – Four Semesters: July – June

Second-Year – Four Semesters: September – August

## Program Outcomes

Graduates will:

- Interact professionally with clients and colleagues within the animal health industry
- Communicate effectively within the animal health industry
- Perform animal nursing care
- Perform veterinary surgical and dental procedures
- Perform veterinary anesthetic and analgesic procedures
- Perform biosecurity measures and protocols in an animal health care environment
- Perform veterinary diagnostic laboratory techniques
- Perform veterinary diagnostic imaging procedures

## Program Details

### Program Description

### Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/animal-sciences/animal-health-technology-aht/admission-requirements/index](http://www.oldscollege.ca/programs/animal-sciences/animal-health-technology-aht/admission-requirements/index)

### Submission Deadline

Applicants applying for the on-campus delivery option must submit all marks to Olds College on or before August 1.

Applicants applying for the on-line delivery option must submit all marks to Olds College on or before June 1.

**NOTE:**

Class size is limited to 30 students in each delivery option.

Past experience indicates a strong demand for this program, therefore, prospective students should pay close attention to the application requirements and timelines.

### Professional Requirements

Most provincial/territorial associations require graduation from a CVMA accredited college for eligibility to work as an Animal Health Technologist.

In Alberta membership in the Alberta Association of Animal Health Technologists (AAAHT) and Alberta Veterinary Medical

Association (ABVMA) is compulsory for an AHT employed in veterinary medicine and for AHT students that are employed in veterinary practice.

Successful completion of the Veterinary Technologist National Examination (VTNE) is required for AAAHT and ABVMA active membership.

There are three windows to write this exam; in March, July and in December each year. Typically graduating on-site students will write in July and graduating on-line students will write in December.

Fees for this exam are approximately \$300.00 U.S.

Please contact the Animal Health Technology Association in the province where you plan to work for their specific requirements for membership.

## Animal Health Technology Diploma Options

Two Options - On-Campus or On-Line

### On-Campus Delivery Option

The first-year of this option runs from September through April and is taught at Olds College. During this time, students will be trained in veterinary laboratory techniques including parasitology, hematology, diagnostic imaging, other clinical diagnostic procedures and will be introduced to the basics of animal care.

From September through April of the second year students return to Olds College. The training during this time concentrates heavily on hands-on experience in the techniques involved in the animal health field. These techniques include obtaining and testing laboratory specimens, caring for and handling animals, assisting with surgery and anesthesia, and performing veterinary office procedures. Access to the Olds College farm provides students with opportunities to receive training involving cattle, sheep and horses. Students also play an active role in running the program's small animal facilities and adoption program.

The final component of this option is a six-week, industry practicum component. This on-the-job training can take place in veterinary practices, zoos, wildlife centers and diagnostic or research laboratories located locally, nationally or internationally.

### On-Line Delivery Option

The on-line delivery option features on-line delivery of the theory components during the regular academic year. Students then attend the Olds College campus for intense hands-on training during the summer months. This delivery option is completed over 25 months with a two-month break over summer before the beginning of the second-year. It allows the learner to complete the majority of the program at home, yet delivers the same amount of hands-on training as the on-campus delivery option. This option also has a six week industry practicum component.

The first year begins with seven-weeks on campus in July and August. Students then go on-line from September to mid April. The first year finishes with ten weeks on-campus from the end of April to the end of June. The second year begins again in September when they go on-line from September to April. They return to campus for ten weeks from the end of April to the end of June. Students finish the program by completing a six week industry practicum in July and August. Students will participate in graduation ceremonies during the last time on campus and their transcripts will be complete upon the completion of their practicum.

### On-Campus Program Requirements

First Year

Fall Semester: September - December

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1010 - Veterinary Laboratory Procedures**

**Credits: 3**

Students will develop a proficiency in the use, care and maintenance of selected laboratory equipment. Guidelines for laboratory safety will be covered in order to promote safety awareness. Students will become familiar with characteristics of bacteria, fungi, viruses and parasites. An emphasis will be placed on the cause, clinical signs and treatment of important veterinary diseases and the human health implications. Students will learn to perform common diagnostic procedures in order to identify microbes and parasites.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1030 - Animal Anatomy and Physiology**

**Credits: 3**

This course is a comprehensive study of all body systems for domestic animals using both a systems and regional approach. Students learn how body parts and functions are interrelated and what is normal for each species. Hands-on laboratory dissection from various species and interactive labs allow students to apply the theory they have learned for each system.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None



## **AHT 1040 - Animal Breeds, Behavior and Management**

**Credits: 3**

This course provides students with foundational veterinary medical terminology they will use throughout their career. They will also study different breeds, learning to interpret their natural behaviors as they relate to safe handling, restraint and management practices. Students will perform safe handling and restraint techniques used in common aspects of the veterinary industry. These activities take place with common domestic species.

Visit Course Outlines for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1050 - Introduction to the Veterinary Profession**

**Credits: 3**

Students will become familiar with selected animal health organizations and will adhere to the regulations of veterinary medicine in Alberta. Students are introduced to strategies and techniques for managing self and interacting with others. Students will discuss client service within the veterinary practice and will examine animal welfare and ethical issues.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **AHT 1550 - Clinical Communication for the Veterinary Profession**

**Credits: 3**

Students will enhance existing skills in intrapersonal and interpersonal communication and develop specific skills in communicating with veterinary clients and veterinary professionals. Students will demonstrate communication strategies and will participate in self-reflection and evaluation of these skills.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AHT 1510 - Veterinary Hematology and Urinalysis**

**Credits: 3**

This course provides a study of normal blood composition, production, metabolism, functions and morphology as it applies to the animal's health status. Students will examine normal hemostasis and normal values in common domestic animals. Students will also identify disorders of leukocytes, erythrocytes, thrombocytes and hemostasis. Students will then apply principles of collecting, preparing and evaluating samples with an emphasis on practical hematology and urinalysis procedures. The student will differentiate between normal and abnormal results from laboratory techniques and apply these results when identifying disorders.

Visit Course Outline for more information

**Prerequisites:** AHT 1010, AHT 1030

**Corequisites:** None

## **AHT 1520 - Veterinary Diagnostic Imaging**

**Credits: 3**

This course focuses on x-ray production, maintaining imaging equipment and related materials to ensure quality of results and safety of operations. Students will apply knowledge of anatomy and physiology as it pertains to diagnostic images. Students will produce diagnostic images using proper positioning and restraint procedures in both small and equine species, process latent images, evaluate radiographs and maintain record keeping logs.

Visit Course Outline for more information

**Prerequisites:** AHT 1030, AHT 1040

**Corequisites:** None

## **AHT 1530 - Animal Nutrition**

**Credits: 3**

This course focuses on the role of nutrition in life stages, life styles, and in common physiological conditions of companion and large animal species. Students will learn about nutrition as it applies to prevention, maintenance and veterinary prescribed treatment protocols of animal health. Students will apply this knowledge to educate clients regarding all aspects of nutrition in a veterinary setting.

Visit Course Outline for more information

**Prerequisites:** AHT 1030

**Corequisites:** None

## **AHT 1540 - Animal Health Pharmacology**

**Credits: 3**

Students will become familiar with drugs commonly used in the veterinary industry. Pharmacological agents are discussed based on body systems, their common uses, side effects and drug forms. Common mathematical fundamentals will be covered including knowledge of common measurement systems, conversions between systems and dosage calculations.

Visit Course Outline for more information

**Prerequisites:** AHT 1030

**Corequisites:** None

Total Credits

Total Credits: 30

Second Year

Fall Semester: September - December

## **AHT 2020 - Small Animal Anesthesia and Analgesia**

**Credits: 3**

Students will explain the effects and indications for anesthetic and analgesic drugs. They will predict the effects of these agents and be able to respond appropriately. They will assemble and explain components of the anesthetic machine allowing them to use, maintain, and trouble shoot problems with anesthetic equipment. Students will explain manual and electronic monitoring in a variety of patients so they can safely monitor patients under anesthesia.

Visit Course Outline for more information

**Prerequisites:** AHT 1540

**Corequisites:** None

## **AHT 2030 - Clinical Veterinary Lab Procedures**

**Credits: 3**

Students will review and perform diagnostic laboratory skills developed throughout the program. The focus of this course is to increase accuracy of various laboratory skills to a level of competency required in the animal health field. This course will focus on hematology, urinalysis, parasitology, microbiology and clinical chemistry. The students will learn how to differentiate between normal and abnormal results from laboratory techniques and how these results can be applied when identifying disorders.

Visit Course Outline for more information

**Prerequisites:** AHT 1510

**Corequisites:** None

## **AHT 2040 - Small Animal Surgery and Dentistry**

**Credits: 3**

Students will explain the role of the AHT prior to, during, and after surgical and dental procedures. An understanding of surgical procedures and dental disease will be gained so they can accurately discuss and educate owners in these areas. Students will describe dental procedures to prepare for their role during dental assessment and treatments.

Visit Course Outline for more information

**Prerequisites:** AHT 1540

**Corequisites:** None

## **AHT 2050 - Clinical Procedures**

**Credits: 3**

Students will perform selected clinical procedures on domestic animals. They will learn to describe parturition, neonatal care and necropsy procedures.

Visit Course Outline for more information

**Prerequisites:** AHT 1030, AHT 1040

**Corequisites:** None

## **AHT 2520 - Large Animal Disorders**

**Credits: 3**

This course is an overview of common large animal disorders. The topics are presented by organ systems and each disorder includes cause, clinical signs, diagnostic tests, treatment and prevention. Students will explain disorders as they relate to treatments and communication with clients.

Visit Course Outline for more information

**Prerequisites:** AHT 1530, AHT 1540, AHT 2030

**Corequisites:** None

Winter Semester: January - April

## **AHT 2510 - Small Animal Disorders**

**Credits: 3**

This course is an overview of common small animal disorders. The topics are presented by organ systems and each disorder includes cause, clinical signs, diagnostic tests, treatment and prevention. Students will explain disorders as they relate to treatments and communication with clients.

Visit Course Outline for more information

**Prerequisites:** AHT 1530, AHT 1540, AHT 2030

**Corequisites:** None

## **AHT 2530 - Applied Small Animal Anesthesia, Surgery and Dentistry**

**Credits:** 3

Students will perform anesthesia, surgical assistance, and dental procedures on small animals.

Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040

**Corequisites:** None

## **AHT 2540 - Large Animal Clinical Procedures**

**Credits:** 3

Students will perform anesthesia, surgical assistance, equine dentistry procedures and selected clinical procedures.

Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

## **AHT 2550 - Small Animal Emergency Medicine and Clinical Procedures**

**Credits:** 3

Students will explain common emergencies encountered in a small animal setting. Students will perform selected clinical procedures on small animals.

Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

Spring Semester: May - June

## **AHT 2950 - Industry Practicum**

**Credits:** 3

Students spend six weeks (240 hours) in a veterinary hospital or related animal health business or organization where they apply competencies acquired during their education and training in the AHT program. Students will prepare for their industry practicum by utilizing job searching techniques, cover letter and resume writing to secure placement for their industry practicum. Visit Course Outline for more information

**Prerequisites:** AHT 2510, AHT 2520, AHT 2530, AHT 2540 and AHT 2550. Students must pass all required courses and meet all graduation requirements.

**Corequisites:** None

### Total Credits

Total First Year Credits:	30
Total Second Year Credits:	30
Total Required Credits:	60

### On-Line Program Requirements

Based on 2013/2014 offering. Currently under review.

### First Year

Summer Semester: July - August (On Campus)

Block 1 - 7 Weeks

### **AHT 1010 - Veterinary Laboratory Procedures**

**Credits: 3**

Students will develop a proficiency in the use, care and maintenance of selected laboratory equipment. Guidelines for laboratory safety will be covered in order to promote safety awareness. Students will become familiar with characteristics of bacteria, fungi, viruses and parasites. An emphasis will be placed on the cause, clinical signs and treatment of important veterinary diseases and the human health implications. Students will learn to perform common diagnostic procedures in order to identify microbes and parasites.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **AHT 1030 - Animal Anatomy and Physiology**

**Credits: 3**

This course is a comprehensive study of all body systems for domestic animals using both a systems and regional

approach. Students learn how body parts and functions are interrelated and what is normal for each species. Hands-on laboratory dissection from various species and interactive labs allow students to apply the theory they have learned for each system. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1040 - Animal Breeds, Behavior and Management**

**Credits:** 3

This course provides students with foundational veterinary medical terminology they will use throughout their career. They will also study different breeds, learning to interpret their natural behaviors as they relate to safe handling, restraint and management practices. Students will perform safe handling and restraint techniques used in common aspects of the veterinary industry. These activities take place with common domestic species.

Visit Course Outlines for more information

**Prerequisites:** None

**Corequisites:** None

Fall Semester: September - December (On-Line)

Block 2 - 15 Weeks

## **AHT 1030 - Animal Anatomy and Physiology**

**Credits:** 3

This course is a comprehensive study of all body systems for domestic animals using both a systems and regional approach. Students learn how body parts and functions are interrelated and what is normal for each species. Hands-on laboratory dissection from various species and interactive labs allow students to apply the theory they have learned for each system.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1040 - Animal Breeds, Behavior and Management**

**Credits:** 3

This course provides students with foundational veterinary medical terminology they will use throughout their career. They will also study different breeds, learning to interpret their natural behaviors as they relate to safe handling, restraint and management practices. Students will perform safe handling and restraint techniques used in common aspects of the veterinary industry. These activities take place with common domestic species.

Visit Course Outlines for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits:** 3

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April (On-Line)

Block 3 - 15 Weeks

## **AHT 1050 - Introduction to the Veterinary Profession**

**Credits:** 3

Students will become familiar with selected animal health organizations and will adhere to the regulations of veterinary medicine in Alberta. Students are introduced to strategies and techniques for managing self and interacting with others. Students will discuss client service within the veterinary practice and will examine animal welfare and ethical issues.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AHT 1530 - Animal Nutrition**

**Credits:** 3

This course focuses on the role of nutrition in life stages, life styles, and in common physiological conditions of companion and large animal species. Students will learn about nutrition as it applies to prevention, maintenance and veterinary prescribed treatment protocols of animal health. Students will apply this knowledge to educate clients regarding all aspects of nutrition in a veterinary setting.

Visit Course Outline for more information

**Prerequisites:** AHT 1030

**Corequisites:** None



## **AHT 1540 - Animal Health Pharmacology**

**Credits: 3**

Students will become familiar with drugs commonly used in the veterinary industry. Pharmacological agents are discussed based on body systems, their common uses, side effects and drug forms. Common mathematical fundamentals will be covered including knowledge of common measurement systems, conversions between systems and dosage calculations. Visit Course Outline for more information

**Prerequisites:** AHT 1030

**Corequisites:** None

Spring Semester: May - June (On Campus)

Block 4 - 10 Weeks

## **AHT 1550 - Clinical Communication for the Veterinary Profession**

**Credits: 3**

Students will enhance existing skills in intrapersonal and interpersonal communication and develop specific skills in communicating with veterinary clients and veterinary professionals. Students will demonstrate communication strategies and will participate in self-reflection and evaluation of these skills.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AHT 1510 - Veterinary Hematology and Urinalysis**

**Credits: 3**

This course provides a study of normal blood composition, production, metabolism, functions and morphology as it applies to the animal's health status. Students will examine normal hemostasis and normal values in common domestic animals. Students will also identify disorders of leukocytes, erythrocytes, thrombocytes and hemostasis. Students will then apply principles of collecting, preparing and evaluating samples with an emphasis on practical hematology and urinalysis procedures. The student will differentiate between normal and abnormal results from laboratory techniques and apply these results when identifying disorders.

Visit Course Outline for more information

**Prerequisites:** AHT 1010, AHT 1030

**Corequisites:** None

## **AHT 1520 - Veterinary Diagnostic Imaging**

**Credits: 3**

This course focuses on x-ray production, maintaining imaging equipment and related materials to ensure quality of results and safety of operations. Students will apply knowledge of anatomy and physiology as it pertains to diagnostic images. Students will produce diagnostic images using proper positioning and restraint procedures in both small and equine species, process latent images, evaluate radiographs and maintain record keeping logs.

Visit Course Outline for more information

**Prerequisites:** AHT 1030, AHT 1040

**Corequisites:** None

## **AHT 2050 - Clinical Procedures**

**Credits: 3**

Students will perform selected clinical procedures on domestic animals. They will learn to describe parturition, neonatal care and necropsy procedures.

Visit Course Outline for more information

**Prerequisites:** AHT 1030, AHT 1040

**Corequisites:** None

## **Second Year**

Fall Semester: September - December (On-Line)

Block 5 - 15 Weeks

## **AHT 2020 - Small Animal Anesthesia and Analgesia**

**Credits: 3**

Students will explain the effects and indications for anesthetic and analgesic drugs. They will predict the effects of these agents and be able to respond appropriately. They will assemble and explain components of the anesthetic machine allowing them to use, maintain, and trouble shoot problems with anesthetic equipment. Students will explain manual and electronic monitoring in a variety of patients so they can safely monitor patients under anesthesia.

Visit Course Outline for more information

**Prerequisites:** AHT 1540

**Corequisites:** None

## **AHT 2510 - Small Animal Disorders**

**Credits: 3**

This course is an overview of common small animal disorders. The topics are presented by organ systems and each disorder includes cause, clinical signs, diagnostic tests, treatment and prevention. Students will explain disorders as they relate to treatments and communication with clients.

Visit Course Outline for more information

**Prerequisites:** AHT 1530, AHT 1540, AHT 2030

**Corequisites:** None

## **AHT 2520 - Large Animal Disorders**

**Credits: 3**

This course is an overview of common large animal disorders. The topics are presented by organ systems and each disorder includes cause, clinical signs, diagnostic tests, treatment and prevention. Students will explain disorders as they relate to treatments and communication with clients.

Visit Course Outline for more information

**Prerequisites:** AHT 1530, AHT 1540, AHT 2030

**Corequisites:** None

Winter Semester: January - April (On-Line)

Block 6 - 15 Weeks

## **AHT 2030 - Clinical Veterinary Lab Procedures**

**Credits: 3**

Students will review and perform diagnostic laboratory skills developed throughout the program. The focus of this course is to increase accuracy of various laboratory skills to a level of competency required in the animal health field. This course will focus on hematology, urinalysis, parasitology, microbiology and clinical chemistry. The students will learn how to differentiate between normal and abnormal results from laboratory techniques and how these results can be applied when identifying disorders.

Visit Course Outline for more information

**Prerequisites:** AHT 1510

**Corequisites:** None

## **AHT 2040 - Small Animal Surgery and Dentistry**

**Credits: 3**

Students will explain the role of the AHT prior to, during, and after surgical and dental procedures. An understanding of surgical

procedures and dental disease will be gained so they can accurately discuss and educate owners in these areas. Students will describe dental procedures to prepare for their role during dental assessment and treatments.  
Visit Course Outline for more information

**Prerequisites:** AHT 1540

**Corequisites:** None

## **AHT 2540 - Large Animal Clinical Procedures**

**Credits:** 3

Students will perform anesthesia, surgical assistance, equine dentistry procedures and selected clinical procedures.  
Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

## **AHT 2550 - Small Animal Emergency Medicine and Clinical Procedures**

**Credits:** 3

Students will explain common emergencies encountered in a small animal setting. Students will perform selected clinical procedures on small animals.  
Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

Spring Semester: May - June (On Campus)

Block 7- 10 Weeks

## **AHT 2030 - Clinical Veterinary Lab Procedures**

**Credits:** 3

Students will review and perform diagnostic laboratory skills developed throughout the program. The focus of this course is to increase accuracy of various laboratory skills to a level of competency required in the animal health field. This course will focus on hematology, urinalysis, parasitology, microbiology and clinical chemistry. The students will learn how to differentiate between normal and abnormal results from laboratory techniques and how these results can be applied when identifying disorders.

Visit Course Outline for more information

**Prerequisites:** AHT 1510

**Corequisites:** None

## **AHT 2040 - Small Animal Surgery and Dentistry**

**Credits: 3**

Students will explain the role of the AHT prior to, during, and after surgical and dental procedures. An understanding of surgical procedures and dental disease will be gained so they can accurately discuss and educate owners in these areas. Students will describe dental procedures to prepare for their role during dental assessment and treatments.

Visit Course Outline for more information

**Prerequisites:** AHT 1540

**Corequisites:** None

## **AHT 2530 - Applied Small Animal Anesthesia, Surgery and Dentistry**

**Credits: 3**

Students will perform anesthesia, surgical assistance, and dental procedures on small animals.

Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040

**Corequisites:** None

## **AHT 2540 - Large Animal Clinical Procedures**

**Credits: 3**

Students will perform anesthesia, surgical assistance, equine dentistry procedures and selected clinical procedures.

Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

## **AHT 2550 - Small Animal Emergency Medicine and Clinical Procedures**

**Credits: 3**

Students will explain common emergencies encountered in a small animal setting. Students will perform selected clinical procedures on small animals.

Visit Course Outline for more information

**Prerequisites:** AHT 2020, AHT 2040, AHT 2050

**Corequisites:** None

## Summer Semester

Block 8 - 6 weeks

### **AHT 2950 - Industry Practicum**

**Credits: 3**

Students spend six weeks (240 hours) in a veterinary hospital or related animal health business or organization where they apply competencies acquired during their education and training in the AHT program. Students will prepare for their industry practicum by utilizing job searching techniques, cover letter and resume writing to secure placement for their industry practicum. Visit Course Outline for more information

**Prerequisites:** AHT 2510, AHT 2520, AHT 2530, AHT 2540 and AHT 2550. Students must pass all required courses and meet all graduation requirements.

**Corequisites:** None

#### Total Credits

Total First Year Credits:	36
Total Second Year Credits:	24
Total Required Credits:	60

## Graduation Requirements

To obtain a diploma a student must achieve:

1. Completion of all required courses – 60 credits – as listed in the program requirements
2. A cumulative GPA of 2.00
3. Satisfactory completion of practical experience and/or assignments as may be required.
4. Fulfillment of the Graduation Policy – Residency Requirement
5. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For further information on fee payment and refund guidelines, visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Apparel Technology

### Program Summary

## **Fashion Apparel Major**

The Olds College Fashion Apparel major prepares its graduates to contribute to the growth and development of the custom apparel production industry by providing educational excellence in pattern making, fitting, apparel construction and alterations with a foundation in design and product development.

## **Costume Cutting and Construction Major**

The Olds College Costume Cutting and Construction major prepares its graduates to support the needs and contribute to the success of the performing arts industry by providing educational excellence in pattern making and costume construction for women's and men's wear.

### **Program Outcomes**

- Manage apparel projects
- Communicate effectively to meet or exceed the demands of the fashion workplace/performing arts community
- Identify historical sources of design
- Select fabrics for textile products
- Create patterns for individual shapes using flat pattern and draping methods
- Operate industrial sewing and pressing equipment
- Construct basic and advanced garments and/or costumes
- Demonstrate employability skills, as required in the fashion workplace/entertainment industry

## **Fashion Apparel Major**

- Apply elements and principles of design to fashion apparel
- Alter garments to meet clients' needs
- Analyze product development as it relates to the apparel industry
- Prepare patterns for production
- Administer the daily operations of a fashion business
- Use specialized equipment to meet the needs of the apparel industry

## **Costume Cutting and Construction Major**

- Follow designer concepts in the development of costumes
- Alter and repair costumes to meet production needs
- Utilize specialty tools and notions to apply design details
- Demonstrate safe practices in the entertainment industry
- Participate as a member of the production team and the running crew
- Determine opportunities for career advancement in the entertainment industry

### **Admission Requirements**

Admission Requirements are located at: [www.oldscollege.ca/programs/fashion/apparel-technology/admission-requirements/index](http://www.oldscollege.ca/programs/fashion/apparel-technology/admission-requirements/index)

## Program Requirements

### First Year - Both Majors

Fall Semester: September - December

#### **APT 1100 - Apparel Construction I**

**Credits: 3**

Students use industrial sewing equipment to develop fundamental sewing techniques in accordance with industry standards. Techniques are practiced through a series of required samples. Students use project management strategies to plan and complete apparel projects. Garments produced in this course are related to the lower torso and the patterns are developed in Pattern Design I.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** APT 1745

#### **APT 1745 - Pattern Design I**

**Credits: 3**

Students practice the basic principles of pattern design, particularly as they relate to the lower torso. Both flat pattern and draping methods are explored to create individual slopers and patterns. Students interpret fashion drawings and create patterns for skirts and pants.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

#### **APT 1750 - Technical Design for the Apparel Industry**

**Credits: 3**

Students convey design ideas using technical drawings and terminology to accurately specify proportion, style and details. They



apply the elements and principles of color and design to develop fashion concepts. Students apply their skills of creating technical drawings to the development of specifications sheets used in the fashion industry.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits:** 3

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **APT 1160 - History of Clothing**

**Credits:** 3

Students study historical costume as a reflection of social, political and economic conditions. They identify dominant silhouettes, styles and details and relate historical influences to contemporary fashion.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **APT 1200 - Apparel Construction II**

**Credits:** 3

Through a series of required samples, students continue to develop their intermediate sewing skills using industrial sewing equipment. They use project management strategies to plan and complete the apparel projects. Garments produced in this course are related to the upper torso and the patterns are developed in APT 1740 - Pattern Design II

Visit Course Outline for more information

**Prerequisites:** APT 1100

**Corequisites:** APT 1740

## **CMP 1100 - Computer Applications I**

**Credits: 3**

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents and presentations. The exploration of various apps and approaches and techniques for using and managing mobile devices will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **APT 1740 - Pattern Design II**

**Credits: 3**

Students practice the basic principles of pattern design, particularly as they relate to the upper torso. Both flat pattern and draping methods are explored by students who then create individual slopers and manipulate slopers to create patterns. Students develop specification sheets detailing their design concepts prior to creating the patterns.

Visit Course Outline for more information

**Prerequisites:** APT 1745

**Corequisites:** None

## **APT 1120 - Textiles**

**Credits: 3**

Students analyze the characteristics of fibres, yarns and fabrics and relate the characteristics to quality, performance and care requirements. They explore color applications and identify aesthetic and functional finishes. Based on physical characteristics and method of construction, students identify selected fabrics. Textiles are selected and evaluated for end use.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## Total Credits

Total Credits First Year: 30

## Second Year Costume Cutting and Construction Major

Fall Semester: September - December

### **CCC 2050 - Costume Cutting and Construction**

**Credits: 3**

Cutting and construction techniques specific to costumes for the arts and entertainment industry are practiced. Students work with fabrics with unique characteristics. They apply the process of costume cutting and construction to both contemporary and period costumes.

Visit Course Outline for more information

**Prerequisites:** APT 1200, APT 1740

**Corequisites:** CCC 2160

### **CCC 2160 - Couture for Stage**

**Credits: 3**

Embellishment and finishing techniques, characteristic to historical and haute couture garments are developed in this course. Students determine appropriate construction techniques to apply to fabrics that have unique characteristics. They plan and complete a historical garment using couture techniques.

Visit Course Outline for more information

**Prerequisites:** APT 1100, APT 1200, CCC 2050

**Corequisites:** CCC 2050

### **APT 2530 - Integrated Tailoring**

**Credits: 3**

Students draft pattern components related to tailored jackets. They combine traditional and contemporary tailoring methods and practice selected construction techniques through a series of required samples. A custom tailored jacket is planned, drafted and constructed using tailoring skills and project management strategies.

Course Outline

**Prerequisites:** APT 1200 & APT 1740

**Corequisites:** None

## **FAS 2010 - Introduction to Image Consulting**

**Credits: 3**

Students will make appropriate recommendations for select aspects of a client's image by analyzing lifestyle, clothing, accessory, and style needs and recommending strategies to the client to achieve the desired image. FAS 2010 is a capstone course.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **CCC 2400 - Introduction to the Arts and Entertainment Industry**

**Credits: 3**

Students gain an understanding of the arts and entertainment industry through the exploration of opportunities and participation in events.

Visit Course Outline for more information

**Prerequisites:** APT 1200, APT 1740

**Corequisites:** None

Winter Semester: January - April

## **APT 2520 - Integrated Knits**

**Credits: 3**

Specialized drafting and construction techniques are practiced through a series of required samples. Students accommodate the unique characteristics of knit fabrics as they design, plan, develop the pattern, and construct knitwear apparel.

Visit Course Outline for more information

**Prerequisites:** APT 1200 and APT 1740

**Corequisites:** None

## **CCC 2200 - Costuming Workshops**

**Credits:** 3

Through the facilitation of industry guests and instructors, students explore a variety of areas specific to costuming. Workshops may include subjects such as millinery, corsetry and specific period study.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CCC 2600 - Costume Cutting and Construction Practicum**

**Credits:** 3

Students work in a theatre with a costume designer and production team to realize the costumes needed for a theatre production. Together, students cut and construct the costumes.

Visit Course Outline for more information

**Prerequisites:** CCC 1000, CCC 2050, CCC 2160

**Corequisites:** CCC 1000, CCC 2300

## **CCC 1000 - Pattern Design for Menswear**

**Credits:** 3

Students practice the principles of flat pattern design as they relate to menswear. Students interpret fashion drawings and create modern and historical patterns for men's trousers, waistcoats and jackets.

Visit Course Outline for more information

**Prerequisites:** APT 1740

**Corequisites:** CCC 2300

## **CCC 2300 - Men's Tailoring**

**Credits:** 3

Students examine the evolution of the tailored suit and focus on construction of a trouser, waistcoat and jacket. Historical construction techniques will be discussed and implemented in the construction process.

Visit Course Outline for more information

**Prerequisites:** APT 2400, CCC 1000

**Corequisites:** None

## Total Credits

Total Credits Second Year: 30

## Second Year Fashion Apparel

Fall Semester: September - December

### **FAP 2470 - Digital Media for Fashion**

**Credits: 3**

Students use appropriate programs to create fashion presentations. They amalgamate digital work to develop solutions for managing tasks related to apparel business.

Visit Course Outline for more information

**Prerequisites:** CMP 1100

**Corequisites:** None

### **FAP 2460 - Pattern Design III**

**Credits: 3**

In this advanced pattern design course, students apply pattern drafting and draping methods to advanced bodice and dress designs. They analyze design requirements for technical garments and determine solutions to meet specific needs. Students create specification sheets and apply project management strategies to the development of advanced patterns and toiles.

Course Outline

**Prerequisites:** APT 1740

**Corequisites:** None

### **APT 2530 - Integrated Tailoring**

**Credits: 3**

Students draft pattern components related to tailored jackets. They combine traditional and contemporary tailoring methods and practice selected construction techniques through a series of required samples. A custom tailored jacket is planned, drafted and constructed using tailoring skills and project management strategies.

Course Outline

**Prerequisites:** APT 1200 & APT 1740

**Corequisites:** None

## **FAS 2010 - Introduction to Image Consulting**

**Credits:** 3

Students will make appropriate recommendations for select aspects of a client's image by analyzing lifestyle, clothing, accessory, and style needs and recommending strategies to the client to achieve the desired image. FAS 2010 is a capstone course.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **FAP 2580 - Apparel Industry Applications**

**Credits:** 3

Students analyze the process of product development from concept to point of sale. Students develop an apparel prototype, sourcing the required materials, developing detailed specification and costing sheets and analyzing the production process. Students complete a 40 hour practicum in the apparel industry.

Course Outline

**Prerequisites:** APT 1200 and APT 1740

**Corequisites:** None

Winter Semester: January - April

## **FAP 2465 - Apparel Construction III**

**Credits:** 3

In this course, students develop advanced embellishment and finishing techniques characteristic of bridal and evening wear. They determine appropriate construction techniques to apply to fabrics that have unique characteristics. Students plan and complete a dress, using the pattern that they design in Pattern Design III.

Course Outline

**Prerequisites:** APT 1200, FAP 2460

**Corequisites:** None

## **FAP 2445 - Computerized Pattern Design**

**Credits: 3**

Students in this course practice using industry specific pattern drafting software. Flat pattern drafting principles are applied in this computer environment for the creation of standard and made-to-measure patterns.

Visit Course Outline for more information

**Prerequisites:** APT 1740 & APT 1745

**Corequisites:** None

## **APT 2520 - Integrated Knits**

**Credits: 3**

Specialized drafting and construction techniques are practiced through a series of required samples. Students accommodate the unique characteristics of knit fabrics as they design, plan, develop the pattern, and construct knitwear apparel.

Visit Course Outline for more information

**Prerequisites:** APT 1200 and APT 1740

**Corequisites:** None

## **FAP 2540 - Apparel Alterations**

**Credits: 3**

Students develop skills in altering ready-made garments. Through the management and operation of an alterations shop, students fit and alter garments to meet client's needs.

Course Outline

**Prerequisites:** APT 1200

**Corequisites:** None

## **FAP 2550 - Grading and Marker Making**

**Credits: 3**

Students apply the principles of pattern grading to increase and decrease the size of selected patterns manually, and in a computerized environment. Grading charts are analyzed and developed. Students learn and practice the principles of marker making using industry specific software.

Course Outline

**Prerequisites:** CMP 1100 and APT 1740

**Corequisites:** FAP 2445

**Total Credits**



Total Credits Second Year: 30

## Total Credits

Total First Year Credits: 30

Total Second Year Credits: 30

Total Required Credits: 60

## Graduation Requirements

To earn a diploma, students must achieve the following:

- A total of 60 credits
- A GPA of 2.00 or better
- Completion of all required courses as outlined in the program requirements
- Fulfillment of the Graduation Policy - Residency Requirement
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For further information on fee payments and refund guidelines, visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Apprenticeship Programs

### Descriptions

Offered only to registered apprentices in Alberta who are registering for technical training at Olds College.

Registered apprentices receive notification listing the dates for technical training sessions at the college offering training for their specific trade from Alberta Apprenticeship and Industry Training.

Apprentices are encouraged to register as soon as they receive their notification in early May to ensure a seat, as spaces are allocated on a first come, first serve basis.

### Fees and Refund Guidelines

For more information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

### Apprenticeship Programs List

# **Agricultural Equipment Technician**

## **Carpentry**

## **Welder**

## **Heavy Equipment Technician**

## **Landscape Gardener**

For further information on Agricultural Equipment Technician Apprenticeship, Carpentry Apprenticeship, Welder Apprenticeship and Heavy Equipment Technician Apprenticeship, please contact

Gord Ahner  
Apprentice Coordinator  
403-556-8296  
Email: gahner@oldscollege.ca

For further information on Landscape Gardener Apprenticeship, please contact

Darlene Morton  
403-556-4775  
Email: dmorton@oldscollege.ca

The information you are receiving is current, but please be advised that all programs are subject to revision.

Apprenticeship is a combination of on-the-job and technical training in an earning-while-learning arrangement that leads to certification as a journeyman certificate in a recognized trade. The apprenticeship programs at Olds College are under the administration of Alberta Apprenticeship and Industry Training. Apprentices work under a qualified tradesman becoming familiar with the principles, skills, tools and the materials of a trade. Depending on the trade, the term of apprenticeship varies from three to four years.

The trades that Olds College provides technical training for are three and four year trades. During this time apprentices are indentured (under contract) to an employer(s) who has agreed to provide opportunities for them to work and gain experience in the trade, and allow them to attend in-school technical training. Apprentices are usually paid an hourly wage, which increases according to their time, and experience in the trade. Rate of pay is based on a specific percentage of the prevailing journeyman's wage in their shop.

## **Certification**

Alberta Apprenticeship and Industry Training awards apprentices completing all four-years successfully, a completion of Apprenticeship and Journeyman's Certificate of Proficiency in the apprentice's trade of choice. Those apprentices who attain a pass on the optional Inter-Provincial Examination for this trade will qualify for The Inter-Provincial Red Seal, which ensures recognition of qualifications in most Canadian provinces.

To enter an apprenticeship program and become an apprentice, registrants must be at least 16 years of age and have the educational qualifications for the specific trade. (See individual program descriptions below).

Apprentices attending Olds College must be first indentured as apprentices in the Province of Alberta unless special circumstances exist.

## Application Procedures

All applications and inquiries regarding becoming an apprentice should be made to a Regional Service Centre of Alberta Apprenticeship and Industry Training.

Prospective apprentices are encouraged to visit the Alberta Apprenticeship and Industry Training website at [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)

### **NOTE:**

Applications need to be printed from this site. For a list of offices, please visit [tradesecrets.alberta.ca/contact-us/](http://tradesecrets.alberta.ca/contact-us/)

## Agricultural Equipment Technician Apprenticeship

### Program Summary

This program is comprised of 4 periods with eight weeks in each period.

The Alberta Agricultural Machinery Industry and Alberta Apprenticeship and Industry Training and Alberta Advanced Education and Technology initiated a four-year Agricultural Equipment Technician apprentice program. This program has been in place since the Fall of 2001.

### Program Description

Agricultural Equipment Technician apprenticeship may be for you if you are an individual who likes a technically challenging career working with machinery, and/or with computers, a rural lifestyle and assisting the industry that grows our food.

### Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index](http://www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index)

### Employment Opportunities

Agricultural Equipment Technicians may work in a dealer's service centre or may travel to farms to work on agricultural equipment. In addition, Agricultural Equipment Technicians typically repair and overhaul engines, mechanical and power-shift transmissions, hydraulic and electrical systems on tractors, tillage machinery, and harvesting equipment. They also assemble and adjust new farm machinery and related equipment. Agricultural Equipment Technicians may specialize in specific areas including engine overhaul, hydraulics, electrical systems, power transmissions, fuel injection, or other related agricultural equipment.

### Training Period Description

Subject areas are listed below for each in-school technical training period consisting of four eight-week training periods coinciding with years of work related experience.

**First Period Training Topics Include:** Safety, tools and skills, materials, electrical welding and oxyfuel cutting, basic electrical, basic hydraulics, power trains and agricultural equipment.

**Second Period Training Topics Include:** Engine fundamentals, service and repair, engine systems, diesel fuel injection, electronic fuel management and heavy duty charging and cranking systems.

**Third Period Training Topics Include:** Spraying equipment, air conditioning, heating systems, agricultural equipment, braking systems, seeding systems, precision farming, preventive maintenance, failure analysis and advanced power trains.

**Fourth Period Training Topics Include:** Advanced hydraulics, electrical and electronic diagnosis, hydraulic, power shift transmissions and steering and suspension systems.

## Carpentry Apprenticeship

### Program Summary

This program is comprised of 4 Periods with eight weeks in each period.

Applicants must be indentured as apprentices and employed in the carpentry trade prior to entering technical training at Olds College.

### Program Description

A carpentry apprenticeship may be for you if you are an individual who enjoys a challenging career working with your hands, building structures that will be a part of the community for years into the future.

### Admission Requirements

Admission requirements are located at: [www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index](http://www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index)

### Employment Opportunities

Carpenters work in a wide variety of areas within the trade, these consist of concrete forming, building framing, site preparation, estimating, site supervision and facility repairs and renovations. A carpenter has the opportunity to be employed by a construction company or to be self-employed.

### Training Period Descriptions

**First Period training includes the following:** Safety, building materials, hand and power tools, site preparation and building layout, foundations, floor framing and estimating and plan development.

**Second period training includes the following:** Frame structures, residential roofs, interior and exterior finishes, wood stairs and estimating and plans.

**Third period training includes the following:** Safety, concrete, building layout, commercial formwork, commercial interior, timber construction and estimating and plans.

**Fourth period training includes the following:** Safety, interior finishes, exterior finishes, roof frame and stairs, building design and renovations, energy efficiency and building science, estimating and plans.

## Welding Apprenticeship

### Program Summary

This program is comprised of three periods with 8 weeks in each period.

Applicants must be indentured as apprentices and employed in the welding trade prior to entering technical training at Olds College.

### Program Description

A welding apprenticeship may be for you if you are an individual who likes a technically challenging career working with several different types of metals in fabrication and repair fields of the industry.

### Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index](http://www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index)

### Employment Opportunities

Welders work in a wide array of fields of the industry from pipeline construction to fabrication in a factory setting. The welder could be operating a modern mobile unit welder or working in a well equipped shop.

### Training Period Description

Subject areas are listed below for each in school training period.

**First Period Training Topics Include:** Safety, tools, welding faults, oxy-fuel welding, shielded metal arc welding, gas metal arc welding, flux core arc welding, submerged arc welding, and trade math problems.

**Second Period Training Topics Include:** SMAW Two, GTAW One, GMAW and FCAW Two, Pattern Development and Drawing Interpretation.

**Third Period Training Topics Include:** SMAW Three, GTAW Two, Drawing Interpretation, and Trade Science.

## Heavy Equipment Technician Apprenticeship

## Program Summary

This program is comprised of 4 periods, with 8 weeks in each period (with different exit points and credentials).

Applicants must be indentured as apprentices and employed in the heavy equipment industry prior to entering technical training at Olds College.

## Program Description

A Heavy Equipment Technician apprenticeship may be for you if you are an individual who likes a technically challenging career working with large off road machinery, trucks, trailers and buses or other heavy industrial machinery.

## Admission Requirements

Admission requirements are located at: [www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index](http://www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index)

## Employment Opportunities

Heavy Equipment Technicians may work in equipment dealer's service centres, resource company shops, trucking firms, industrial plants, and municipal shops. Heavy Equipment Technicians typically repair and overhaul engines, mechanical and power-shift transmissions, hydraulic and electrical systems on mobile and stationary equipment.

## Training Period Descriptions

Subject areas are listed below for each in school training period.

**First Period Training Topics Include:** Safety, tools, material and equipment, truck and trailer suspension, wheels and systems, hydraulic and air brake systems, basic electrical, basic electronics, and hydraulics.

**Second Period Training Topics Include:** Engine fundamentals, service and repair, engine systems, diesel fuel injection, electronic fuel management and heavy duty charging and cranking systems.

**Third Period Off Road Training Topics Include:** Advanced hydraulics, electrical and electronic diagnosis, hydraulic, power shift transmissions and steering and suspension systems.

**Fourth Period On-Road Training Topics Include:** Power steering systems, truck and transport power train, air conditioning, antilock braking systems, and vehicle electrical and electronic diagnosis and failure analysis.

## Landscape Gardener Apprenticeship

## Program Summary

This program is comprised of 4 periods with eight weeks in each period.

Applicants are indentured as apprentices and employed in the Landscape/Horticulture industry prior to entering technical training at Olds College.

## Program Description

If you like to work with plants and are interested in growing, installing and maintaining trees, flowers and turf grass in ornamental landscapes this program is for you. Does the idea of earning while learning as you work toward certification as a journeyman suit your lifestyle and career goals? You will work with hard landscaping including pavers, wood construction projects and water features.

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index](http://www.oldscollege.ca/programs/apprenticeship/apprenticeship-admissions-info/index)

## Employment Opportunities

During your apprenticeship and as a journeyman you can find employment throughout the widely varied horticulture industry. A list of some of the possibilities include: parks/golf course maintenance, retail/wholesale horticulture marketing and sales, nursery production, green house production, sod production, landscape construction, installation and maintenance, tree care, and pest control.

Depending on your aptitude, interests and experience you may eventually become self-employed or work for someone else in the private or public sector.

## Training Period Descriptions

Subject areas for each technical training period are listed below.

**First Period Training Topics Include:** Workplace safety, tools and machinery, soils, plant identification, botany, greenhouse production, and landscape construction.

**Second Period Training Topics Include:** Sales and communications, basic surveying, landscape construction, greenhouse structures and environments, plant identification, pests and pest management, pesticide use and safety, and turf maintenance.

**Third Period Training Topics Include:** Landscape design, interior plantscape maintenance, plant identification, and herbaceous ornamentals in the landscape, plant physiology, irrigation, arboriculture, and plant production.

**Fourth Period Training Topics Include:** Landscape design; landscape construction, irrigation, estimating and tendering, plant identification, and nursery and sod production.

## Other Opportunities for LGAP

Journeymen wishing to continue their technical training in a more specialized vein can apply to the Ornamental Horticulture or Turfgrass Management program. Recognition of Prior Learning may be granted based on relevant work experience, training and recognized certification through the College Prior Learning Assessment and Recognition process. Journeymen Landscape Gardeners who obtained better than 75% in their examinations may apply for entrance into the Arboriculture, Landscape Management majors or Turfgrass Management.

Journeymen will receive credits for Prior Learning (varies with major) for training taken in the Landscape Gardener Apprenticeship program.

These applications will be handled on a case by case basis.

Upon completion of a diploma, journeymen may apply to continue in the third-year of the Bachelor of Applied Science Degree Program.

## **Arboriculture Technician Certificate**

### **Program Summary**

The Olds College Arboriculture Certificate Program prepares its graduates to apply their knowledge and skills in tree diagnostics and care.

This program is pending ministry approval.

### **Program Outcomes**

Graduates will be able to:

- Apply a working knowledge of current industry safety standards and practices
- Demonstrate an awareness of arboriculture industry sectors
- Communicate to influence business and regulatory decisions within the horticulture sector
- Perform selected calculations for efficient and profitable horticulture practices
- Identify tree species
- Recognize specific tree requirements
- Integrate appropriate technologies into current urban forest maintenance practices
- Recognize the ecological, economic, and social implications of horticulture decisions and processes
- Manage various tasks, opportunities, and problems using a comprehensive problem solving strategy
- Demonstrate ethical and appropriate behaviour that contributes to the achievement of personal goals and business objectives

### **Admission Requirements**

View [oldscollege.ca/programs/horticulture/arboriculture-Technician-/admission-requirements/index](http://oldscollege.ca/programs/horticulture/arboriculture-Technician-/admission-requirements/index) for admissions requirements

### **Program Requirements**



Winter Semester: January - April

### **ARB 1000 - Exploring the Life of Trees**

**Credits: 3**

Students explore the world of trees through identification and by discovering the structure and function of woody plants as they respond to their surrounding environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **ARB 1100 - Conducting Ground Operations**

**Credits: 3**

Students gain individual and team skills necessary to provide support to arborists working aloft in addition to experiencing the safe use of tools and techniques used to handle tree parts on the ground.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **ARB 1200 - Pruning Trees for Structure and Health**

**Credits: 3**

Learners discover the principles and practices of pruning trees by utilizing tools and techniques required to influence plant architecture.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **ARB 1300 - Performing Tree Risk Assessment**

**Credits: 3**

The learner gains knowledge in the detection, assessment, and mitigation of tree risk by implementing industry assessment strategies on trees in the landscape.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ARB 2100 - Conducting Aerial Operations**

**Credits:** 3

The student develops the skills necessary to safely perform tree care activities within tree canopies using tools and techniques common to arboriculture. The learner will also create and practice emergency response plans for tree climber extrications.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## Graduation Requirements

To obtain a certificate, a student must achieve:

- A minimum of 15 credits
- A cumulative GPA of 2.00 or better
- Successful completion of all required courses as listed in the program requirements
- Fulfillment of the Graduation Policy - Residency Requirements

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **Bachelor of Applied Science - Agribusiness**

### Program Summary

The Olds College Bachelor of Applied Science - Agribusiness Degree Program builds upon knowledge, experiences and skills previously gained in relevant academic programs and prior work/life experiences. The BASC program prepares its graduates to apply knowledge and skills gained in strategic business management and career planning to contribute to the global agribusiness industry.

### Program Outcomes

Graduates will:

- Gather, analyze, evaluate, use information from a variety of sources to complete tasks, solve problems, make decisions relevant to the program's related occupational fields of practice
- Apply critical thinking and analytical skills both inside and outside the program's fields of study
- Use problem-solving strategies related to a major's disciplines and/or occupational fields of practice to complete projects
- Using a variety of media, communicate accurately and reliably both orally and in writing to a range of audiences
- Recognize limits to knowledge and skill level within program related occupational fields of practice
- Identify and address learning needs in changing circumstances and select an appropriate course of action to achieve learning goals
- Work effectively with others
- Behave consistently with ethically sound reasoning

## Program Details

### **Two Year Diploma plus Third Year Academic Study**

Two-Semesters

Fall: September - December

Winter: January - April

### **Fourth Year Directed Field Study**

Eight Months Commencing with the Industry Placement

## Admission Requirements

Admission requirements can be located at: [www.oldscollege.ca/programs/business/bachelor-of-applied-science-agribusiness/index](http://www.oldscollege.ca/programs/business/bachelor-of-applied-science-agribusiness/index)

## Program Description

### Program Requirements

Third Year

Fall Semester: September - December

### **MGT 3100 - Financial Management**

**Credits: 3**

This course applies the concepts of financial management relevant to non-financial managers. Building on fundamental business principles, learners will examine the relationship among the fundamental financial management accounting tools. Through case studies and exercises, they will learn about the role of integrated financial statements (balance sheet, income statement and cash flow budgets) in strategic planning and operational decision making in a dynamic organizational environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 3200 - Project Management for Agriculture**

**Credits:** 3

Learners will implement project management principles and processes in an agricultural context. Microsoft Project software will be used to implement a step-by-step process from defining a problem or opportunity through to project completion.

Comprehensive "Request for Proposals" will be developed as an integral part of the implementation of a successful proposal process. Critical thinking and analytical skills will be developed during the problem-solving process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 3400 - Strategic Human Resources Management**

**Credits:** 3

The learner focuses on acquiring a holistic perspective on human resource practices. Creating competitive advantage through working with the people in an organization is investigated from the perspective of the management generalist.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 3000 - Strategic Marketing**

**Credits:** 3

This is an advanced marketing course designed for BASc - Agribusiness students which will present students with an effective approach to analyzing, planning and implementing marketing strategies. Students will analyze the marketing efforts of a "client" organization as well as work in teams to complete a high level marketing simulation game. Additionally, students will explore the concepts of consultative selling customer date-basing and an account penetration planning process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 3333 - Agriculture Innovation and Leadership**

**Credits: 3**

This course will provide learners with a strategic perspective on the emerging roles of technology and innovation in the agricultural sector. Additionally, students will explore effective leadership methods. Students will analyze historical and current theories in Leadership and practices in preparation for selecting appropriate strategies for dealing with leadership situations. They will also examine contemporary leadership issues in the context of helping organizations achieve their stated goals.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BAS 3999 - Introduction to Self Directed Learning**

**Credits: 3**

This course provides learners with the opportunity to develop and use the skill of reflection to help them prepare a learning plan that will guide their fourth year in Directed Field Study. Learners will produce a portfolio that addresses their past, current and future learning and skill development objectives. All design and presentation activity will be completed using a technology interface that will enable learners to enhance their professional skills in communicating a technology.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **BAS 3999 - Introduction to Self Directed Learning**

**Credits: 3**

This course provides learners with the opportunity to develop and use the skill of reflection to help them prepare a learning plan that will guide their fourth year in Directed Field Study. Learners will produce a portfolio that addresses their past, current and future learning and skill development objectives. All design and presentation activity will be completed using a technology interface that will enable learners to enhance their professional skills in communicating a technology.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **MGT 3500 - Applied Research**

**Credits: 3**

Applied Research is a course focusing upon problem-solving, research, and project management principles. Once introduced to problem-solving, research, and project management principles, learners will identify a management problem, describe a plan to produce a solution, complete the plan and prepare a report on the project. The learner will integrate past and present academic and other learning experiences and solve a variety of problems associated with all such projects. Learners will provide feedback to each other during the problem-solving process and will participate in the evaluation of their peers' presentation as required. Students are encouraged to seek out others to act as mentors or coaches as they work through both the problem-solving and project process.

Course Outline

**Prerequisites:** None

**Corequisites:** MKG 3000

## **MGT 3600 - Economics and Risk Management**

**Credits: 3**

The learner prepares for managerial decision-making by investigating economic models and exploring how the Canadian economy functions. Students will study agricultural markets with an emphasis on price risk management in commodity marketing.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 4000 - Strategic Business Management**

**Credits: 3**

Strategic Business Management is an expansion of the principles of business management with emphasis upon the formation of business decisions and policies. The purpose of this course is to enable the student to draw on analytical tools and previous knowledge from other courses in analyzing complex business problems and to formulate managerial decisions and recommendations from a managerial prospective.

Course Outline

**Prerequisites:** MGT 3100, MKG 3000, MGT 3400

**Corequisites:** None

## **MKG 3500 - International Marketing**

**Credits: 3**

This course provides an overview of international marketing in the small business context. Identification and evaluation of opportunities in the international marketplace, foreign exchange and payment mechanisms, import and export documentation and processes, packaging, transportation and communication methods will be covered.

Course Outline

**Prerequisites:** MKG 3000

**Corequisites:** None

Fourth Year - Required course

Two Semesters - Eight Months

Students are required to pay the tuition fee for each term of BAS 4999 prior to commencement of the term.

## **BAS 4999 - Directed Field Study**

**Credits: 30**

This course in Directed Field Studies (DFS) is the fourth year of study of the Bachelor of Applied Science Degree. Students will develop individualized learning plans for the DFS and complete the DFS based upon their learning goals. Upon completion of the DFS, each student will submit a written final report and career profile/portfolio for assessment.

Visit Course Outline for more information

**Prerequisites:** BAS 3999 and 15 credits from 3rd year of study

**Corequisites:** None

Total Credits

Total Third Year Credits: 30

Total Directed Field Study Credits: 30

Total Required Credits: 60

Graduation Requirements

Students must complete the following to qualify for the Bachelor of Applied Science - Agribusiness degree:

1. Two semesters of academic study at Olds College (30 credits)
2. Two semesters (eight months) of Directed Field Study (30 credits)
3. Complete all courses successfully and have a GPA of 2.50 or better
4. Fulfillment of the Graduation Policy - Residency Requirement
5. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## **Fee Payment and Refund Guidelines**

For further information on fee payment and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **Bachelor of Applied Science - Golf Course Management**

## Program Summary

The Bachelor of Applied Science Golf Course Management prepares diploma graduates to assume positions of responsibility with the golf industry. The program provides business, applied science and advanced technical training.

## Program Outcomes

Graduates will:

- Gather, analyze, evaluate, use information from a variety of sources to complete tasks, solve problems, make decisions relevant to the program's related occupational field of practice
- Apply critical thinking and analytical skills both inside and outside the programs field of study
- Use problem-solving strategies related to a discipline and/or occupational field of practice to complete projects
- Using a variety of media, communicate accurately and reliably both orally and in writing to a range of audiences
- Recognize limits to knowledge and skill level within program related occupational field of practice
- Identify and address learning needs in changing circumstances and select an appropriate course of action to achieve learning goals
- Work effectively with others
- Behave consistently with ethically sound reasoning
- Apply ethical decision making and sound business, applied science and advanced technical training.

## Admission Requirements

Admission Requirements can be found at [www.oldscollege.ca/programs/horticulture/turfgrass/golf-course-management/index](http://www.oldscollege.ca/programs/horticulture/turfgrass/golf-course-management/index)

## Program Requirements

Fall Term: November - December

### **BHO 3999 - Directed Field Study Preparation**

**Credits: 3**

This course supports learners as they develop their reflective practice, analyze their current competencies and prepare for the fourth year of the Applied Degree. Learners gain skills and knowledge that support self-directed learning, and document past achievement and future plans in a web-based career portfolio. They set career goals and prepare a learning plan and evaluation criteria that will form the basis of their personalized learning experience in BHO 4999 Horticulture Directed Field Study.



Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 3100 - Research Methods**

**Credits:** 3

This course will prepare learners to understand selected elements of statistics and their application in decision-making processes. The focus is on developing an understanding of common research methods and their application in problem solving and permits an informed evaluation of published research. The concepts covered in this course will be applied in BHO 4000 Integrated Project.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 3300 - Project Management Principles**

**Credits:** 3

The learner shall gain knowledge and skills in the principles of project management. Topics include general project planning, work breakdown structures, scheduling, and project control/tracking. Various project management software are used to facilitate learning these principles.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Term: January - April

## **TRF 4100 - Certified Environmental Professional**

**Credits:** 3

Students gain an understanding of moral and ethical issues pertaining to golf courses and the environment. Principles of The Audubon Cooperative Sanctuary Program for Golf Courses are used to develop an environmental management plan for a golf course. Students develop strategies to implement Best Management Practices with the goal of fostering environmental awareness and commitment to sustainability.

Course Outline

**Prerequisites:** TRF 2500

**Corequisites:** None

## **TRF 3000 - Creating an Agronomic Calendar**

**Credits: 3**

Students plan and build an agronomic calendar relating to all applications of products, scheduling of staff and implementation of cultural practice and budgets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 4000 - Golf Course Master Planning**

**Credits: 3**

Students apply master planning principles to develop standards for a golf course. Students evaluate a golf course within the context of a long-term planning strategy to manage developmental changes over time. Students develop a long-range master plan for a golf course including specific golf course construction projects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 3020 - Assessing Water Quality on Golf Courses**

**Credits: 3**

Students assemble information and discover and analyse processes that influence sustainable methods in golf course water management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 4200 - Golf Operational Management**

**Credits: 3**

The learner will gain knowledge of operational considerations for the management of selected areas of a golf business. Through a series of case studies and projects, students will enhance their understanding of golf shop operations, food and beverage operations, financial management strategies and the impact of maintenance operations on business performance.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 3100 - Exploring Case Studies in Golf Course Management**

**Credits:** 3

Students analyse, reflect and propose solutions to challenges in golf course case studies.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 3120 - Maintaining Golf Course Design Integrity**

**Credits:** 3

Students explore trends and technologies as it relates to golf course design and the management of design integrity.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Spring/Summer Term: May - October

## **BHO 4999 - Horticulture Directed Field Study**

**Credits:** 30

The fourth year of study of the Bachelor of Applied Science Degree is based on the model of self-directed learning in a mentored workplace setting, referred to as a Directed Field Study (DFS). The DFS will consist of the equivalent of two academic terms. During their DFS employment, the learner maintains a current personalized site-specific learning plan and receives support from an industry mentor as they work to achieve specified learning outcomes. Throughout this process the learner documents evidence of achievement and upon completion of the DFS, they submit a written final report and updated career portfolio for assessment

Visit Course Outline for more information

**Prerequisites:** BHO 3999 and 15 credits from third year of study

**Corequisites:** None

Summer/Fall Term: May - January

## **BHO 4999 - Horticulture Directed Field Study**

**Credits: 30**

The fourth year of study of the Bachelor of Applied Science Degree is based on the model of self-directed learning in a mentored workplace setting, referred to as a Directed Field Study (DFS). The DFS will consist of the equivalent of two academic terms. During their DFS employment, the learner maintains a current personalized site-specific learning plan and receives support from an industry mentor as they work to achieve specified learning outcomes. Throughout this process the learner documents evidence of achievement and upon completion of the DFS, they submit a written final report and updated career portfolio for assessment

Visit [Course Outline](#) for more information

**Prerequisites:** BHO 3999 and 15 credits from third year of study

**Corequisites:** None

## **Graduation Requirements**

Students must complete the following to qualify for the Bachelor of Applied Science in Golf Course Management degree:

1. Successfully complete 60 credits
2. Have a GPA of 2.50 or better
3. Fulfillment of the Graduation Policy - Residency Requirement
4. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## **Fee Payment and Refund Guidelines**

For further information on fee payment and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **Bachelor of Applied Science - Horticulture**

### **Program Summary**

The Bachelor of Applied Science Horticulture prepare diploma graduates to assume positions of responsibility within the production horticulture and landscape industries. The program provides business, applied science and advanced technical training.

### **Program Outcomes**

Graduates will:

- Gather, analyze, evaluate, use information from a variety of sources to complete tasks, solve problems, make decisions relevant to occupational fields of practice
- Apply critical thinking and analytical skills both inside and outside the program's fields of study
- Use problem-solving strategies related to the discipline and/or occupational fields of practice to complete projects

- Using a variety of media, communicate accurately and reliably both orally and in writing to a range of audiences
- Recognize limits to knowledge and skill level within program related occupational fields of practice
- Identify and address learning needs in changing circumstances and select an appropriate course of action to achieve learning goals
- Work effectively with others
- Behave consistently with ethically sound reasoning
- Apply ethical decision making and sound business practices to promote professionalism and growth of the horticulture industry.

## Admission Requirements

Visit [www.oldscollege.ca/programs/horticulture/horticulture/bachelor-of-applied-science-horticulture/index](http://www.oldscollege.ca/programs/horticulture/horticulture/bachelor-of-applied-science-horticulture/index) for admission requirements

## Program Requirements

Fall Semester: November - December

### **BHO 3100 - Research Methods**

**Credits: 3**

This course will prepare learners to understand selected elements of statistics and their application in decision-making processes. The focus is on developing an understanding of common research methods and their application in problem solving and permits an informed evaluation of published research. The concepts covered in this course will be applied in BHO 4000 Integrated Project.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **BHO 3300 - Project Management Principles**

**Credits: 3**

The learner shall gain knowledge and skills in the principles of project management. Topics include general project planning, work breakdown structures, scheduling, and project control/tracking. Various project management software are used to facilitate learning these principles.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 3999 - Directed Field Study Preparation**

**Credits:** 3

This course supports learners as they develop their reflective practice, analyze their current competencies and prepare for the fourth year of the Applied Degree. Learners gain skills and knowledge that support self-directed learning, and document past achievement and future plans in a web-based career portfolio. They set career goals and prepare a learning plan and evaluation criteria that will form the basis of their personalized learning experience in BHO 4999 Horticulture Directed Field Study.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **BHO 3340 - Applying Geospatial Technologies**

**Credits:** 3

Learners apply knowledge and skills gained in the Second Year "Mapping Your World" course (HRT 2700) to a real-world project. The learner develops a geospatial data collection strategy, compiles data from multiple sources, creates presentation maps and reports and performs analysis on the data.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BHO 3500 - Sustainable Sites**

**Credits:** 3

This course introduces the principles and applications of processes that integrate sustainable system functions to preserve or replicate natural processes in landscape development and management practices. Building on knowledge and experience acquired through previous education and employment, the learner will participate in the development of projects promoting sustainable site initiatives.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BHO 3540 - Social Innovation Through Horticulture**

**Credits: 3**

At the end of this course learners have the opportunity to participate in socially innovative initiatives related to various sectors of the green industry.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BHO 3800 - Plant Environment Systems**

**Credits: 3**

Plant environment systems is a course focusing on a systems approach in the analysis and problem solving of plant growth environments. This course is designed to provide learners with opportunities to enhance their working knowledge of physical, chemical, biological and environmental dynamics in managing plant growth systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **WTR 3000 - Water Capture and Management for Landscape Applications**

**Credits: 3**

The learner shall gain knowledge and skills in the principles of the design and development of water capture systems and use for small and large scale landscape applications. Topics include laws legislating water use, types of capture systems and water quality.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Spring Semester: May - June

## **BHO 4000 - Integrated Project**

**Credits: 3**

Integrated Project is a capstone course focusing on problem-solving and project management principles. It is designed to provide learners with opportunities to bring knowledge, skills, and dispositions developed from past education and work experience to manage a project. The course bridges the gap between learning in school and learning on the job through the project designed and executed by the learner.

Visit Course Outline for more information

**Prerequisites:** BHO 3100 and BHO 3300

**Corequisites:** None

## **BHO 4710 - Ethics and Pest Management**

**Credits:** 3

This is an advanced course in the problems and procedures of integrated pest management and environmental issues and their ethical implications. Students engage in analytical thought and discourse through their interaction with the materials of the course. Students prepare an integrated pest management plan relevant to their major.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BHO 4999 - Horticulture Directed Field Study**

**Credits:** 30

The fourth year of study of the Bachelor of Applied Science Degree is based on the model of self-directed learning in a mentored workplace setting, referred to as a Directed Field Study (DFS). The DFS will consist of the equivalent of two academic terms. During their DFS employment, the learner maintains a current personalized site-specific learning plan and receives support from an industry mentor as they work to achieve specified learning outcomes. Throughout this process the learner documents evidence of achievement and upon completion of the DFS, they submit a written final report and updated career portfolio for assessment

Visit Course Outline for more information

**Prerequisites:** BHO 3999 and 15 credits from third year of study

**Corequisites:** None

## **Graduation Requirements**

To obtain an Applied Degree, a student must achieve the following:

1. Successfully completed 60 credits
2. Complete all required courses successfully and have a GPA of 2.50 or better
3. Fulfillment of the Graduation Policy - Residency Requirement
4. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.



## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [catalog.oldscollege.ca/content.php](http://catalog.oldscollege.ca/content.php)

# Brewmaster and Brewery Operations Management

## Program Summary

This program prepares graduates for employment in the expanding brewery, microbrewery and brewpub industries. The program provides significant hands-on training on-site and includes specialized instruction in brewing technology, brewery operations, sales management and advanced business applications specific to beer-related or brewery-related business sectors.

## Program Outcomes

Graduates will be able to:

- Demonstrate the fundamental techniques of beer making.
- Demonstrate laboratory analysis of beer as required in a brewery.
- Select and use established techniques in marketing and public relations related to the beer industry.
- Discuss the history and evolution of the beer industry in relation to today's market.
- Analyze and determine options and select styles from advanced techniques in the beer making process.
- Identify, select and utilize process technology practices in brewery operations, packaging and handling.
- Evaluate consistency and quality of beer, and determine beer style and characteristics.
- Discuss and apply business principles and strategies related to brewery operations, including human resource management, sales and government legislation.
- Formulate and develop a beer recipe for the market place.

## Two Year Diploma

Four Semesters

- Fall: September - December
- Winter: January - April

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/horticulture/brewmaster-brewery-operations-management/admission-requirements/admission-information-2014/index](http://www.oldscollege.ca/programs/horticulture/brewmaster-brewery-operations-management/admission-requirements/admission-information-2014/index)

## Program Requirements

## First Year

Fall Semester: September - December

### **BRW 1100 - Introduction to Brewing**

**Credits: 3**

In this course, you will learn how to create the complete brewing process from grain to glass and discover how the separate processes interact to produce the final product. You will investigate the constituents of beer and how they affect an individual, in particular alcohol, its potential for abuse, and its influence on society. You will have the opportunity to participate in the ProServe Program.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

### **BRW 1101 - Basic Practical Brewing**

**Credits: 3**

Through the operation of the Olds College Teaching Brewery and Pilot brewery, you will learn the fundamentals of beer making from scratch. Using brewery equipment and technology you will develop your knowledge of the beer industry and the critical role of brewery safety.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

### **BRW 1103 - Sensory Evaluation of Beer**

**Credits: 3**

In this course, you will develop skills to critically evaluate a beer's sensory properties, judge quality and detect potential defects in beer. In an ideal tasting environment, you will learn how to isolate and identify a wide range of beer flavors. you will investigate the physiology and psychology of sensory perception, assess and describe the elements of beer quality using the appropriate brewing jargon.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1300 - Brewing Ingredients**

**Credits: 3**

In this course, you will learn how various ingredients in the beer making process affect the style and quality of beer and will examine barley and malting; the growing and selection of barley, the different varieties for malting and the technology and science of malting grains for different beer styles. You will analyze malt, specialty malts and adjuncts and examine the growing of hops and varieties of hops that come from principal production areas worldwide. You will investigate the effects of hops on the production of wort and the development of beer flavor.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BUS 1050 - Business Mathematics**

**Credits: 3**

Students develop mathematics skills applicable to practical problems in business, industry and future employment. Topics include presentation of financial information, consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, depreciation methods, capitalized costs, cash flow analysis, lease versus buy decision, net present value and internal rate of return. This course prepares students for later courses in accounting, marketing, business and finance.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **CMP 1100 - Computer Applications I**

**Credits: 3**

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents and presentations. The exploration of various apps and approaches and techniques for using and managing mobile devices will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester - January - April

## **BRW 1200 - Brewing Microbiology**

**Credits:** 3

This course will focus on microorganisms involved in beer production. Students will develop an awareness and understanding of the importance of the biology of yeasts, their growth, propagation and management. Students will also be exposed to the other organisms that influence brewing and the role played by enzymes. Laboratory exercises will provide hands-on experience and will include biology, cultivation, purification, identification of yeasts and bacteria involved in beer production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1201 - Practical Brewing**

**Credits:** 3

In this course, through the operation of the Olds College Teaching Brewery and Pilot brewery, you will learn the advanced beer making techniques from scratch. Using brewery equipment and technology you will further develop your knowledge of the beer industry and the critical role of brewery safety.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1203 - Sensory Evaluation of World Beers**

**Credits:** 3

In this course, you will further develop your beer sensory skills. You will develop a deeper understanding of beer flavor and beer terminology and be provided with appropriate samples to not only identify sensory attributes but to also measure the intensities of those attributes in beer. You will investigate threshold testing procedures and discover your personal tasting procedure and discuss ways of continuing your training on your own. Equally important to tasting ability is the understanding of how best to

collect and analyze sensory data. You will learn about the different types of sensory tests and sensory panels. Statistical methods and experimental design will be discussed as well as how to statistically analyze the data from the different sensory tests. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1205 - Brewery Equipment and Technology**

**Credits:** 3

In this course you will learn the basics of unit operations and processing equipment used in modern commercial beer making. Visits to breweries will provide hands-on experience with equipment from filtration to packaging. You will investigate scheduling, record keeping, packaging techniques, basic tanks and temperature controls, lauter tuns, mash filters and wort boiling systems.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1206 - Brewing Chemistry**

**Credits:** 3

In this course you will review chemistry fundamentals as they apply to the production of wort and beer with emphasis on wort production, fermentation, and filtration. Using laboratory exercises, you will study the properties of gases and liquids, thermodynamics, pH and pressure, and how they influence brewery production processes and beer quality. You will also develop knowledge and skills about the different types of chemicals used in beer production and maintenance of brewery hygiene. Finally, you will become familiar with the lab equipment and lab techniques used to measure, monitor and analyze the different chemical properties of wort and beer, and understand their relationships to beer production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1207 - Packaging**

**Credits:** 3

In this course, you will develop basic knowledge of bottling, canning and kegging beer, emphasizing best practices and their impact on product stability and shelf life. You will learn how issues of colloidal stability, microbiological stability and oxygen pickup relate to processing techniques and how packaging quality control tests relate to process control. You will investigate how draught system design and maintenance relates back to the core of delivering beer at its best to the consumer. You will learn principles of labeling and packaging line design. You will learn the importance of, and practice, Health and Safety in the workplace.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **Total Credits**

Total Credits First Year: 42

## **Second Year**

**Fall Semester: September - December**

## **BRW 1104 - History of Brewing and Beer**

**Credits:** 3

In this course you will investigate the history of beer and brewing from its earliest recorded origins in Mesopotamia, the evolution of the brewing industries and the roles played by individuals, organizations and governments in beer development. You will learn how beer styles have impacted today's beer industry and will sample an extensive range of beer styles reflecting those available over the years.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1294 - Sensory Evaluation of Beer, Wine and Spirits**

**Credits:** 3

In this course you will develop advanced skills in the evaluation of beer and introductory skills in the evaluation of wine and

spirits. You will enhance your skills to critically evaluate a beer's sensory properties, make a judgment on quality and detect potential defects. You will compare beer, wine and spirit tasting profiles and learn how they apply to combinations with each other and food.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1301 - Practical Brewing II**

**Credits:** 3

In this course, through the use of the Olds College Teaching Brewery and Pilot brewery, you will operate and control both systems independently. Using brewery equipment and technology you will further develop your knowledge of the beer industry and the critical role of brewery safety.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1304 - Brewhouse Calculations and Recipe Formulation**

**Credits:** 3

In this course you will learn to use mathematics in the brewery in materials control and development of beer recipes to determine precise alcohol levels, and grain and hop usage rates. You will develop your own recipes and test them in the brewing courses.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 1306 - Filtration, Carbonation and Finishing**

**Credits:** 3

In this applied and theoretical course you will study cellar storage, the different types of filters, their operation and role in the clarification of beer. You will also practice natural and forced carbonation methods and the stabilizing of beer ready for packaging operations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BUS 1133 - Professionalism and Business Ethics**

**Credits: 3**

Students will be introduced to the study of ethics and the case study method. Cases will be drawn from real business situations. Using a combination of research papers and case studies, students will be required to discuss the cases, papers and solutions in class. Reports and presentations of various cases will be used to determine the students' grades.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

One General Elective Course approved by the coordinator

## Winter Semester - January - April

### **BRW 2302 - Specialty Brewing**

**Credits: 3**

In this course you will apply advanced techniques of beer making. You will develop personal recipes that reflect a variety of seasonal and specialty beers with the complete analysis/report of the product(s). You will use the Olds College Teaching Brewery as your lab and base to make student beer.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **BRW 2305 - Beer Evaluation and Judging**

**Credits: 3**

In this course, you will develop the skills necessary to develop and manage basic sensory panels within a brewery setting. You will understand the physical and environmental needs of a sensory facility, equipment and supply needs, safety requirements and acquisition of reference and training samples. You will gain the skills necessary to select and train a sensory panel and maintain a data base of panel results. Data collection and analysis systems for sensory data will also be discussed. You will also be introduced to consumer science, understanding how consumer sensory information is obtained and the tests used so you can read and interpret consumer research. During the course you will also more deeply investigate beer styles and the beer judging system used for beer competitions. You will develop strategies for submitting your beers into competition and participate in simulated beer competitions.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **BRW 2400 - The Brewing Industry**



**Credits: 3**

This course will provide students with knowledge to understand the beer industry today; the various trade organizations and governmental bodies that have a daily influence on the production, regulation and distribution of beer. This will include presentations from selected trade and regulatory organizations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2401 - Brewery Management**

**Credits: 3**

In this course you will learn the fundamentals of brewery management. You will gain knowledge of different management responsibilities including annual plans, budgets, labour management, scheduling of work, legal compliance and record keeping.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BRW 2402 - Beer Sales and Promotions**

**Credits: 3**

In this course you will learn sales management and promotional marketing techniques for the beer industry. The management component will include the regulatory requirements for the sale and advertisement of beer in Alberta, the license requirements to sell beer in multiple channels, and the promotional options available in those channels. You will develop strategies to create a sales and marketing plan, set up and run a sales department including the staffing, managerial and oversight requirements.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HRM 1010 - Human Resources Management**

**Credits: 3**

This course provides an overview of the fundamentals of human resource management including a foundation in theory and practice for areas such as human resources planning, recruitment and selection of staff, training and development and compensation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

One General Elective Course approved by the coordinator

## Total Credits

Total Credits Second Year: 42

## Total Credits

Total First Year credits: 42

Total Second Year credits: 42

Total Credits: 84

## Graduation Requirements

To obtain a diploma a student must achieve the following:

- A minimum of 84 credits
- A cumulative G.P.A. of 2.00
- Fulfillment of the Graduation Policy - Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **Business Administration**

### Program Summary

Olds College Business Administration program prepares graduates for career positions in management to support local, regional, national, and global organizations.

### Four Semesters

#### **FOUR SEMESTERS**

The first two semesters are the Business Management Certificate

Fall: September - December

Winter: January - April

### Program Outcomes

Graduates will be able to:

- Communicate with stakeholders to achieve personal and organizational objectives
- Apply strategic leadership skills to achieve organizational objectives
- Analyze business information to make strategic decisions
- Apply resource management skills to achieve organizational objectives
- Apply critical thinking skills to achieve organizational objectives
- Apply professional standards to achieve personal and organizational objectives
- Apply ethical standards to achieve personal and organizational objectives
- Apply the marketing process to achieve organizational objectives
- Utilize business technologies to perform workplace duties
- Apply project management principles to achieve organizational objectives

## Program Details

### Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/business/business-administration/admission-requirements/index](http://www.oldscollege.ca/programs/business/business-administration/admission-requirements/index)

### Three Majors

Marketing and Sales Major  
General Management Major  
Accounting Major

### Program Requirements

#### Marketing and Sales Major

Second Year

Fall Semester: September - December

**COM 1050 - Business Communications**

**Credits: 3**

In this course, students continue to develop writing and presentational skills for a business context that they began in COM 1020. Writing instruction will include further examination of grammar and the preparation of proposals, persuasive letters, summaries, formal reports, and case analyses. Students will also gain experience in preparing formal board presentations. Visit Course Outline for more information

**Prerequisites:** COM 1020

## **ACT 2010 - Managerial Accounting**

**Credits: 3**

The course will introduce elements of decision making and company control with a focus on the decision making based on quantitative (numerical) analysis. The goal is to provide a background for improved strategic company decisions.  
Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

## **MGT 1060 - Business Law**

**Credits: 3**

This course introduces the learner to elements of the law that play a significant role in business relationships. Specific topics include the dispute resolution process, the law of organizations, contracts and torts, commercial transactions, plus selected relevant legislation.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRM 1010 - Human Resources Management**

**Credits: 3**

This course provides an overview of the fundamentals of human resource management including a foundation in theory and practice for areas such as human resources planning, recruitment and selection of staff, training and development and compensation.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 2020 - Professional Selling/Customer Relations Management**

**Credits: 3**

This course is designed for business and agricultural management diplomas - marketing stream majors. The emphasis is on developing successful sales professionals and the competencies necessary to effectively manage the sales process. This is also an excellent foundational course for students pursuing an entrepreneurial career. The course is broken into three components. Specifically, 1) the development of personal and business goal setting ability, 2) the development of sales skills, and 3) the use of Customer Relationship Management (CRM) techniques. This course has an applied focus which is achieved by in-class role playing workshops, industry speakers and some field study.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **MGT 2800 - Business Strategy**

**Credits: 3**

This course examines top management decisions and emphasizes the development of business strategy. It integrates the management principles previously studied in the program using a series of business cases.

Course Outline

**Prerequisites:** MGT 1200, ACT 1012 and MKG 1020 or MKG 1021

**Corequisites:** None

## **MKG 2500 - Marketing Research**

**Credits: 3**

This course provides students with an introduction to the fundamentals of marketing research. The course focuses on the principles and process of marketing research, specifically the planning, collecting and analyzing of data relevant to the business/marketing decision-making process and communication of the results to management. Students will be able to use the knowledge and skills gained to conduct and present marketing research studies.

Course Outline

**Prerequisites:** None

**Corequisites:** Non

## **MGT 2400 - Introduction to Project Management**

**Credits: 3**

This course provides students with a basic understanding of the generally accepted knowledge and practices of project management. The course follows the methodology of managing projects as recommended by the Project Management Institute (PMI). Students will develop a working level competency in all of the project management knowledge areas, in addition to the tools and techniques that are used for managing projects successfully in a team environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 2680 - E-marketing**

**Credits:** 3

Students acquire the necessary skills to develop eMarketing campaigns and manage eMarketing plans from a marketing, as well as managerial perspective. Topics include developing an eMarketing campaign, using online analytics to track success, using social media to market, search engine optimization and affiliate programs.

Course Outline

**Prerequisites:** MKG 1021 or both MKG 1020 and AMT 1360

**Corequisites:** None

## **BUS 2000 - Business Statistics**

**Credits:** 3

Students develop data analysis skills useful in making sound business decisions. Topics examined include probability, decision analysis, sampling distributions, statistical estimation, hypothesis testing, regression and correlation, multiple regression, time series and statistical decision theory.

Visit Course Outline for more information

**Prerequisites:** BUS 1050

**Corequisites:** None

## **Total Credits**

Total Credits Second Year: 30

## **General Management Major**

### **Second Year**

Fall Semester: September - December

## **MGT 1060 - Business Law**

**Credits: 3**

This course introduces the learner to elements of the law that play a significant role in business relationships. Specific topics include the dispute resolution process, the law of organizations, contracts and torts, commercial transactions, plus selected relevant legislation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **FIN 2600 - Finance**

**Credits: 3**

This course introduces the learner to corporate financial decision-making and analysis. Capital budgeting, including net present value and internal rate of return measures for project evaluation will be explored from the perspective of corporate controllership. Other topics including cost of capital, market efficiency, investing activities, and long-term financing will be covered.

Visit Course Outline for more information

**Prerequisites:** ACT 1012

**Corequisites:** None

## **ACT 2010 - Managerial Accounting**

**Credits: 3**

The course will introduce elements of decision making and company control with a focus on the decision making based on quantitative (numerical) analysis. The goal is to provide a background for improved strategic company decisions.

Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

## **HRM 1010 - Human Resources Management**

**Credits: 3**

This course provides an overview of the fundamentals of human resource management including a foundation in theory and

practice for areas such as human resources planning, recruitment and selection of staff, training and development and compensation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1050 - Business Communications**

**Credits:** 3

In this course, students continue to develop writing and presentational skills for a business context that they began in COM 1020. Writing instruction will include further examination of grammar and the preparation of proposals, persuasive letters, summaries, formal reports, and case analyses. Students will also gain experience in preparing formal board presentations. Visit Course Outline for more information

**Prerequisites:** COM 1020

Winter Semester: January - April

## **MKG 2500 - Marketing Research**

**Credits:** 3

This course provides students with an introduction to the fundamentals of marketing research. The course focuses on the principles and process of marketing research, specifically the planning, collecting and analyzing of data relevant to the business/marketing decision-making process and communication of the results to management. Students will be able to use the knowledge and skills gained to conduct and present marketing research studies.

Course Outline

**Prerequisites:** None

**Corequisites:** Non

## **MGT 2800 - Business Strategy**

**Credits:** 3

This course examines top management decisions and emphasizes the development of business strategy. It integrates the management principles previously studied in the program using a series of business cases.

Course Outline

**Prerequisites:** MGT 1200, ACT 1012 and MKG 1020 or MKG 1021

**Corequisites:** None



## **MGT 2060 - Managing Information Systems**

**Credits: 3**

Students learn to make decisions regarding the applications of information technology. Topics include computer system hardware and software, database organization, networks, the systems development process and design of information system solutions, systems security and controls.

Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

## **MGT 2400 - Introduction to Project Management**

**Credits: 3**

This course provides students with a basic understanding of the generally accepted knowledge and practices of project management. The course follows the methodology of managing projects as recommended by the Project Management Institute (PMI). Students will develop a working level competency in all of the project management knowledge areas, in addition to the tools and techniques that are used for managing projects successfully in a team environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BUS 2000 - Business Statistics**

**Credits: 3**

Students develop data analysis skills useful in making sound business decisions. Topics examined include probability, decision analysis, sampling distributions, statistical estimation, hypothesis testing, regression and correlation, multiple regression, time series and statistical decision theory.

Visit Course Outline for more information

**Prerequisites:** BUS 1050

**Corequisites:** None

Total Credits

Total Credits Second Year: 30

Accounting Major

## Second Year

Fall Semester: September - December

### **MGT 1060 - Business Law**

**Credits: 3**

This course introduces the learner to elements of the law that play a significant role in business relationships. Specific topics include the dispute resolution process, the law of organizations, contracts and torts, commercial transactions, plus selected relevant legislation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **FIN 2600 - Finance**

**Credits: 3**

This course introduces the learner to corporate financial decision-making and analysis. Capital budgeting, including net present value and internal rate of return measures for project evaluation will be explored from the perspective of corporate controllership. Other topics including cost of capital, market efficiency, investing activities, and long-term financing will be covered.

Visit Course Outline for more information

**Prerequisites:** ACT 1012

**Corequisites:** None

### **ACT 2010 - Managerial Accounting**

**Credits: 3**

The course will introduce elements of decision making and company control with a focus on the decision making based on quantitative (numerical) analysis. The goal is to provide a background for improved strategic company decisions.

Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

## **COM 1050 - Business Communications**

**Credits: 3**

In this course, students continue to develop writing and presentational skills for a business context that they began in COM 1020. Writing instruction will include further examination of grammar and the preparation of proposals, persuasive letters, summaries, formal reports, and case analyses. Students will also gain experience in preparing formal board presentations. Visit Course Outline for more information

**Prerequisites:** COM 1020

## **ACT 2210 - Intermediate Financial Accounting: Assets**

**Credits: 3**

This intermediate course in financial accounting provides a detailed examination of the asset side of the balance sheet. Generally Accepted Accounting Principles (GAAP) as applied to operational and investment assets as well as related income reporting and cash flows are examined. Topics include notes receivable, investments in debt securities and leases, temporary and long term investment plus capital assets in class to facilitate understanding of economic and finance issues as they play out in the marketplace.

Course Outline

**Prerequisites:** ACT 1012, BUS 1050

**Corequisites:** None

Winter Semester: January - April

## **BUS 2000 - Business Statistics**

**Credits: 3**

Students develop data analysis skills useful in making sound business decisions. Topics examined include probability, decision analysis, sampling distributions, statistical estimation, hypothesis testing, regression and correlation, multiple regression, time series and statistical decision theory.

Visit Course Outline for more information

**Prerequisites:** BUS 1050

**Corequisites:** None

## **MGT 2800 - Business Strategy**

**Credits: 3**

This course examines top management decisions and emphasizes the development of business strategy. It integrates the management principles previously studied in the program using a series of business cases.

Course Outline

**Prerequisites:** MGT 1200, ACT 1012 and MKG 1020 or MKG 1021

**Corequisites:** None

## **MGT 2060 - Managing Information Systems**

**Credits:** 3

Students learn to make decisions regarding the applications of information technology. Topics include computer system hardware and software, database organization, networks, the systems development process and design of information system solutions, systems security and controls.

Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

## **ACT 2600 - Intermediate Financial Accounting: Liabilities and Equities**

**Credits:** 3

This intermediate course in financial accounting provides a detailed examination of the liabilities and equities components of the balance. Generally Accepted Accounting Principles (GAAP) as applied to financing, liability and equity as well as related income reporting and cash flows are examined. Topics include current and long term liabilities, shareholders equity, leases, accounting for income taxes, pensions and other benefits, plus accounting changes.

Course Outline

**Prerequisites:** ACT 1012

**Corequisites:** None

## **FIN 2900 - Applied Corporate Finance**

**Credits:** 3

Building upon skills gained in FIN 2600 Finance, this course introduces the learner to topics such as: capital structure theory, dividend policy, introduction to risk and return, raising capital in debt and equity markets, short-term financial management, cost of capital computations, and mergers and acquisitions.

Visit Course Outline for more information

**Prerequisites:** FIN 2600

**Corequisites:** None

Total Credits

Total Credits Second Year: 30

## Sports Management Major

Second Year

Fall Semester: September - December

### **MKG 2020 - Professional Selling/Customer Relations Management**

**Credits: 3**

This course is designed for business and agricultural management diplomas - marketing stream majors. The emphasis is on developing successful sales professionals and the competencies necessary to effectively manage the sales process. This is also an excellent foundational course for students pursuing an entrepreneurial career. The course is broken into three components. Specifically, 1) the development of personal and business goal setting ability, 2) the development of sales skills, and 3) the use of Customer Relationship Management (CRM) techniques. This course has an applied focus which is achieved by in-class role playing workshops, industry speakers and some field study.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **ACT 2010 - Managerial Accounting**

**Credits: 3**

The course will introduce elements of decision making and company control with a focus on the decision making based on quantitative (numerical) analysis. The goal is to provide a background for improved strategic company decisions.

Course Outline

**Prerequisites:** ACT 1011

**Corequisites:** None

### **HRM 1010 - Human Resources Management**

**Credits: 3**

This course provides an overview of the fundamentals of human resource management including a foundation in theory and

practice for areas such as human resources planning, recruitment and selection of staff, training and development and compensation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1050 - Business Communications**

**Credits:** 3

In this course, students continue to develop writing and presentational skills for a business context that they began in COM 1020. Writing instruction will include further examination of grammar and the preparation of proposals, persuasive letters, summaries, formal reports, and case analyses. Students will also gain experience in preparing formal board presentations. Visit Course Outline for more information

**Prerequisites:** COM 1020

## **SPM 2500 - Event Planning**

**Credits:** 3

This course provides an introductory overview of the theory and procedures essential to create and operate an event. Students will have the opportunity to apply these principles to a variety of event environments.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **SPM 2200 - Introduction to Coaching - Level 2**

**Credits:** 3

In this course the student will apply fitness conditioning principles to develop a coaching plan designed to meet identified National Certification Coaching Program (NCCP) requirements. They will learn to apply teaching, learning and leadership theory to coaching and provide basic mental skill development support to athletes. There are additional costs related to the NCCP certification process.

Course Outline

**Prerequisites:** SPM 1200

**Corequisites:** None

## **MGT 2800 - Business Strategy**

**Credits: 3**

This course examines top management decisions and emphasizes the development of business strategy. It integrates the management principles previously studied in the program using a series of business cases.

Course Outline

**Prerequisites:** MGT 1200, ACT 1012 and MKG 1020 or MKG 1021

**Corequisites:** None

## **MKG 2500 - Marketing Research**

**Credits: 3**

This course provides students with an introduction to the fundamentals of marketing research. The course focuses on the principles and process of marketing research, specifically the planning, collecting and analyzing of data relevant to the business/marketing decision-making process and communication of the results to management. Students will be able to use the knowledge and skills gained to conduct and present marketing research studies.

Course Outline

**Prerequisites:** None

**Corequisites:** Non

## **MKG 2680 - E-marketing**

**Credits: 3**

Students acquire the necessary skills to develop eMarketing campaigns and manage eMarketing plans from a marketing, as well as managerial perspective. Topics include developing an eMarketing campaign, using online analytics to track success, using social media to market, search engine optimization and affiliate programs.

Course Outline

**Prerequisites:** MKG 1021 or both MKG 1020 and AMT 1360

**Corequisites:** None

Total Credits

Total Credits Second Year: 30

Total Credits

Total First Year Credits (from Business Management Certificate): 30  
Total Second Year Credits: 30  
Total Required Credits: 60

## Graduation Requirements

To obtain a diploma, students must achieve the following:

- A minimum of 60 credits
- A cumulative G.P.A of 2.00
- Satisfactory completion of practical occupational experience and/or project assignment as may be required; as well as completion of all required courses as listed as program requirements
- Fulfillment of the Graduation Policy - Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/connectYourPassion/moreInfo.html](http://www.oldscollege.ca/connectYourPassion/moreInfo.html) for more information on this app.

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [catalog.oldscollege.ca/content.php](http://catalog.oldscollege.ca/content.php)

## **Business Administration - Sports Management Major**

### Program Summary

Olds College Business Administration Diploma in Sports Management prepares graduates for career positions in management to support local, regional, national and global organizations.

### Program Outcomes

Graduates will be able to:

- Communicate with stakeholders to achieve personal and organizational objectives
- Apply strategic leadership skills to achieve organizational objectives
- Analyze business information to make strategic decisions
- Apply resource management skills to achieve organizational objectives
- Apply critical thinking skills to achieve organizational objectives
- Apply professional standards to achieve personal and organizational objectives
- Apply ethical standards to achieve personal and organizational objectives
- Apply the marketing process to achieve organizational objectives
- Utilize business technologies to perform workplace duties
- Apply project management principles to achieve organizational objectives



# Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/business/Business-Administration---Sports-Management-Major/admission-requirements/index](http://www.oldscollege.ca/programs/business/Business-Administration---Sports-Management-Major/admission-requirements/index)

# Program Requirements

## First Year

Fall Semester: September - December

### **SPM 1200 - Introduction to Coaching - Level I**

**Credits: 3**

In this course the student will address the basics of ethics, practice planning, nutrition, and the prevention of sports related injuries. The course incorporates coaching theory components of the National Coaching Certification Program (NCCP). There are additional costs related to the NCCP certification process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **SPM 1020 - Training for Performance**

**Credits: 3**

Students will gain an understanding of the science of physical fitness and training. They will analyze the concepts of fitness and training, in relation to health and sports performance. They will review the different types of fitness, their underlying determinants, and the training strategies and adaptations that are used to improve these capabilities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **SPM 1040 - Activities and Sport**

**Credits: 3**

Students will learn and practice the rules, skills, and abilities involved in playing a variety of individual sports. Students will also learn about the equipment, required facilities, safety procedures, group management, and special requirements related to managing individual sports.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 1000 - Principles of Management**

**Credits: 3**

Today's managers perform the functions of planning, organizing, leading and controlling, and must do so within the context and constraints of environmental and social pressure and demands. This course examines the role of the manager and the skills and techniques needed to effectively and efficiently manage the resources of people, money, materials and time to achieve organizational objectives. Throughout this course, students will be required to demonstrate understanding of the key principles and functions of management, and to apply these skills in contemporary business situations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **SPM 1220 - Fitness for Life**

**Credits: 3**

Students will gain an understanding in health promotion and wellness models and the principles of exercise and nutrition, as they relate to health, social, cultural, economic, international, and environmental issues. The principles of exercise prescription for cardiovascular fitness, muscular strength, and endurance are presented. Emphasis is placed on personal health, nutrition, stress reduction, and the prevention of activity injuries.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 1240 - Sport Leadership**

**Credits:** 3

Students will analyze various leadership theories, and will apply these theories to sport management and the culture of sport. Students will participate in a variety of self-assessment activities, and course topics include leadership styles, roles and behaviors in the context of sport organizations, and the implications of managing and leading in sport.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 1260 - Introduction to Sport Management**

**Credits:** 3

Students will analyze various management theories and models, and will assess the basic organizational and business structures of sport, fitness, and leisure industries. Content areas include professional, Olympic, and intercollegiate sports, as well as the promotion business sector of exercise, fitness, and sport.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MGT 1200 - Organizational Behaviour**

**Credits:** 3

Students learn to improve organizational effectiveness through the modification of organizational behaviour in a fast-paced, globally competitive and technologically complex environment. Contemporary management trends and practices are examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **CMP 1100 - Computer Applications I**

**Credits: 3**

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents and presentations. The exploration of various apps and approaches and techniques for using and managing mobile devices will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## Total Credits

Total Credits = 30

## Second Year

Fall Semester: September - December

### **SPM 2200 - Introduction to Coaching - Level 2**

**Credits: 3**

In this course the student will apply fitness conditioning principles to develop a coaching plan designed to meet identified National Certification Coaching Program (NCCP) requirements. They will learn to apply teaching, learning and leadership theory to coaching and provide basic mental skill development support to athletes. There are additional costs related to the NCCP certification process.

Course Outline

**Prerequisites:** SPM 1200

**Corequisites:** None

### **SPM 2020 - Sport and Recreation Management**

**Credits: 3**

Students will examine contemporary planning models and practices for major sport events, including provincial, national, and international events, tournaments, and championships. The content area include: feasibility studies, bidding, operational planning, implementation, monitoring, management, branding and promotion, evaluation, and renewal of sport events.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ACT 1011 - Accounting Principles I**

**Credits: 3**

This course provides an introduction to financial accounting focusing on the accounting cycle and the preparation of financial statements. Topics include accounting for merchandising activities, internal control, accounting for cash, temporary investments, accounts receivable, inventories, cost of goods sold, and current liabilities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BUS 1050 - Business Mathematics**

**Credits: 3**

Students develop mathematics skills applicable to practical problems in business, industry and future employment. Topics include presentation of financial information, consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, depreciation methods, capitalized costs, cash flow analysis, lease versus buy decision, net present value and internal rate of return. This course prepares students for later courses in accounting, marketing, business and finance.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ECN 1010 - Microeconomics**

**Credits: 3**

The learner prepares for managerial decision making by investigating economic models. The principles of supply and demand, the establishment of price, and pricing in factor and resource markets are examined.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **SPM 2220 - Sport Event Management**

**Credits: 3**

Students will examine contemporary planning models and practices for major sport events, including provincial, national, and international events, tournaments, and championships. The content areas include: feasibility studies, bidding, operational planning, implementation, monitoring, management, branding and promotion, evaluation, and renewal of sport events.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 2230 - Behaviour in Sports Organizations**

**Credits:** 3

Building on the foundational knowledge from previous courses in the program, students will evaluate the behaviours in sport organizations. With an emphasis on non-profit sport organizations, students will gain an understanding in a variety of topics including change management, leadership, conflict, motivation, staffing (particularly related to volunteers), decision making and team building, organizational dynamics, and the politics and power issues specific to sport organizations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ECN 1020 - Macroeconomics**

**Credits:** 3

An introductory course exploring how the Canadian economy functions with respect to the role of government, fiscal and monetary policy, international trade considerations, and operation of Canadian banking system. Transfer credit available (University of Alberta).

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ACT 1012 - Accounting Principles II**

**Credits:** 3

This course is a continuation of ACT 1011 to allow for additional study of accounting at an introductory level. Topics include capital assets, long-term liabilities, partnership accounting, accounting for corporations, financial analysis techniques, as well as the cash flow statement.

Course Outline

**Prerequisites:** ACT 1011, BUS 1050

**Corequisites:** None

## **MKG 1021 - Marketing Principles**

**Credits: 3**

This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environment factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets. While similar in course competencies to MKG 1020, the evaluation for this course meets specific transfer credit requirements for Business Administration students.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

### Total Credits

First Year = 30

Second Year = 30

Total Credits = 60

## **Graduation Requirements**

To obtain a diploma, students must achieve the following:

- A minimum of 60 credits
- A cumulative G.P.A. of 2.00
- Satisfactory completion of practical occupational experiences and/or project assignment as may be required; as well as completion of all required courses as listed in program requirements
- Fulfillment of the Graduation Policy - Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## **Fee Payment and Refund Guidelines**

For further information on fees and refunds, visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **Business Management Certificate**

### **Program Summary**

Olds College Business Management program prepares graduates for entry level management positions to support local, regional, national, and global organizations or to continue further in business studies.

### **Program Outcomes**

Graduates will be able to:

- Communicate with stakeholders to achieve personal and organizational objectives
- Apply strategic leadership skills to achieve organizational objectives
- Analyze business information to make strategic decisions
- Apply professional standards to achieve personal and organizational objectives
- Apply ethical standards to achieve personal and organizational objectives
- Apply the marketing process to achieve organizational objectives
- Apply project management principles to achieve organizational objectives

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/business/Business-Management-Certificate/index](http://www.oldscollege.ca/programs/business/Business-Management-Certificate/index)

Fall Semester: September - December

### **ACT 1011 - Accounting Principles I**

**Credits: 3**

This course provides an introduction to financial accounting focusing on the accounting cycle and the preparation of financial statements. Topics include accounting for merchandising activities, internal control, accounting for cash, temporary investments, accounts receivable, inventories, cost of goods sold, and current liabilities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **MGT 1000 - Principles of Management**

**Credits: 3**

Today's managers perform the functions of planning, organizing, leading and controlling, and must do so within the context and constraints of environmental and social pressure and demands. This course examines the role of the manager and the skills and techniques needed to effectively and efficiently manage the resources of people, money, materials and time to achieve organizational objectives. Throughout this course, students will be required to demonstrate understanding of the key principles and functions of management, and to apply these skills in contemporary business situations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **ECN 1010 - Microeconomics**



**Credits: 3**

The learner prepares for managerial decision making by investigating economic models. The principles of supply and demand, the establishment of price, and pricing in factor and resource markets are examined.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **BUS 1050 - Business Mathematics**

**Credits: 3**

Students develop mathematics skills applicable to practical problems in business, industry and future employment. Topics include presentation of financial information, consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, depreciation methods, capitalized costs, cash flow analysis, lease versus buy decision, net present value and internal rate of return. This course prepares students for later courses in accounting, marketing, business and finance.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **ACT 1012 - Accounting Principles II**

**Credits: 3**

This course is a continuation of ACT 1011 to allow for additional study of accounting at an introductory level. Topics include

capital assets, long-term liabilities, partnership accounting, accounting for corporations, financial analysis techniques, as well as the cash flow statement.

Course Outline

**Prerequisites:** ACT 1011, BUS 1050

**Corequisites:** None

## **CMP 1100 - Computer Applications I**

**Credits:** 3

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents and presentations. The exploration of various apps and approaches and techniques for using and managing mobile devices will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **ECN 1020 - Macroeconomics**

**Credits:** 3

An introductory course exploring how the Canadian economy functions with respect to the role of government, fiscal and monetary policy, international trade considerations, and operation of Canadian banking system. Transfer credit available (University of Alberta).

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **MKG 1021 - Marketing Principles**

**Credits:** 3

This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environment factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets. While similar in course competencies to MKG 1020, the evaluation for this course meets specific transfer credit requirements for Business Administration students.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Either MGT 1200 or COM 1030 - to be chosen in consultation with the Program Coordinator

## **MGT 1200 - Organizational Behaviour**

**Credits: 3**

Students learn to improve organizational effectiveness through the modification of organizational behaviour in a fast-paced, globally competitive and technologically complex environment. Contemporary management trends and practices are examined.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **Total Credits**

Total 30 credits

## **Graduation Requirements**

To obtain a certificate a student must achieve the following:

1. A minimum of 30 credits
2. A cumulative G.P.A. of 2.00
3. Fulfillment of the Graduation Policy - Residency Requirements
4. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## **Fee Payment and Refund Guidelines**

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **Carpentry Apprenticeship**

For more information on this program - please refer to the Apprenticeship Program of Study

## Program Summary

This program is comprised of 4 Periods

Eight Weeks Each Period

## Case New Holland Tech Training

This two week training is product specific for Apprentices who are employed by Case New Holland Dealers.

## Program Summary

### FOUR YEAR PROGRAM

The CNH Tech program parallels the four year Ag or Heavy Equipment Apprenticeship Program. The program is designed to enhance the technician's apprenticeship training with Case New Holland product specific training. Each eight week annual apprenticeship training session that the student technician takes will be accompanied by two weeks of Case New Holland product specific training.

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/Case-New-Holland-Tech-Training/index](http://www.oldscollege.ca/programs/trades/Case-New-Holland-Tech-Training/index)

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Training Period Descriptions

The CNH Tech program is designed to enhance the training obtained in the Agricultural Equipment Technician or Heavy Equipment Technician apprentice program with topics that relate specifically to Case IH & New Holland Equipment.

CNH Tech at Olds College is structured as follows:

### First Period Training Topics Include:

Agricultural Equipment Technician or Heavy Equipment Technician training of eight-weeks followed by two-weeks of Case New Holland product specific training including: Round Baler, Color Monitors, Electronic Service Tool Detailed Report Writing, Information Retrieval, Customer Relations & Personal Finance. Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

## **Second Period Training Topics Include:**

Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks followed by two-weeks of Case New Holland product specific training including: Heritage CNH Engines, CNH Electronic Engines, Advanced Electronic Service Tool, Electrical Schematic & Customer Relations. Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

## **Third Period Training Topics Included:**

Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two weeks of Case New Holland Product specific training including: CNH Combines & topics to be determined. Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

## **Fourth Period Training Topics Included:**

Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two-weeks of Case New Holland specific training (content to be determined). Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

## **Graduation**

Graduates of the Case New Holland Tech Training program are awarded a joint Olds College – CNH Certificate upon completion.

## **For Further Information**

For further information regarding the Case New Holland Tech program offered at Olds College

### **Contact**

Joe Nemeth  
CNH Coordinator

4500 4500 – 50th Street

Olds, AB, T4H 1R6

Phone: (403) 556 8255

E-mail: [jnemeth@oldscollege.ca](mailto:jnemeth@oldscollege.ca)

## **Equine Science**

## Program Summary

The Equine Science Diploma program prepares its graduates to meet the needs of the equine industry at a specialized level. Graduates apply complex and detailed skills related to all aspects of the equine industry. Graduates major in one of five areas: Production and Breeding, Western or English Horsemanship and Training, Business and Event Management, or Equestrian Coaching.

Four Semesters

### **FIRST YEAR**

Fall: September - December

Winter: January - April

### **SECOND YEAR**

Fall: September - December

Winter: January - April for Western and English Horsemanship, Business & Event Management, Equestrian Coaching

Winter: January - June for Production & Breeding

## Program Outcomes

Graduates will:

- Use tack, tools and equipment commonly associated with an equine enterprise
- Apply the knowledge of the structure and function of the horse's body to its care and use
- Use equine conformation skills to select horses
- Integrate the role of genetics and inheritance to the breeding of horses
- Maximize performance in horses based on identification and treatment of lameness conditions
- Implement health care programs for the prevention of diseases in horses
- Use treatment techniques and practices for disease, injury and lameness
- Develop feeding programs for horses
- Perform the basic skills necessary for hand breeding horses and for ground training young horses
- Perform basic riding skills in either the English or the Western discipline
- Establish an effective business and marketing plan for an equine related business
- Employ basic accounting practices in an equine workplace
- Maintain the level of physical and mental well-being required in an equine workplace
- Develop skills that support successful employment in the equine industry
- Manage an equine enterprise

### **ENGLISH HORSEMANSHIP MAJOR**

- Perform advanced ground training techniques with young horses
- Train a young horse to be ridden under saddle
- Develop programs to prepare horses for events
- Design a dressage and jumping training program for the young horse
- Implement a dressage and jumping training program for the young horse
- Apply psychology of the horse to the training program
- Assess the progress of various young horse training programs
- Analyze the outcomes of various young horse training programs

### **WESTERN HORSEMANSHIP MAJOR**

- Perform advanced ground training techniques with young horses

- Train a young horse to be ridden under saddle
- Develop programs to prepare horses for events
- Design a training program for the young western horse
- Implement techniques to train young western horses for western pleasure, trail, reining and cow work
- Apply psychology of the horse to the implementation of a training program
- Evaluate the progress of various young horse training programs
- Analyze the outcomes of various young horse training programs

#### **BREEDING AND PRODUCTION MAJOR**

- Design a functional equine breeding facility
- Manage the daily operation of a breeding facility
- Manage mares and stallions during the breeding season
- Perform the techniques required for modern breeding methods
- Evaluate the reproductive performance of breeding animals
- Maintain currency with research and technology in equine reproduction
- Manage pregnant mares before, during and after parturition
- Manage neonatal foals
- Manage mares and foals during the weaning process

#### **BUSINESS AND EVENT MANAGEMENT MAJOR**

- Conduct feasibility studies for equine businesses or events
- Produce equine events
- Maintain financial and physical records for a business or event
- Market a product, business or event
- Manage personnel and groups in the workplace
- Recognize the principles of business management
- Apply economic principles in the management of a business
- Maintain currency with global market trends

#### **EQUESTRIAN COACHING MAJOR**

- Obtain all required English and/or Western Equine Canada rider levels
- Obtain equine specific NCPP and standard First Aid Certification
- Acquire mentoring hours for Equine Canada English and/or Western Instructor Certification
- Demonstrate teaching skills
- Apply the psychology of learning to the development of lesson plans for different ages and levels of rider according to LTED
- Demonstrate competency in analyzing rider performance
- Qualify to be tested for Equine Canada Instructor of Beginners certification in English and/or Western disciplines
- Develop programs to prepare horses and riders for events
- Demonstrate knowledge of the support structure and judging of equestrian events
- Demonstrate knowledge of the roles of all officials at a competitive event

## Program Details

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/animal-sciences/equine-science/admission-requirements/index](http://www.oldscollege.ca/programs/animal-sciences/equine-science/admission-requirements/index)

## Multiple Majors

Graduates who wish to complete a second major will require a third and possibly a fourth year at Olds College. Completing multiple majors in two years is not possible because of limited quotas and timetabling restrictions.

## Program Requirements

Fall Semester: September - December (First Year) Common to All Majors except Business Management

### **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **EQN 1000 - Equine Anatomy and Physiology**

**Credits: 3**

Students develop a basic understanding of the origin of the horse and the development of the various breeds and functions. Students learn the anatomical make up of the horse's body by system including musculoskeletal, respiratory, cardiovascular, nervous, digestive, urinary and reproductive with physiological applications related to its husbandry and management.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **EQN 1010 - Managing Equine Tack and Equipment**

**Credits: 3**



Students identify the different types of tack used for various disciplines and gain an understanding of how to correctly care for it and to properly fit it on the horse. Students become familiar with the different types of blankets, boots, grooming tools and restraint devices, and the correct application of this equipment to the horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1020 - Farm Equipment Operation**

**Credits:** 3

Students gain an understanding of safe storage of farm equipment and machinery and fire safety in farm buildings. Students learn the basic maintenance and safe operation of common farm machinery and equipment such as a tractor with and without a trailer, a bobcat, a gator and a truck with and without a trailer. Students also learn the basic principles involved in transporting horses safely.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1030 - Interacting with Horses**

**Credits:** 3

Students perform the skills necessary to interact with horses in a variety of ways. Students perform basic horsemanship skills in either the English or Western discipline. Students perform basic manoeuvres in handling young untrained horses and teaching them ground skills. Students also perform the skills necessary to handle mares and stallions during teasing and hand breeding procedures.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **Equestrian Coaching Major**

Winter Semester: January - April (First Year)

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1230 - Managing Equine Health**

**Credits:** 3

Students gain an understanding of basic health issues for the horse. Students understand infectious disease processes, and are familiar with the more common diseases and how they are controlled. Students understand parasites of the horse and how they are controlled. Students recognize injury and the application of first aid and wound care procedures. Students also learn basic feeding principles for the horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1240 - Horse Care Lab**

**Credits:** 3

Students understand and perform several tasks necessary to maintain a horse's health. Students recognize coat colors and markings as well as determine body weight and condition score. Health care procedures such as assessing vital signs, administering medications and bandaging are performed by students. Students also practice basic procedures for horse hoof care.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 1230

## **ACT 1000 - Recordkeeping**

**Credits:** 3

Recordkeeping is a course that provides learners with the opportunity to develop competencies in input, manipulation and output of data necessary to demonstrate the successful operation of a business enterprise. This course is designed to provide an application of spreadsheet software skills to the operations tracking of data needed to develop financial statements. It is strongly recommended students have a working knowledge of spreadsheets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **EQN 2030 - Riding and Coaching Specifications**

**Credits: 3**

Students acquire the necessary credentials required for the Equine Canada Instructor and Coaching certification program. This includes English and/or Western rider levels, first aid, and equine specific National Coaching Certification Program theory. Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

Fall Semester: September - December (Second Year)

## **EQN 2500 - Enterprise Management Practicum I**

**Credits: 3**

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self-directed work team to ensure that the needs of the horses, facilities and clients are met.

Visit Course Outline for more information

**Prerequisites:** EQN 1020, EQN 1240

**Corequisites:** None

## **MGT 2100 - Small Business Planning and Management**

**Credits: 3**

This course introduces students to the practices and procedures found in successfully creating and managing a small business in Canada. Business idea generation and evaluation, creation of competitive advantage, financing, forms of business organizations, financial and risk management, quality management and taxation are studied in the context of preparing students to start or manage a small business. Students will prepare and present a complete business plan.

Course Outline

**Prerequisites:** ACT 1000

**Corequisites:** None

## **EQN 2520 - Equine Nutrition**

**Credits: 3**

Students learn the theory and practice of feeding horses to ensure their well being and to maximize performance. Students recognize and evaluate feedstuffs, and formulate rations for various classes of horses. In addition, students identify various plants that grow in pastures, and learn methods to effectively manage horse pastures for maximum production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2409 - Equestrian Instructional Skills**

**Credits:** 3

Students investigate human physiology and psychology as it relates to different learning styles and how that relates to the individual personality and to age. Students also learn how to deal with different personality types in an instructional situation. Students study lesson plan development and learn the techniques of developing a lesson plan for a long term program and for each individual lesson.

Visit Course Outline for more information

**Prerequisites:** EQN 2030

**Corequisites:** None

## **EQN 2410 - Equestrian Instructional Skills Practicum**

**Credits:** 3

Using various resources within the community, students investigate how groups and ages of people learn in different situations. Students are also introduced to teaching students with disabilities. In order to begin to gain some experience, students will be mentored by equine instructors during riding classes.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 2409

Winter Semester: January - April (Second Year)

## **EQN 2501 - Enterprise Management Practicum II**

**Credits:** 3

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self directed work team to ensure that the needs of the horses, facilities and clients are met.

Visit Course Outline for more information

**Prerequisites:** EQN 2500

**Corequisites:** None

## **EQN 2530 - Equine Health Care and Lameness**

**Credits:** 3

Students gain an understanding of the theory and practice of safely and effectively using medications in horses. In addition, students learn about the causes, treatments and control of the major infectious, metabolic and developmental diseases in the horse. Students also recognize the symptoms of lameness as well as understand the major causes, treatments and methods of prevention of common lameness conditions in the horse.

Visit Course Outline for more information

**Prerequisites:** EQN 1230

**Corequisites:** None

## **EQN 2540 - Using Genetics and Conformation for Selection**

**Credits:** 3

Students develop criteria to assist them in selecting horses for breeding and for performance purposes. Students gain an understanding of the theory of genetics and inheritance patterns in the horse particularly as it relates to color patterns and genetic diseases. Students also learn to analyze conformational characteristics of the horse, to recognize serious conformational faults and to relate the conformation of a horse to its ability to perform a specific function.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2420 - Analyzing Performance**

**Credits:** 3

Students study sports psychology and the preparation for competition. Students also gain an understanding of how various events are judged and the responsibilities of various competition officials including judges, stewards and course designers.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2430 - Instructing and Analyzing Performance Practicum**

**Credits:** 3

Students practice their instructional skills by offering evening riding tutorials to Olds College students and staff. Students become familiar with various types of competition by observing local events. Students also have the opportunity through on site clinics and field study to become certified as various competition officials.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 2420

Spring Semester: May - June (First or Second Year)

## **EQN 2950 - Industry Practicum**

**Credits: 0**

Students work off site in an equine enterprise related to their area of interest for a period of six weeks. Students demonstrate to their employers their generic employability skills and their major related technical skills which are then evaluated by the employer. Students in the Production and Breeding major will have their work experience included as part of their program at Olds College.

Visit Course Outline for more information

**Prerequisites:** Students must pass all required courses for the year in which they are currently enrolled.

**Corequisites:** None

Horsemanship Major - English or Western

Winter Semester: January - April (First Year)

## **EQN 2300 - Conditioning for Performance**

**Credits: 3**

Students gain an understanding of the principles used to condition horses for performance in specific events. Students study the effect of exercise on the various body systems as well as the practical aspects of a conditioning program for the horse. This information is then used by the student to design an effective conditioning program for a horse in the event of their choice.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 1230 - Managing Equine Health**

**Credits: 3**

Students gain an understanding of basic health issues for the horse. Students understand infectious disease processes, and are familiar with the more common diseases and how they are controlled. Students understand parasites of the horse and how they are controlled. Students recognize injury and the application of first aid and wound care procedures. Students also learn basic feeding principles for the horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1240 - Horse Care Lab**

**Credits: 3**

Students understand and perform several tasks necessary to maintain a horse's health. Students recognize coat colors and markings as well as determine body weight and condition score. Health care procedures such as assessing vital signs, administering medications and bandaging are performed by students. Students also practice basic procedures for horse hoof care. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 1230

## **ACT 1000 - Recordkeeping**

**Credits: 3**

Recordkeeping is a course that provides learners with the opportunity to develop competencies in input, manipulation and output of data necessary to demonstrate the successful operation of a business enterprise. This course is designed to provide an application of spreadsheet software skills to the operations tracking of data needed to develop financial statements. It is strongly recommended students have a working knowledge of spreadsheets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **EQN 2020 - Riding the English Horse**

**Credits: 3**

Students will be able to perform intermediate riding skills and demonstrate intermediate maneuvers on well trained English horses.

Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

OR

## **EQN 2021 - Riding the Western Horse**

**Credits: 3**

Students will be able to perform intermediate riding skills and demonstrate intermediate maneuvers on well trained Western horses.

Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

Fall Semester: September - December (Second Year)

## **EQN 2500 - Enterprise Management Practicum I**

**Credits: 3**

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self-directed work team to ensure that the needs of the horses, facilities and clients are met.

Visit Course Outline for more information

**Prerequisites:** EQN 1020, EQN 1240

**Corequisites:** None

## **MGT 2100 - Small Business Planning and Management**

**Credits: 3**

This course introduces students to the practices and procedures found in successfully creating and managing a small business in Canada. Business idea generation and evaluation, creation of competitive advantage, financing, forms of business organizations, financial and risk management, quality management and taxation are studied in the context of preparing students to start or manage a small business. Students will prepare and present a complete business plan.

Course Outline

**Prerequisites:** ACT 1000

**Corequisites:** None



## **EQN 2520 - Equine Nutrition**

**Credits: 3**

Students learn the theory and practice of feeding horses to ensure their well being and to maximize performance. Students recognize and evaluate feedstuffs, and formulate rations for various classes of horses. In addition, students identify various plants that grow in pastures, and learn methods to effectively manage horse pastures for maximum production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2360 - Starting the Young Horse**

**Credits: 3**

In this course students will develop the skills to safely handle and school untrained horses. Students will implement ground training techniques, techniques for teaching horses to ground drive, and basic training techniques under saddle. Students will also be able to respond effectively to individual horse psychology.

Visit Course Outline for more information

**Prerequisites:** EQN 2020 or EQN 2021

**Corequisites:** None

## **EQN 2330 - Training the Young English Horse I**

**Credits: 3**

Students independently design an introductory training program for a young, green horse contracted from industry. Students train that horse in the fundamentals of hunter, jumping and dressage and analyze and evaluate the horse throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.

Visit Course Outline for more information

**Prerequisites:** EQN 2010

**Corequisites:** None

OR

## **EQN 2340 - Training the Young Western Horse I**

**Credits: 3**

Students independently design an introductory training program for a young, green horse contracted from the industry. Students train that horse in the fundamentals of pleasure, trail, reining, working cow horse and cutting and analyze and evaluate the horse

throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.

Visit Course Outline for more information

**Prerequisites:** EQN 2011

**Corequisites:** None

Winter Semester: January - April (Second Year)

## **EQN 2501 - Enterprise Management Practicum II**

**Credits:** 3

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self directed work team to ensure that the needs of the horses, facilities and clients are met.

Visit Course Outline for more information

**Prerequisites:** EQN 2500

**Corequisites:** None

## **EQN 2530 - Equine Health Care and Lameness**

**Credits:** 3

Students gain an understanding of the theory and practice of safely and effectively using medications in horses. In addition, students learn about the causes, treatments and control of the major infectious, metabolic and developmental diseases in the horse. Students also recognize the symptoms of lameness as well as understand the major causes, treatments and methods of prevention of common lameness conditions in the horse.

Visit Course Outline for more information

**Prerequisites:** EQN 1230

**Corequisites:** None

## **EQN 2540 - Using Genetics and Conformation for Selection**

**Credits:** 3

Students develop criteria to assist them in selecting horses for breeding and for performance purposes. Students gain an understanding of the theory of genetics and inheritance patterns in the horse particularly as it relates to color patterns and genetic diseases. Students also learn to analyze conformational characteristics of the horse, to recognize serious conformational faults and to relate the conformation of a horse to its ability to perform a specific function.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2331 - Training the Young English Horse II**

**Credits:** 3

Students independently design an advanced training program for a young, green horse contracted from the industry. Students train that horse in the fundamentals of hunter, jumping and dressage and analyze and evaluate the horse throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.

Visit Course Outline for more information

**Prerequisites:** EQN 2330

**Corequisites:** None

OR

## **EQN 2341 - Training the Young Western Horse II**

**Credits:** 3

Students independently design an advanced training program for a young, green horse contracted from the industry. Students train that horse in the fundamentals of pleasure, trail, reining, working cow horse and cutting, and analyze and evaluate the horse throughout the program. As well, students establish and maintain an effective client/trainer relationship with the owner of that horse.

Visit Course Outline for more information

**Prerequisites:** EQN 2340

**Corequisites:** None

Spring Semester: May - June (First or Second Year)

## **EQN 2950 - Industry Practicum**

**Credits: 0**

Students work off site in an equine enterprise related to their area of interest for a period of six weeks. Students demonstrate to their employers their generic employability skills and their major related technical skills which are then evaluated by the employer. Students in the Production and Breeding major will have their work experience included as part of their program at Olds College.

Visit Course Outline for more information

**Prerequisites:** Students must pass all required courses for the year in which they are currently enrolled.

**Corequisites:** None

## **Production and Breeding Major**

Winter Semester: January - April (First Year)

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1230 - Managing Equine Health**

**Credits: 3**

Students gain an understanding of basic health issues for the horse. Students understand infectious disease processes, and are familiar with the more common diseases and how they are controlled. Students understand parasites of the horse and how they are controlled. Students recognize injury and the application of first aid and wound care procedures. Students also learn basic feeding principles for the horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1240 - Horse Care Lab**

**Credits: 3**

Students understand and perform several tasks necessary to maintain a horse's health. Students recognize coat colors and markings as well as determine body weight and condition score. Health care procedures such as assessing vital signs, administering medications and bandaging are performed by students. Students also practice basic procedures for horse hoof care. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 1230

## **ACT 1000 - Recordkeeping**

**Credits: 3**

Recordkeeping is a course that provides learners with the opportunity to develop competencies in input, manipulation and output of data necessary to demonstrate the successful operation of a business enterprise. This course is designed to provide an application of spreadsheet software skills to the operations tracking of data needed to develop financial statements. It is strongly recommended students have a working knowledge of spreadsheets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **EQN 2040 - Artificial Breeding Techniques**

**Credits: 3**

Students understand and perform modern techniques used for the breeding of horses. Using college owned mares and stallions students practice the techniques of semen collection, evaluation and insemination, transported cooled semen, and frozen semen. Students also participate in the demonstration of embryo transfer procedures. Visit Course Outline for more information

**Prerequisites:** EQN 1030

**Corequisites:** None

Fall Semester: September - December (Second Year)

## **EQN 2500 - Enterprise Management Practicum I**

**Credits: 3**

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self-directed work team to ensure that the needs of the horses, facilities and clients are met.

Visit Course Outline for more information

**Prerequisites:** EQN 1020, EQN 1240

**Corequisites:** None

## **MGT 2100 - Small Business Planning and Management**

**Credits:** 3

This course introduces students to the practices and procedures found in successfully creating and managing a small business in Canada. Business idea generation and evaluation, creation of competitive advantage, financing, forms of business organizations, financial and risk management, quality management and taxation are studied in the context of preparing students to start or manage a small business. Students will prepare and present a complete business plan.

Course Outline

**Prerequisites:** ACT 1000

**Corequisites:** None

## **EQN 2520 - Equine Nutrition**

**Credits:** 3

Students learn the theory and practice of feeding horses to ensure their well being and to maximize performance. Students recognize and evaluate feedstuffs, and formulate rations for various classes of horses. In addition, students identify various plants that grow in pastures, and learn methods to effectively manage horse pastures for maximum production.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 2401 - Breeding Management**

**Credits:** 3

Students gain an understanding of breeding facility design and the common reproductive management practices associated with the breeding of horses including breeding timing, artificial control of the estrous cycle and managing infertility. Students also research new techniques that are being developed to deal with breeding problems in horses.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2402 - Foaling and Foal Management**

**Credits: 3**

Students learn about the events leading up to foaling, care of the mare before, during and after foaling, and the normal progression of the foaling process. Students also learn about abnormalities of foaling and dealing with problems that can arise during and after foaling. Students study normal development of the foal, problems foals may have, and the weaning process. Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

Winter Semester: January - April (Second Year)

## **EQN 2501 - Enterprise Management Practicum II**

**Credits: 3**

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self directed work team to ensure that the needs of the horses, facilities and clients are met. Visit Course Outline for more information

**Prerequisites:** EQN 2500

**Corequisites:** None

## **EQN 2530 - Equine Health Care and Lameness**

**Credits: 3**

Students gain an understanding of the theory and practice of safely and effectively using medications in horses. In addition, students learn about the causes, treatments and control of the major infectious, metabolic and developmental diseases in the horse. Students also recognize the symptoms of lameness as well as understand the major causes, treatments and methods of prevention of common lameness conditions in the horse. Visit Course Outline for more information

**Prerequisites:** EQN 1230

**Corequisites:** None

## **EQN 2540 - Using Genetics and Conformation for Selection**

**Credits: 3**

Students develop criteria to assist them in selecting horses for breeding and for performance purposes. Students gain an understanding of the theory of genetics and inheritance patterns in the horse particularly as it relates to color patterns and genetic diseases. Students also learn to analyze conformational characteristics of the horse, to recognize serious conformational faults and to relate the conformation of a horse to its ability to perform a specific function.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **EQN 2403 - Breeding Management Practicum**

**Credits: 3**

Students operate the commercial breeding component of the Olds College Reproduction Center as a self directed work team. Students perform the daily operation of the breeding facility including horse housing logistics, teasing, breeding, treatments, record keeping, business practices and client relations.

Visit Course Outline for more information

**Prerequisites:** EQN 2040, EQN 2401

**Corequisites:** None

## **EQN 2404 - Foaling Management Practicum**

**Credits: 3**

Students manage the foaling component of the Olds College Reproduction Center as a self directed work team. Students manage the pregnant mares before, during and after foaling and perform routine care and handling procedures with the neonatal foals.

Visit Course Outline for more information

**Prerequisites:** EQN 2402

**Corequisites:** None

Spring Semester: May - June

## **EQN 2950 - Industry Practicum**

**Credits: 0**

Students work off site in an equine enterprise related to their area of interest for a period of six weeks. Students demonstrate to their employers their generic employability skills and their major related technical skills which are then evaluated by the employer. Students in the Production and Breeding major will have their work experience included as part of their program at Olds College.



Visit Course Outline for more information

**Prerequisites:** Students must pass all required courses for the year in which they are currently enrolled.

**Corequisites:** None

## Business and Event Management Major

Fall Semester: September - December (First Year)

### **COM 1020 - Workplace Communication**

**Credits:** 3

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **EQN 1000 - Equine Anatomy and Physiology**

**Credits:** 3

Students develop a basic understanding of the origin of the horse and the development of the various breeds and functions. Students learn the anatomical make up of the horse's body by system including musculoskeletal, respiratory, cardiovascular, nervous, digestive, urinary and reproductive with physiological applications related to its husbandry and management.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **EQN 1010 - Managing Equine Tack and Equipment**

**Credits:** 3

Students identify the different types of tack used for various disciplines and gain an understanding of how to correctly care for it and to properly fit it on the horse. Students become familiar with the different types of blankets, boots, grooming tools and restraint devices, and the correct application of this equipment to the horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EQN 1030 - Interacting with Horses**

**Credits:** 3

Students perform the skills necessary to interact with horses in a variety of ways. Students perform basic horsemanship skills in either the English or Western discipline. Students perform basic manoeuvres in handling young untrained horses and teaching them ground skills. Students also perform the skills necessary to handle mares and stallions during teasing and hand breeding procedures.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **MGT 1000 - Principles of Management**

**Credits:** 3

Today's managers perform the functions of planning, organizing, leading and controlling, and must do so within the context and constraints of environmental and social pressure and demands. This course examines the role of the manager and the skills and techniques needed to effectively and efficiently manage the resources of people, money, materials and time to achieve organizational objectives. Throughout this course, students will be required to demonstrate understanding of the key principles and functions of management, and to apply these skills in contemporary business situations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **BUS 1050 - Business Mathematics**

**Credits:** 3

Students develop mathematics skills applicable to practical problems in business, industry and future employment. Topics include presentation of financial information, consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, depreciation methods, capitalized costs, cash flow analysis, lease versus buy decision, net present value and internal rate of return. This course prepares students for later courses in accounting, marketing, business and finance.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Completion of this optional 6th course will allow students to receive a Certificate in Business Management

Winter Semester: January - April (First Year)

### **EQN 1230 - Managing Equine Health**

**Credits: 3**

Students gain an understanding of basic health issues for the horse. Students understand infectious disease processes, and are familiar with the more common diseases and how they are controlled. Students understand parasites of the horse and how they are controlled. Students recognize injury and the application of first aid and wound care procedures. Students also learn basic feeding principles for the horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **EQN 1240 - Horse Care Lab**

**Credits: 3**

Students understand and perform several tasks necessary to maintain a horse's health. Students recognize coat colors and markings as well as determine body weight and condition score. Health care procedures such as assessing vital signs, administering medications and bandaging are performed by students. Students also practice basic procedures for horse hoof care.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** EQN 1230

### **CMP 1100 - Computer Applications I**

**Credits: 3**

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents and presentations. The exploration of various apps and approaches and techniques for using and managing mobile devices will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **MKG 1021 - Marketing Principles**

**Credits: 3**

This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environment factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets. While similar in course competencies to MKG 1020, the evaluation for this course meets specific transfer credit requirements for Business Administration students.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Fall Semester: September - December (Second Year)

## **EQN 2500 - Enterprise Management Practicum I**

**Credits: 3**

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self-directed work team to ensure that the needs of the horses, facilities and clients are met.

Visit Course Outline for more information

**Prerequisites:** EQN 1020, EQN 1240

**Corequisites:** None

## **EQN 2520 - Equine Nutrition**

**Credits: 3**

Students learn the theory and practice of feeding horses to ensure their well being and to maximize performance. Students

recognize and evaluate feedstuffs, and formulate rations for various classes of horses. In addition, students identify various plants that grow in pastures, and learn methods to effectively manage horse pastures for maximum production.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ECN 1010 - Microeconomics**

**Credits:** 3

The learner prepares for managerial decision making by investigating economic models. The principles of supply and demand, the establishment of price, and pricing in factor and resource markets are examined.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ACT 1011 - Accounting Principles I**

**Credits:** 3

This course provides an introduction to financial accounting focusing on the accounting cycle and the preparation of financial statements. Topics include accounting for merchandising activities, internal control, accounting for cash, temporary investments, accounts receivable, inventories, cost of goods sold, and current liabilities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **SPM 2500 - Event Planning**

**Credits:** 3

This course provides an introductory overview of the theory and procedures essential to create and operate an event. Students will have the opportunity to apply these principles to a variety of event environments.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April (Second Year)

## **EQN 2501 - Enterprise Management Practicum II**

**Credits: 3**

Students perform horse, facility and business management practices associated with an equine production or training facility. Using knowledge and skills obtained in other classes, students perform as a self directed work team to ensure that the needs of the horses, facilities and clients are met.

Visit Course Outline for more information

**Prerequisites:** EQN 2500

**Corequisites:** None

## **EQN 2530 - Equine Health Care and Lameness**

**Credits: 3**

Students gain an understanding of the theory and practice of safely and effectively using medications in horses. In addition, students learn about the causes, treatments and control of the major infectious, metabolic and developmental diseases in the horse. Students also recognize the symptoms of lameness as well as understand the major causes, treatments and methods of prevention of common lameness conditions in the horse.

Visit Course Outline for more information

**Prerequisites:** EQN 1230

**Corequisites:** None

## **EQN 2540 - Using Genetics and Conformation for Selection**

**Credits: 3**

Students develop criteria to assist them in selecting horses for breeding and for performance purposes. Students gain an understanding of the theory of genetics and inheritance patterns in the horse particularly as it relates to color patterns and genetic diseases. Students also learn to analyze conformational characteristics of the horse, to recognize serious conformational faults and to relate the conformation of a horse to its ability to perform a specific function.

Visit Course Outline for more information

**Prerequisites:** EQN 1000

**Corequisites:** None

## **ECN 1020 - Macroeconomics**

**Credits: 3**

An introductory course exploring how the Canadian economy functions with respect to the role of government, fiscal and monetary policy, international trade considerations, and operation of Canadian banking system. Transfer credit available (University of Alberta).

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ACT 1012 - Accounting Principles II**

**Credits: 3**

This course is a continuation of ACT 1011 to allow for additional study of accounting at an introductory level. Topics include capital assets, long-term liabilities, partnership accounting, accounting for corporations, financial analysis techniques, as well as the cash flow statement.

Course Outline

**Prerequisites:** ACT 1011, BUS 1050

**Corequisites:** None

Spring Semester: May - June (First or Second Year)

## **EQN 2950 - Industry Practicum**

**Credits: 0**

Students work off site in an equine enterprise related to their area of interest for a period of six weeks. Students demonstrate to their employers their generic employability skills and their major related technical skills which are then evaluated by the employer. Students in the Production and Breeding major will have their work experience included as part of their program at Olds College.

Visit Course Outline for more information

**Prerequisites:** Students must pass all required courses for the year in which they are currently enrolled.

**Corequisites:** None

## **Graduation Requirements**

To obtain a diploma a student must achieve:

1. Completion of all required courses – 60 credits – as listed in the program requirements
2. A cumulative GPA of 2.0 or better
3. Fulfillment of the Graduation Policy – Residency Requirement
4. Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

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## Exercise Rider/Jockey Training Program

### Program Summary

The Exercise Rider and Jockey Training program prepares its graduates for entry-level employability at a training farm or a race track exercising flat racing horses in a race team setting or at a trainers' direction.

January - April with a documented 60 ride practicum

Location: Olds College and Northlands Park - Edmonton.

A partnership between Olds College and Horse Racing Alberta.  
Accredited by Advanced Education

### Program Outcomes

- Proper techniques for managing horses in a stabled environment: equine behaviour, basic health, nutrition, grooming and tacking, as well as describing the conformation of the horse
- Race track worker and environment safety: first aid and fire safety
- An understanding of the race horse, the rules and the sport of horse racing
- Personal skills in finance budgeting, banking, fitness, and nutrition with respect to the demands of the job
- Able to communicate effectively and accurately within the flat racing industry
- The skills to ride, exercise and work a variety of horses of different ages and levels of training, in an arena, barn complex and various sizes of race tracks in a safe and controlled manner
- The ability to apply the proper techniques using a pony horse for horse control in the exercise mornings and race evening environments
- Apply race day procedures for the horses racing that day
- Provide an understanding of jockey theory

### Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/animal-sciences/exercise-rider-jockey-training-program/admission-requirements/index](http://www.oldscollege.ca/programs/animal-sciences/exercise-rider-jockey-training-program/admission-requirements/index)

### Program Description

### Program Requirements



## **ERJ 6001 - Management of the Race Horse**

**Credits: 3**

This practical course focuses on the care of the horse and the management of the race stable. Topics include the care, health, behavior, conformation, and transporting of the race horse.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6002 - Introduction to Race Horse Employment**

**Credits: 3**

This course provides an introduction to the race horse and the sport of racing. In addition, students are introduced to the fundamental employability and personal skills for those working in the Horse Racing Industry. Employability skills include first aid, fire safety, financial personal planning, and communication in the race horse industry.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6003 - Rider Preparation**

**Credits: 3**

This practical training course instructs students on the proper riding equipment, safety, fitness, nutrition, and riding skills required to exercise race horses.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6004 - Exercising the Flat Racer**

**Credits: 3**

This practical training course teaches students the skills required to exercise and care for horses in a flat racing environment.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **ERJ 6005 - Race Day Procedures and Practicum**

**Credits: 3**

This course introduces students to race day procedures, ponying procedures and theory required to become a jockey. In addition, students work in the race industry and exercise 60 industry horses.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### Total Credits

Total Credits: 15

## Graduation Requirements

Exercise Rider/Jockey Training students must complete the prescribed course of studies and attain an overall average grade of C (2.00) to be certified. Grades are determined both in class and during the practice period.

To obtain a certificate students must achieve the following:

1. A minimum of 15 credits.
2. A cumulative GPA of 2.00.
3. Completion of all required courses as listed in the program requirements.
4. Satisfactory completion of the practical experience and/or assignments.

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **Fashion Marketing**

### Program Summary

The Fashion Marketing Program prepares its graduates to contribute to the fashion industry immediately while providing the foundation for career advancement.

TWO SEMESTERS

Fall: September - December

Winter: January - April

### Program Outcomes

Graduates will:

- Create in-store merchandise displays
- Meet customers' needs in order to achieve profitable sales for retail business
- Apply the principles of colour and design to store layout, visual installation, and clothing selection
- Interpret basic economic, cultural, social trends to determine shifts in fashion trends
- Interpret basic financial information
- Interact with others to achieve employer and professional goals
- Apply elements of the marketing process to meet goals of retail businesses
- Solve the various problems associated with the day to day operations of a retail location
- Manage store inventory
- Manage time effectively
- Achieve learning goals and objectives directed towards career advancement

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/fashion/fashion-marketing/admission-requirements/index](http://www.oldscollege.ca/programs/fashion/fashion-marketing/admission-requirements/index)

## Program Requirements

Fall Semester: August - November

### **DSN 1210 - Visual Design and Merchandising**

**Credits: 3**

Students will be able to explain and apply the principles and elements of design to visual display and store planning. Students will design, draft, and install select displays to promote retail sales.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **MGT 1410 - Retail Operations**

**Credits: 3**

This course covers the various aspects of a retail operation. Students will be able to apply selected business strategies to a retail environment. Strategies include market segmentation, pricing, merchandise selection, finances, and site selection.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **FAS 1200 - The Basics of Textiles**

**Credits: 3**

This textile course looks at the basics of fibres, yarns and textiles and their raw state. It also covers the characteristics as they relate to performance and serviceability. Fabric construction and finishes are covered in basic detail. Students will be able to select suitable fabrics for specific garments based on this information.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **MKG 1020 - Principles of Marketing**

**Credits: 3**

This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environmental factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Industry Practicum - December - January

Winter Semester - January - April

## **MGT 1620 - Selling Strategies**

**Credits: 3**

This course defines service culture, analyzes customer behavior and customer relationship management. The students will demonstrate the steps in the direct selling process and produce a secret shoppers report.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **FAS 1050 - Garment Analysis**

**Credits: 3**

This course includes definitions and terminology as it applies to the garment industry. Students will be able to identify selected construction techniques as well as analyze the quality and fit of a ready to wear garment.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAS 1120 - Fashion Trends and Forecasting**

**Credits: 3**

This course identifies social, economic and political influences on fashion from 1900 to present. Students will be able to analyze trend forecasting strategies that are common to the industry.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **FAS 2010 - Introduction to Image Consulting**

**Credits: 3**

Students will make appropriate recommendations for select aspects of a client's image by analyzing lifestyle, clothing, accessory, and style needs and recommending strategies to the client to achieve the desired image. FAS 2010 is a capstone course.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **MKG 1510 - Fashion Promotions**

**Credits: 3**

Students will learn the principles, strategies, and techniques of the promotional mix. They will analyze and practice developing promotional materials and events.

Course Outline

**Prerequisites:** MKG 1020

**Corequisites:** None

## Total Credits

Total Credits: 30

## Graduation Requirements

- Completion of total required credits - achieving a minimum G.P.A. of 2.0
- Fulfillment of the Residency Policy
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

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## General Studies

### Program Summary

General Studies provides a flexible full-time or part-time program for students wishing to explore career skills. Students have the flexibility to design individualized programs by selecting courses from across all the areas of Olds College offerings.

One Year Certificate

### Program Details

### Admission Requirements

Applicants must have:

- a) High school diploma or its equivalent

## Program Requirements

### Fall Semester: September - December

Five courses for a total of 15 credits

#### **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

#### **CMP 1100 - Computer Applications I**

**Credits: 3**

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents and presentations. The exploration of various apps and approaches and techniques for using and managing mobile devices will also be examined.

[Course Outline](#)

**Prerequisites:** None

**Corequisites:** None

Plus three courses approved by the coordinator

### Winter Semester: January - April

Five courses for a total of 15 credits.

#### **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Plus four courses approved by the coordinator.

## Total Credits

Required Credits:	9
Elective Credits:	21
Total Required Credits:	30

## Graduation Requirements

To obtain a certificate a student must achieve the following:

- A minimum of 30 credits
- A cumulative G.P.A of 2.00
- Nine credits of core courses, and 21 elective credits chosen in consultation with the program coordinator or designate
- Fulfillment of the Graduation Policy - Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app

## Fee Payment and Refund Guidelines

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# Heavy Equipment Operator

## Program Summary

The Olds College Heavy Equipment Operator Certificate program prepares the graduate for entry into heavy equipment operation focusing on entry level job site fundamentals including health, safety, and environmental training and awareness, equipment maintenance and operation, and application of earthmoving techniques in hands-on operations.

12 Weeks + Work Practicum

## Program Outcomes

Graduates will:

- Employ current OH&S and relevant industry standards and procedures in the workplace
- Apply the skills required in industry standard safety certificates and programs
- Communicate interactively in a professional manner with industry associates
- Demonstrate employability skills and professional conduct



- Demonstrate workplace skills in an industry-related environment
- Demonstrate required fieldwork and job site fundamentals
- Demonstrate the correct procedures for preventative maintenance of selected pieces of equipment
- Demonstrate general principles of operation of selected pieces of equipment
- Develop skills that support successful employment in the heavy equipment operation industry

## Program Description

### Conditions and Characteristics

Important attributes of an operator include mathematical ability, excellent vision, and a high degree of physical coordination as well as:

- Full range of body motion
- Manual and finger dexterity as well as eye, hand and foot coordination for handling and operating levers or controls
- Sitting for extensive periods of time on vibrating and/or bouncing machinery
- Occasionally lifting and carrying items up to 50 lbs/22.5 kg
- Corrected vision and hearing within normal range
- Good oral and written communication skills
- Excellent physical condition

### Special Requirements

#### **Personal Protective Equipment Requirements**

Personal protective equipment is required for all field components of the program and must be CSA approved, which includes:

- Steel toe safety footwear (minimum 6" ankle height)
- Safety glasses
- Reflective vest of reflective marked coveralls
- Hard hat (yellow preferred, NOT white)
- Hearing protection
- Work gloves

Failure to wear this equipment when required will result in dismissal from class, as this is a violation of the of the Occupational Health and Safety Regulations of Olds College.

### Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/heavy-equipment-operator/index](http://www.oldscollege.ca/programs/trades/heavy-equipment-operator/index)

### Program Requirements

#### **HEO 6001 - Workplace Safety and Safety Tickets**

**Credits: 3**

Students will develop safety skills by completing industry standard safety certificate courses and apply health, safety and environmental procedures and practices based on applicable legislated rules and regulations. Emphasis will be placed on responsibilities and obligations of employers and employees regarding health, safety, and environment.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6002 - Introduction to Earthmoving**

Students will receive a comprehensive overview of earthmoving equipment and its uses. This course outlines career opportunities, operator responsibilities, and workplace fundamentals associated with heavy equipment operation. Students are exposed to the road building and well-site industry through hands-on practical experience – both on-site and through field trips. Students will further develop their skills in an industry-related worksite position where they apply competencies acquired during their education and training.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6003 - Equipment Operation and Preventative Mechanical Maintenance**

**Credits: 3**

Students are introduced to fundamentals of heavy equipment operation and preventative maintenance procedures and practices including inspections, start-up and shut-down procedures, and monitoring. This course will outline the operator's and company's responsibilities for industry accepted practices.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6004 - Fieldwork and Jobsite Fundamentals**

**Credits: 3**

Students are provided instruction for the safe operation and conduct on and around a jobsite. Students are introduced to the fundamentals of soil structure, grades and staking, and excavation math. Industry terms and symbols utilized on site plans associated with heavy equipment operation are also identified in this course.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HEO 6005 - Earthmoving Operational Techniques**

**Credits:** 3

Students will demonstrate the industry accepted practices and procedures of safe operation, preventative maintenance, basic movements and general principles of operation of selected earthmoving equipment and its attachments.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **Total Credits**

15 credits

## **Graduation Requirements**

1. A minimum of 15 credits
2. A cumulative G.P.A. of 2.00 or better
3. Completion of all required courses for this program

## **Fee Payment and Refund Guidelines**

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

# **Heavy Equipment Technician Apprenticeship**

## **Program Summary**

For information on this program, please refer to the Apprenticeship Program of Study.

# **Horticulture Technician**

## **Program Summary**

The Olds College Horticulture Technician Certificate Program prepares its graduates to apply their knowledge and skills in protected and field culture of horticulture crops and landscape design, construction and maintenance. This certificate comprises the first 30 credits of the Horticulture Technologist Diploma Program.

This program is pending Ministry Approval

## Program Outcomes

Graduates will be able to:

- Apply a working knowledge of current horticulture industry safety standards and practices
- Demonstrate an awareness of horticulture industry sectors
- Communicate to influence business and regulatory decisions within the horticulture sector
- Manage production of horticulture crops in response to selected market demands
- Perform selected calculations for efficient and profitable horticulture practices
- Identify plant species and recognize specific plant requirements
- Integrate appropriate cultural practices
- Evaluate selected growing media
- Appraise water management needs and applications
- Integrate appropriate technologies into current horticulture practices
- Apply the principles of integrated pest management
- Recognize the ecological, economic, and social implications of horticulture decisions and processes
- Manage various tasks, opportunities, and problems using a comprehensive problem solving strategy
- Demonstrate ethical and appropriate behaviour that contributes to the achievement of personal goals and business objectives

## Admission Requirements

Visit [www.oldscollge.ca/programs/horticulture/horticulture/horticulture-technician/index](http://www.oldscollge.ca/programs/horticulture/horticulture/horticulture-technician/index) for admission requirements

## Program Requirements

Fall Semester: October - December

### **HRT 1900 - Horticulture Field Studies I**

**Credits: 3**

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a one-month term of industry employment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1000 - Discovering Plants**

**Credits: 3**

The student explores the plant world through the lenses of systems and classification, gaining an understanding of overall plant growth and response to the surrounding environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1400 - Managing Pests I**

**Credits: 3**

Students investigate weeds, insects, and diseases of plants and propose management solutions within ecological systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **HRT 1100 - Managing Soils**

**Credits: 3**

Learners analyse, problem solve, and manage soils and soilless media for production and landscape applications.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **WTR 1200 - Managing Water Systems**

**Credits:** 3

Students explore the water management issues of horticulture operations focusing on the design and installation of appropriate irrigation systems to reflect industry standards and specific site needs.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1600 - Producing Greenhouse Crops**

**Credits:** 3

Students explore greenhouse systems, grow plants and manage production cycles to produce marketable crops.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1500 - Managing Landscapes**

**Credits:** 3

The learner gains experience in managing landscape sites through acquisition and implementation of design principles, cultural practices of plant material, and advancing the sustainability of landscape environments to industry standards.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 1700 - Producing Horticulture Crops**

**Credits:** 3

Learners research and assess food and ornamental field crop production markets, locations, materials, and processes to achieve a sustainable enterprise.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Spring Semester: May - June

## **HRT 1950 - Horticulture Field Studies II**

**Credits:** 3

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a two-month term of industry employment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **Graduation Requirements**

To obtain a certificate a student must achieve:

- A minimum of 30 credits
- A cumulative GPA of 2.00 or better
- Successful completion of all required courses as listed in the program requirements
- Fulfillment of the Graduation Policy - Residency Requirements
- Success completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app

## **Fee Payment and Refund Guidelines**

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## **Horticulture Technologist**

### **Program Summary**

The Olds College Horticulture Technologist Diploma Program prepares its graduates to apply their knowledge and skills in both protected and field culture of crops and landscape design, construction and maintenance.

## Program Outcomes

Graduates will be able to:

- Apply a working knowledge of current horticulture industry safety standards and practices
- Demonstrate an awareness of horticulture industry sectors
- Communicate to influence business and regulatory decisions within the horticulture sector
- Manage production of horticulture crops in response to selected market demands
- Perform selected calculations for efficient and profitable horticulture practices
- Evaluate selected growing media
- Appraise water management needs and applications
- Integrate appropriate technologies into current horticulture practices
- Apply the principles of integrated pest management
- Recognize the ecological, economic, and social implications of horticulture decisions and processes
- Manage various tasks, opportunities, and problems using a comprehensive problem solving strategy
- Demonstrate ethical and appropriate behaviour that contributes to the achievement of personal goals and business objectives

## Program Details

### Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/horticulture/horticulture-technologist/admission-requirements/index](http://www.oldscollege.ca/programs/horticulture/horticulture-technologist/admission-requirements/index)

### Program Requirements

Summer/Fall Semester: July - October

### **HRT 2900 - Horticulture Field Studies III**

**Credits: 3**

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a two-month term of industry employment.

Course Outline



**Prerequisites:** None

**Corequisites:** None

## **HRT 2950 - Horticulture Field Studies IV**

**Credits:** 3

Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a two-month term of industry employment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Fall Semester: November - December

## **HRT 2000 - Starting a Horticulture Business**

**Credits:** 3

This course will provide learners with an overview of the legal and financial requirements needed to start a small business.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2700 - Mapping your World**

**Credits:** 3

This course introduces the concepts and applications of GIS technology (Geographic Information Systems). The student will gain hands-on experience using desktop GIS software in a computer lab environment. The GIS will be used to view, manage, and query spatial data, and to create hard copy map outputs suitable for reports and presentations. Students will use data from online sources for GIS projects and online GIS applications to retrieve land information.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **HRT 2100 - Entrepreneurial Approach to Processing**

**Credits: 3**

Students create sustainable value-added products and opportunities within horticulture.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2200 - Emerging Trends & Innovations in Horticulture**

**Credits: 3**

Students explore and implement marketing, regulatory, technological, and cultural requirements for innovative production systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2300 - Developing a Specialty Landscape**

**Credits: 3**

Students assess current trends in non-traditional landscapes through the assessment of construction and plant material needs.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2400 - Propagating Plants**

**Credits: 3**

Learners propagate plant material using a variety of methods and technologies including tissue culture.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2600 - Managing Pests II**

**Credits: 3**

Students will examine and assess management practices, including biological, cultural, chemical and physical methods, for pests of horticulture.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HRT 2800 - Managing Landscape Construction**

**Credits: 3**

Students apply procedures and techniques in project planning, estimating and construction of horticulture projects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **Graduation Requirements**

To obtain a diploma a student must achieve:

- A minimum of 60 credits
- A cumulative GPA of 2.00 or better
- Successful completion of all required courses as listed in the program requirements
- Fulfillment of the Graduation Policy – Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app

## **Fee Payment and Refund Guidelines**

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# **Hospitality and Tourism Management Diploma**

## **Program Summary**

This innovative program prepares its graduates to contribute to the growth and development of the Hospitality and Tourism industry by providing educational excellence in key sectors of the industry, including managerial, entrepreneurial and guest experience perspectives. Graduates will be positioned to take advantage of local, national and global career opportunities within this dynamic industry.

This program is pending ministry approval.

## Program Outcomes

- Communicate with stakeholders to achieve personal and organizational objectives.
- Apply strategic leadership skills to achieve organization objectives.
- Analyze business information to make strategic decisions.
- Apply resource management skills to achieve organizational objectives.
- Apply critical thinking skills to achieve organizational objectives.
- Apply professional standards to achieve personal and organizational objectives.
- Apply ethical standards to achieve personal and organizational objectives.
- Apply the marketing process to achieve organizational objectives.
- Utilize business technologies to perform workplace duties.
- Apply project management principles to achieve organizational objectives.

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/business/hospitality-tourism-management/index](http://www.oldscollege.ca/programs/business/hospitality-tourism-management/index)

## Program Requirements

Fall Semester: September - December

### **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **HAT 1080 - Career Development and International Business Etiquette**

**Credits: 3**

Students will develop action plans for professional success, practice interview techniques, and create career documents to demonstrate strengths and skills, including cover letters and resumes. Students will also develop a basic understanding of, and the practices necessary to, effectively manage relationships, with a focus on cross-cultural variants within industry and how they impact international clients, guests, and business relationships. Students will complete a personality preference assessment to improve work productivity, teamwork and communication in both their personal and professional lives.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1110 - Mixology and International Spirits, Wine and Beer**

**Credits: 3**

Students are introduced to spirits, wine and beer from various regions of the world, inventory management, and must complete ProServe certification. Lab experience offers practical skills in bartending duties with an emphasis on mixology.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1112 - Culinary Theory and Production**

**Credits: 3**

Students are introduced to the theory of menu planning, evaluation, and design. Students will also be exposed to basic and advanced food preparation techniques, including food storage, food safety, pre-preparation, detailed plate presentation and intricate food combinations. Students must complete Food Safe Certification, WHMIS, and First Aid.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1114 - Dining Experience and Service**

**Credits: 3**

Students will experience and evaluate various dining facilities, with a focus on the analysis of the services and operations from a guest perspective. Students will learn and demonstrate professional service skills in an actual food service setting, including personal sales techniques. This course will include Dining Room Associate Certification.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1130 - Marketing for Hospitality and Tourism**

**Credits: 3**

Students will experience and evaluate a variety of hospitality and tourism facilities relating to product, price, place, promotion, people, physical evidence and process. E-commerce, social media and mobile applications are included as part of the marketing mix.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1240 - Introduction to Accounting**

**Credits:** 3

Students are introduced to financial accounting including the basic structure of accounting, the accounting information system including the preparation of financial statements, and generally accepted accounting principles.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1255 - Global and Sustainable Tourism**

**Credits:** 3

Students will gain an understanding of the psychology of travel, tourism sectors, the role of key industry players, and contemporary issues in eco-tourism, sustainability, and business operations of various tourism organizations. Students will also experience and evaluate various tourism facilities, with a focus on the analysis of the services and operations from a guest perspective.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **HAT 2038 - Accommodation Management**

**Credits:** 3

Students will assess customer needs and develop procedures and management strategies that result in accommodation service excellence. Training is provided on current property management software. Students will gain an understanding of all aspects of room division management, and experience and evaluate accommodation facilities, with a focus on the analysis of the services and operations from a guest perspective.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2235 - Security, Law and Risk Management for Hospitality and Tourism**

**Credits:** 3

This course provides an overview of contract law and tort law as they relate to the hospitality and tourism industry. Students will gain an understanding in insurance, licensing, the Public Health Act, the Alberta Innkeepers Act, and current security issues and procedures as they relate to the protection of guests and assets.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2355 - Leisure, Sporting Events and Recreation Operations**

**Credits:** 3

This course provides students with an introductory understanding of the nature and scope of leisure, its role in the hospitality and tourism industry, and the function and structure of leisure providers. Students will have the opportunity to incorporate planning and management concepts to a leisure, sporting or recreation activity in their own community. Wellness tourism and urban recreation trends are also discussed in relation to their economic and social impacts.

Course Outline

**Prerequisites:** HAT 1255

**Corequisites:** None

## **HAT 2450 - Rural, Heritage and Culinary Tourism**

**Credits:** 3

Authentic guest experiences in the hospitality and tourism industry will drive innovation, product development, economic development and sustainable growth on a local, regional and national level. This theoretical and practical course introduces vital concepts relating to niche ventures and examines them from a variety of contexts including rural, ag-based, nature-based, heritage, and culinary tourism markets and operations.

Course Outline

**Prerequisites:** HAT 1255

**Corequisites:** None

## **HAT 2550 - Tour Guiding and Managing the Guest Experience**

**Credits:** 3

Students will learn all aspect of the tour guide industry, including pre-tour departure preparations, itinerary research and development, costing, guest and supplier relations, and tour monologue development and public speaking. Travel, accommodations, and attractions as they pertain to independent and group touring will also be covered. External certifications may be available.

Course Outline

**Prerequisites:** HAT 1255

**Corequisites:** None

## **HAT 1220 - Hospitality and Tourism Human Resources**

**Credits:** 3

This course provides an overview of the fundamentals of human resource management with emphasis placed on contemporary issues within the hospitality and tourism industry. Students will gain an understanding in both the theory and practice of human resources planning, staff recruitment, selection, and retention, and Alberta Human Rights and Employment Standards legislation.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 2035 - Selling and Convention Management**

**Credits:** 3

This course defines the scope and segmentation of the convention and event market. Students will study sales techniques and strategies to meet these market needs.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Spring/Summer Semester: April - September

## **HAT 2490 - Entrepreneurship and Product Development**

**Credits:** 3

Students will invest in, research, create and plan for all aspects of an actual tourism experience event including venue, menu, staffing, costing, marketing, and selling. The event(s) will take place during the residency term in the Event Operations and Management course.

Course Outline



**Prerequisites:** None

**Corequisites:** None

## **HAT 2240 - Hospitality Cost Management**

**Credits:** 3

This course will involve gaining an understanding and practical application of establishing effective strategies involved in cost controls and management. Food, beverage and labour cost controls, budgeting, setting operational standards, the purchasing cycle, production controls, ratio analysis, variance, cash flow, cost management, and cost-volume-profit relationships will be evaluated from a managerial perspective.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **HAT 1170 - Work Experience I - Examining Hospitality and Tourism Industry**

**Credits:** 3

In this course students are provided the opportunity to apply, enhance and incorporate academic or technical knowledge and competencies acquired in the Hospitality and Tourism Management program at an industry-related business or organization, 250 hours of work experience is required and students must complete a series of assignments relating to the marketing and operations of the organization.

Course Outline

**Prerequisites:** HAT 2490 and HAT 2240

**Corequisites:** None

## **HAT 2170 - Work Experience II - Analysis of Hospitality and Tourism Practices**

**Credits:** 3

In this course students are provided the opportunity to apply, enhance and incorporate academic or technical knowledge and competencies acquired in the Hospitality and Tourism Management program at an industry-related business or organization. 250 hours of work experience is required and students must complete a series of assignments relating to the analysis of management and operations of the organization.

Course Outline

**Prerequisites:** HAT 1170

**Corequisites:** None

**Fall Semester:** September - November

## **HAT 2491 - Event Operations and Management**

**Credits: 3**

The capstone course in the program enables students to utilize their competencies in an intense, demanding and real-life project-based series of experiences as they execute the event(s) developed in the Entrepreneurship and Product Development course. As a team member, students will have the opportunity to gain valuable supervisory and management experience while providing customer service excellence to guests. This course takes place during a 2-week residency period following the work experience term.

Course Outline

**Prerequisites:** HAT 2490

**Corequisites:** None

## **Graduation Requirements**

To obtain a diploma a student must achieve the following:

- A cumulative GPA of 2.00 or better
- Successful completion of 60 credits
- Fulfillment of the Graduation Policy - Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## **Fee Payment and Refund Guidelines**

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **John Deere Tech Training**

# **John Deere Tech Training**

### **FOUR-YEAR PROGRAM**

Two-Weeks Each Year

Applicants must be indentured as Agricultural Equipment Technician or Heavy Equipment Technician Apprentices (or already be a journeyman), and be employed by a sponsoring John Deere Dealer before entering the JD Tech Program. Applications are available from your employer.

### **ADMISSION REQUIREMENTS**

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/john-deere-tech-program/index](http://www.oldscollege.ca/programs/trades/john-deere-tech-program/index)

### **TRAINING PERIOD DESCRIPTIONS**

The JD Tech program is designed to enhance the training obtained in the Agricultural Equipment Technician or Heavy Equipment Technician apprentice program with topics that relate specifically to John Deere Equipment.

JD Tech at Olds College is structured as follows:

**First Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight-weeks at Olds College followed by two-weeks of John Deere specific training including: Electrical, Hydraulics, Service Advisor I, Hay, Forage, Tillage and Seeding, and Tech Fundamentals Computerized Resources. Each work experience period is a minimum of 1,500 hours and one year working in the trade.

**Second Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight-weeks at Olds College followed by two-weeks of John Deere specific training including: Advanced JD Engines, Tractor Performance, Treating Customers Right, (customer relations), Field Service Technician Training, AMS DLM and Components. Required work experience at a sponsoring John Deere dealer. Each work experience period is 1,500 hours.

**Third Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two weeks of John Deere specific training including: JD Combine, Forage Harvester and Seed Cart, AMS II Operations and Diagnostics, Personal Finance, and Electrical Systems Diagnostics. Required work experience at a sponsoring John Deere dealer. Each work experience period is 1,500 hours.

**Fourth Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two-weeks of John Deere specific training including: Service Advisor II, JD Self Propelled Sprayers, JD Power Trains, and Personal Finance. Required work experience at a sponsoring John Deere dealer. Each work experience period is 1,500 hours.

## **GRADUATION**

Graduates of the John Deere Tech Training program are awarded a joint Olds College – John Deere Certificate upon completion.

## **FEES AND REFUNDS**

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **CONTACT**

For further information regarding the John Deere Tech program offered at Olds College contact:

Olds College Coordinator JD Tech Apprenticeship Program

Cliff Laursen

4500 – 50th Street

Olds, AB, T4H 1R6

Phone: (403) 507-7930

E-mail: [claursen@oldscollege.ca](mailto:claursen@oldscollege.ca)

# **Land Agent**

## **Program Summary**

The Olds College Land Agent program's primary focus is to prepare its graduates to contribute to the successful relationship between the energy sectors, transportation industries and landowner groups by providing practical training in surface land acquisition. Acting as a liaison, land agents facilitate communication between stakeholders.

## **TWO-YEAR DIPLOMA**

Four Semesters

Fall: September - December

Winter: January - April

## Program Details

## Program Outcomes

Graduates will:

- Apply land terminology in surface land operations
- Apply principles of agronomy to the management of surface land operations
- Communicate ethically with a variety of surface land stakeholders
- Complete documentation for the acquisition and management of surface land interests
- Apply current laws and directives to the management of surface rights
- Demonstrate self management skills in the land business
- Analyze First Nations issues relating to surface rights
- Apply environmental principles to the sustainable management of natural resources
- Explain the stages of producing energy in order to communicate with industry stakeholders
- Analyze factors affecting land value
- Manage land and mapping information using computer technologies

## Admissions Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/land-environment/land-agent/index](http://www.oldscollege.ca/programs/land-environment/land-agent/index)

## Program Requirements

### First Year

Fall Semester: September - December

### **LND 1004 - Alberta Crown Lands**

**Credits: 3**

This course addresses the multiple demands on Alberta's Crown lands and examines the role different provincial government bodies have in the management of crown lands. Stakeholder interests are identified and discussed. Learners apply provincial regulations in the surface land acquisition and development process in scenarios.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 1003 - Energy Fundamentals**

**Credits: 3**

This course provides students with an understanding of the evolution of the oil and gas industry. They will be introduced to Canada's crude oil and natural gas resources and the role they play in modern society. Students will learn the basics of the industry, from exploration through to refining and end use. Alternative energy sources and the challenges and opportunities facing the industry in the 21st Century will also be examined.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AGN 1010 - Vegetation of Western Canada**

**Credits: 3**

This course provides an introduction to the vegetation found on native and disturbed sites in Western Canada. Students learn the identification, adaptation and use of major forest, rangeland and crop species to effectively communicate with landowners. The identification, importance, growth, dispersal and management of common prairie weeds are also emphasized.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 1009 - Land Documents & Compensation**

**Credits: 3**

This course provides an overview of documentation and compensation in the oil and gas industry. Students will learn about land professional roles, surface and mineral rights ownership in Alberta and the western Canada survey system. Upon completion of this course they will be able to perform compensation calculations and prepare surface leases and accompanying documents.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **AGB 1000 - Agricultural Value and Practices**

**Credits: 3**

The focus of the course is to develop the learner's knowledge of the agricultural community and specifically of agricultural practices in western Canada. The student will develop an appreciation for the time, input costs and infrastructure required to support a variety of agricultural enterprises. In addition to identifying common breeds of livestock and farm equipment, students will evaluate how energy developments impact selected agricultural practices.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 1001 - Surface Rights and Land Applications**

**Credits: 3**

Learners examine the workings of the judicial system in Alberta as it relates to the surface land acquisition process. Learners gain an appreciation for the amount of preparatory work required in appearing before a quasi-judicial board. Learners are able to explain and apply the requirements of the selected pieces of legislation used in the surface land business.

Course Outline

**Prerequisites:** LND 1009

**Corequisites:** None

## **LND 1010 - Beyond Oil and Gas**

**Credits: 3**

This course primarily focuses on electrical, pipeline, telecommunication and highway design and planning in concert with land rights acquisition. The acquisition of land and land rights for alternative energy sources, such as coal, geothermal, wind power and solar energy, will also be explored. Survey drawings and sketch plans will be applied to assist the student in planning and routing and the proper completion of compensation calculations and legal documents.

Course Outline

**Prerequisites:** LND 1009

**Corequisites:** None

## **SOI 1000 - Fundamentals of Soil Science**

**Credits:** 3

This course encompasses the study of soil formation, soil properties and the characteristics and distribution of prairie soil resources. Students will also be introduced to soil classification, soil fertility and sustainable soil management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Total Credits

Total Credits: 30

Second Year

Fall Semester: September - December

**WTR 1330 - Water Fundamentals**

**Credits: 3**

This course is an introduction to the science and issues of water resource management. Topics include the properties of water, surface and groundwater hydrology, water quality standards, water quality analysis and sampling, and the protection of water resources.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **GIS 1010 - Site Maps and Interpretation**

**Credits: 3**

Land Agents need to gather land information for the purposes of placement and routing of facilities. Students will access Internet sites and applications to gather land information. In the field, learners use GPS, selected measurement methods, field notes and sketches to navigate and to collect site information. Project data is processed to prepare maps that include layers of GPS records, imagery and survey plans. Learners also interpret the symbols and contents used in maps, photos and survey plans. The course requires significant walking outdoors in a variety of weather conditions, using equipment to collect on-site data.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **LND 2007 - Public Engagement**

**Credits: 3**

The field work for Land Agents in the areas of Public Engagement and Aboriginal Engagement has expanded exponentially in the past ten years. As regulatory expectations become more stringent and prescriptive, the demand for Land Agents to work in roles that address these requirements has led to new work opportunities. In addition to the new regulatory requirements, industry in general is striving to be more socially responsible and build positive corporate reputations globally, nationally and locally. At the local level, positive community relations is a key part of success, and Land Agents play a critical role in managing information exchange and resolving issues that arise. This course will prepare Land Agents with the depth of knowledge and skill needed to meet this growing demand.

Course Outline

**Prerequisites:** LND 1009

**Corequisites:** None

## **LND 2002 - Advanced Regulations**

**Credits: 3**

This course examines Federal and Provincial governmental requirements and issues important to land agents, land administrators,



surface land owners, occupants, local authorities and managers. Learners will research issues impacting stakeholders including: setbacks, flaring, emergency preparedness.

Course Outline

**Prerequisites:** LND 1001, LND 1004

**Corequisites:** None

## **LND 2460 - Reclamation Fundamentals**

**Credits: 3**

This course is an overview of practices and principles involved in the reclamation of disturbed lands. It focuses on the application of soil handling and re-vegetation techniques to reclaim well sites and associated facilities as well as the reclamation and rehabilitation of spills into an aquatic environment. It also examines the establishment of vegetation on disturbed sites, site stabilization and provides an overview of the current reclamation criteria used in Alberta.

Course Outline

**Prerequisites:** AGN 1010, SOI 1000

**Corequisites:** None

Winter Semester: January - April

## **LND 2008 - Aboriginal Engagement**

**Credits: 3**

A very specialized and rapidly growing area of public engagement is that of Aboriginal consultation and community engagement. While the fiduciary responsibility to consult has been a burden on the crown since the time of confederation, the legislation and regulations requiring developers to play a direct role in this is relatively recent. Like public engagement, regulatory expectations related to Aboriginal consultation have expanded into complex and legally charged requirements. This is an area of specialized expertise that Land Agents may wish to pursue as a full-time career. This course will provide Land Agents with greater cultural awareness and the historical, political and legal background related to lands impacted by Aboriginal rights.

Course Outline

**Prerequisites:** LND 2007

**Corequisites:** None

## **LUP 2010 - Land Planning and Appraisal**

**Credits: 3**

This course evaluates the administration and valuation of rural property. Learners investigate the development of municipal government structures and assess their importance in the development of rural land. Major planning legislation and systems

including on-farm processes are compared and contrasted. The appraisal of rural properties is examined as it applies to the duties and responsibilities of Land Agents.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **LND 2350 - Land Negotiations and Ethics**

**Credits:** 3

This course introduces learners to land industry ethics and land acquisition negotiations. Learners apply ethics and communication strategies to land negotiations and business relations. The course uses actual land industry case scenarios.

Course Outline

**Prerequisites:** LND 2002, LND 2007

**Corequisites:** None

## **LND 2500 - Land Negotiation Simulation**

**Credits:** 3

In this course, learners are expected to manage their negotiation projects in a professional manner as part of a larger team. Working with team members, learners prepare documents, manage time lines and problem solve. Negotiation and communication skills are practiced in life-like contexts. Reflecting on their successes and failures as both a negotiator and as a team member is an expectation and opportunity for growth.

Course Outline

**Prerequisites:** AGB 1000,LND 2002, LND 2007

**Corequisites:** None

## **LND 2501 - Land Agent Tune Up**

**Credits:** 3

This course provides learners with an extensive review of selected competencies in order to help them prepare to write the Alberta government land agent license exams. The Alberta Land Agent reference manual, developed by the provincial Land Agent Advisory Committee, will be used to reinforce essential skills and knowledge. Students will also be required to complete an industry based practicum during the winter mid-term break and reflect on learning achieved during this experience.

Course Outline

**Prerequisites:** AGB 1000, LND 2002, LND 2007

**Corequisites:** None

Total Credits

Total Credits: 30

Total Credits First Year:	30
Total Credits Second Year:	30
Total Required Credits:	60

## Graduation Requirements

To obtain a diploma a student must achieve:

- Successful completion of all required courses as listed in the program requirements
- Completion of a minimum of 60 credits
- A cumulative GPA of 2.00
- Fulfillment of the Graduation Policy – Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app

## Fee Payment and Refund Guidelines

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## Land Analyst

### Program Summary

The Olds College Land Analyst Certificate Program prepares its graduates to contribute to the management of the Oil and Gas Industry by providing hands on skills in Surface Land Administration.

Students complete on-line coursework from September to April. Five courses are scheduled each semester. Assignments and course work are completed through an on-line learning module and follow a scheduled program of assignments and due dates. Students may choose to take courses as either a full-time or part-time student, but should note that courses are only offered in the time frames mentioned below. Students completing the courses on a part-time basis, need to ensure that they have completed any pre-requisite courses prior to registering.

### Program Outcomes

- Communicate in a clear and concise manner with the energy and land environments
- Generate and interrelate surface land documentation
- Apply land, energy and agricultural terminology to daily surface land operations
- Recognize and apply the specific surface land requirements on Government lands in Alberta
- Manage projects relating to surface land operations
- Investigate and apply current regulatory requirements
- Analyze results of land research to maintain records within the land department

- Analyze First Nations issues relating to surface rights
- Apply current technological skills in the management of land documents
- Explain the documentation supporting the life cycle of an energy development in Alberta

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/land-environment/land-analyst/index](http://www.oldscollege.ca/programs/land-environment/land-analyst/index)

## Program Requirements

Fall Semester: September - December

### **LND 6100 - Land Documentation**

**Credits: 3**

Areas of study include an overview of rights and documentation associated with the ownership of land. Legal land descriptions, land title systems and dower situations are applied to the surface acquisition context. Documents for various types of land acquisitions are completed. Course material covers the working language of the surface land profession.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **LND 6101 - Surface Rights and Land Applications**

**Credits: 3**

Learners examine the workings of the judicial system in Alberta as it relates to the surface land acquisition process. Learners gain an appreciation for the amount of preparatory work required in appearing before a quasi-judicial board. Learners are able to explain and apply the requirements of the selected pieces of legislation used in the surface land business.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **LND 6141 - Petroleum Industry Fundamentals**

**Credits: 3**

This course provides an overview of the petroleum industry starting with the theories related to the origins of oil and gas through to the refining of the end product. It focuses on the accepted theory for the origin of petroleum, interpretation of survey plans used in the industry, lease construction, drilling operations, well completion, surface infrastructure, transportation of product and the refining process.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **CMP 6110 - Computer Applications I**

**Credits:** 3

Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents. The exploration of various approaches and techniques for using and managing mobile devices will also be examined. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **COM 1030 - Workplace Professionalism**

**Credits:** 3

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **LND 6200 - Advanced Land Documentation**

**Credits:** 3

This is a project-based course that will enhance the learners' capabilities in land administration. Learners are expected to work independently and as part of a team to manage information on industry-related projects and are required to see them through to completion.

Course Outline

**Prerequisites:** LND 6100

**Corequisites:** None

## **LND 6202 - Advanced Regulations**

**Credits:** 3

This course examines Federal and Provincial governmental requirements and issues important to surface land agents, land analysts, surface land owners, occupants, local authorities and managers. Learners will research issues impacting stakeholders including: setbacks, flaring, and emergency preparedness.

Course Outline

**Prerequisites:** LND 6101

**Corequisites:** None

## **CMP 6210 - Applications for Land Analysts**

**Credits:** 3

This course introduces students to advanced Microsoft Office and administration of land applications. It is made up of intermediate and advanced word processing, basic database operations in Microsoft Access, and Land databases.

Visit Course Outline for more information

**Prerequisites:** CMP 6110

**Corequisites:** None

## **LND 6206 - Stakeholder Engagement**

**Credits:** 3

This course examines the role of Land Agents and Land Analysts in the public consultation process. Regulatory requirements pertaining to stakeholder consultation are studied. Scenarios provide students with practical application of the concepts contained in the regulations. This course examines issues encountered by surface land professionals when working with aboriginal people and addressing their rights associated with traditional lands. Historical, legal and cultural reasons impacting current situations are studied.

Course Outline

**Prerequisites:** LND 6100

**Corequisites:** None

## **LND 6105 - Managing Alberta's Lands**

**Credits:** 3

Learners will apply provincial regulations in the surface land acquisition and development process. Stakeholder interests will be identified. Basic agricultural terminology will be covered in relation to industry's impact on the landscape.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## Graduation Requirements

To earn a certificate students must achieve the following:

- A total of 30 credits
- A GPA of 2.00 or better
- Successful completion of all required courses as outlined in the program requirement
- Fulfillment of the Graduation Policy - Residency Requirement
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

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## Land and Water Resources

### Program Summary

The Land and Water Resources program prepares its graduates for careers in land reclamation, environmental stewardship and rural planning emphasizing environmentally sustainable land management practices.

### Two Year Diploma

#### Two Majors

Environmental Stewardship and Rural Planning Major

Land Reclamation and Remediation Major

### Program Outcomes

Land Reclamation & Remediation

- Manage environmental projects individually and collaboratively
- Use critical thinking to solve land resource problems
- Manage information using documentation and organizational skills
- Communicate using written, oral and multimedia methods appropriate to the workplace
- Access and evaluate environmental information
- Apply professional, environmental and corporate ethics to the workplace
- Apply chemistry and mathematical principles to land resource management
- Manage plant communities
- Manage watersheds and water quality
- Analyze soil landscapes
- Manage natural and agricultural ecosystems
- Apply statutes, regulations and directives to land-use issues
- Use tools, machinery, and instrumentation in land management
- Assess environmental pollution
- Remediate contaminated environments
- Reclaim disturbed environments

## Environmental Stewardship and Rural Planning

- Manage environmental projects individually and collaboratively
- Use critical thinking to solve land resource problems
- Manage information using documentation and organizational skills
- Communicate using written, oral and multimedia methods appropriate to the workplace
- Access and evaluate environmental information
- Apply professional, environmental and corporate ethics to the workplace
- Apply chemistry and mathematical principles to land resource management
- Manage plant communities
- Manage watersheds and water quality
- Analyze soil landscapes
- Manage natural and agricultural ecosystems
- Apply statutes, regulations and directives to land-use issues
- Use tools, machinery and instrumentation in land management
- Assess environmental pollution
- Plan rural land use

## Program Details

### Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/land-environment/land-water-resources-lwr/index](http://www.oldscollege.ca/programs/land-environment/land-water-resources-lwr/index)

### Professional Designation



Graduates of the Land and Water Resources program are eligible for membership in the Alberta Institute of Agrology (AIA), which allows them to earn the Registered Technical Agrologist designation (R.T. Ag.).

The AIA is the legally mandated provincial body that governs the activities of professionals in the areas of agriculture and environmental science. The R.T. Ag. designation is a legal requirement for certain field activities including “sign-off” authority for reclamation projects.

## Program Requirements

### Common First Year

Fall Semester: September - December

### **WTR 1330 - Water Fundamentals**

**Credits: 3**

This course is an introduction to the science and issues of water resource management. Topics include the properties of water, surface and groundwater hydrology, water quality standards, water quality analysis and sampling, and the protection of water resources.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **PLS 1010 - Plant Science Principles**

**Credits: 3**

This foundation course details plant morphology, physiology and taxonomy. Students learn how structures and processes affect overall plant growth and response to the surrounding environment. A dichotomous key is used to identify unknown plant species.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **SOI 1000 - Fundamentals of Soil Science**

**Credits: 3**

This course encompasses the study of soil formation, soil properties and the characteristics and distribution of prairie soil resources. Students will also be introduced to soil classification, soil fertility and sustainable soil management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **GPS 1200 - GPS, Site Mapping and Graphics**

**Credits:** 3

In this course, Global Positioning System (GPS) is used to navigate to site locations, and to record the location of features in the field. A variety of field measurement instruments, field notes and sketching are employed to collect site information. Data is processed in mapping programs to prepare maps in selected coordinate systems and to acquire land information from survey plans and air photos. The course requires significant walking outdoors in a variety of weather conditions, using equipment to collect on-site data.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EVS 1210 - Applied Ecology**

**Credits:** 3

This course provides an introduction to ecological principles at the species, population, community and ecosystem levels. Specific application of ecology to sustainability and the management of forest and grassland ecosystems are studied.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **AGN 1540 - Introductory Pest Management**

**Credits:** 3

Students will study the principles of pest management in agricultural cropping systems. They will learn the basic concepts of integrated pest management and principles guiding the safe use of pesticides. Learners will also focus on the identification of selected weeds, diseases and insects of field crops in Western Canada.

Course Outline

**Prerequisites:** AGN 1240, PLS 1010

**Corequisites:** None

## **LUP 1620 - Land Systems and Legislation**

**Credits:** 3

Legislation and land tenure systems for private, crown and aboriginal lands are examined. Understanding the functions of government and the development of environmental legislation help prepare students for careers in land and water resource management.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **CHE 1020 - Environmental Chemistry**

**Credits:** 3

Students will study a range of topics in inorganic and organic chemistry including nomenclature of functional groups, stoichiometry, solutions, acids and bases, equilibrium reactions and transport mechanisms. The topics are linked to agricultural and environmental applications and provide a basis for the further study of soils, plants, water and contaminants.

Visit Course Outline for more information

**Prerequisites:** PLS 1010, EVS 1210

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits:** 3

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **EVS 1730 - Land Reclamation and Ethics**

**Credits:** 3

This course presents an overview of reclamation issues, regulations and field practices as well as the application of business,

professional and environmental ethics to workplace situations. Special attention is given to wellsite, pipeline, oilsands, and open pit mining operations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## Second Year

### Environmental Stewardship and Rural Planning Major

Fall Semester: September - December

### **EVS 2720 - Native Plants and Wildlife Habitat**

**Credits: 3**

An introduction to the importance, role and use of dominant native plant species on rangeland and forested areas within Alberta's eco-regions. Students will learn to identify both non-vascular and vascular species in selected plant families using dichotomous plant keys. Other topics will include: classification of boreal forest, and grassland communities, loss of biodiversity in western Canada, and an evaluation of wildlife habitat management strategies in western Canada.

Visit Course Outline for more information

**Prerequisites:** PLS 1010, EVS 1210

**Corequisites:** None

### **WTR 2330 - Water Quality**

**Credits: 3**

Students will investigate the physical, chemical and biological characteristics of water and their environmental and economic impacts. Monitoring systems and groundwater remediation methods are introduced along with field experiences in water quality data collection from surface and groundwater sources. Laboratory skills in general microbiology and water analysis are a major emphasis of the course.

Course Outline

**Prerequisites:** WTR 1330

**Corequisites:** None

### **AGN 2420 - Crop Production and Biometrics**

**Credits: 3**

Students will describe the principles and practices of annual crop and perennial forage crop production in Western Canada. This course will focus on users, identification, adaptation, and production practices of major field crops. An introduction to statistical methods will also be studied. Experimental designs that are commonly used in field research will be compared. Statistical data from a crop production experiment and from journal papers will be interpreted.

Course Outline

**Prerequisites:** PLS 1010

**Corequisites:** None

## **SOI 2340 - Soil Classification and Mapping**

**Credits: 3**

A study of soil genesis, morphology, and classification with particular focus on the Canadian System of Soil Classification (CSCS). Emphasis will be placed on the classification of soils by observing and measuring real soil properties that reflect processes of soil formation and environmental factors. Students will also be introduced to the concepts and procedures involved in mapping soils and interpreting soil resource inventory information.

Course Outline

**Prerequisites:** SOI 1000

**Corequisites:** None

## **LUP 2610 - Rural Development Practices**

**Credits: 3**

This course develops skills required by rural municipal Development Officers. Planning and development application scenarios provide hands-on experience in individual and group settings. Conflict resolution and positive communication techniques are examined. Various CAD design and sketching tools are used to support the Development Application process.

Course Outline

**Prerequisites:** LUP 1620

**Corequisites:** None

Winter Semester: January - April

## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and

making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GIS 1300 - GIS Tools**

**Credits:** 3

This course introduces the concepts and applications of GIS technology (Geographic Information Systems). The student will gain hands-on experience using desktop GIS software in a computer lab environment. The GIS will be used to view, manage, and query spatial data, and to create hard copy map outputs suitable for reports and presentations. Students will use data from online sources for GIS projects and online GIS applications to retrieve land information.

View Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **SOI 2500 - Sustainable Soil Management**

**Credits:** 3

This advanced course in soil science will allow the learner to develop skills in soil management, soil conservation and plant nutrition in sustainable agricultural systems. Learners will discuss factors that lead to soil degradation and the practices that can mitigate these problems. This course will also integrate these principles in the development of a sustainable land management plan.

Course Outline

**Prerequisites:** SOI 2340

**Corequisites:** None

## **WTR 2630 - Watershed Management**

**Credits:** 3

The 'watershed approach' is explored as a strategy for managing aquatic resources. Content areas include state-of-the-watershed assessments, alternatives for managing water quantity, alternatives for managing water quality, methods for restoring aquatic ecosystems, and watershed planning processes. A culminating project requires students to choose a watershed for which an environmental issue of concern is identified and addressed through an appropriate management plan.

Course Outline

**Prerequisites:** WTR 1330

**Corequisites:** None

## **LUP 2620 - Applied Land Use Planning**

**Credits: 3**

This is a capstone course that focuses on problem solving and conflict resolution. Learners work directly with a participating Municipality. Final projects focus on the resolution of an existing issue and are presented to an active Municipal Council.  
Course Outline

**Prerequisites:** LUP 2020

**Corequisites:** SOI 2500, LUP 2030

Total Credits

Total First Year Credits: 30

Total Second Year Credits: 30

Total Required Credits: 60

Land Reclamation and Remediation Major

Fall Semester: September - December

## **EVS 2720 - Native Plants and Wildlife Habitat**

**Credits: 3**

An introduction to the importance, role and use of dominant native plant species on rangeland and forested areas within Alberta's eco-regions. Students will learn to identify both non-vascular and vascular species in selected plant families using dichotomous plant keys. Other topics will include: classification of boreal forest, and grassland communities, loss of biodiversity in western Canada, and an evaluation of wildlife habitat management strategies in western Canada.

Visit Course Outline for more information

**Prerequisites:** PLS 1010, EVS 1210

**Corequisites:** None

## **WTR 2330 - Water Quality**

**Credits: 3**

Students will investigate the physical, chemical and biological characteristics of water and their environmental and economic impacts. Monitoring systems and groundwater remediation methods are introduced along with field experiences in water quality data collection from surface and groundwater sources. Laboratory skills in general microbiology and water analysis are a major emphasis of the course.

Course Outline

**Prerequisites:** WTR 1330

**Corequisites:** None

## **AGN 2420 - Crop Production and Biometrics**

**Credits: 3**

Students will describe the principles and practices of annual crop and perennial forage crop production in Western Canada. This course will focus on users, identification, adaptation, and production practices of major field crops. An introduction to statistical methods will also be studied. Experimental designs that are commonly used in field research will be compared. Statistical data from a crop production experiment and from journal papers will be interpreted.

Course Outline

**Prerequisites:** PLS 1010

**Corequisites:** None

## **SOI 2340 - Soil Classification and Mapping**

**Credits: 3**

A study of soil genesis, morphology, and classification with particular focus on the Canadian System of Soil Classification (CSSC). Emphasis will be placed on the classification of soils by observing and measuring real soil properties that reflect processes of soil formation and environmental factors. Students will also be introduced to the concepts and procedures involved in mapping soils and interpreting soil resource inventory information.

Course Outline

**Prerequisites:** SOI 1000

**Corequisites:** None

## **EVS 2330 - Oilfield Reclamation**

**Credits: 3**

This field-oriented course will teach reclamation practices in the context of Alberta's oil and gas industry. It includes an overview of petroleum facilities and production practices as they relate to land disturbance, as well as a review of procedures and equipment used to assess and reclaim disturbed sites. Students will apply regulatory criteria for cultivated, forested and range lands to sites in the field.

Visit Course Outline for more information

**Prerequisites:** EVS 1730

**Corequisites:** None

Winter Semester: January - April



## **COM 1030 - Workplace Professionalism**

**Credits: 3**

This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.

Visit [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **GIS 1300 - GIS Tools**

**Credits: 3**

This course introduces the concepts and applications of GIS technology (Geographic Information Systems). The student will gain hands-on experience using desktop GIS software in a computer lab environment. The GIS will be used to view, manage, and query spatial data, and to create hard copy map outputs suitable for reports and presentations. Students will use data from online sources for GIS projects and online GIS applications to retrieve land information.

View [Course Outline](#) for more information

**Prerequisites:** None

**Corequisites:** None

## **SOI 2500 - Sustainable Soil Management**

**Credits: 3**

This advanced course in soil science will allow the learner to develop skills in soil management, soil conservation and plant nutrition in sustainable agricultural systems. Learners will discuss factors that lead to soil degradation and the practices that can mitigate these problems. This course will also integrate these principles in the development of a sustainable land management plan.

[Course Outline](#)

**Prerequisites:** SOI 2340

**Corequisites:** None

## **EVS 2740 - Bioremediation**

**Credits: 3**

This course will cover the principles of bioremediation and explore various applications of bioremediation by the reclamation

industry. The composting process will be studied in detail and several bioremediation strategies will be examined including: land farming, biopiles, phytoremediation, biosparging and bioventing. A class composting experiment will be conducted and the collected data will be statistically analyzed.

Visit Course Outline for more information

**Prerequisites:** CHE 1020

**Corequisites:** None

## **EVS 2730 - Managing Contaminated Sites**

**Credits:** 3

Students learn the procedures related to investigation and remediation of sites impacted by industrial activity. The course includes an overview of contaminant chemistry and waste management procedures as well as the application of directives, assessment methods criteria and remediation techniques related to the improvement of impacted land. Petroleum industry applications will be emphasized.

Visit Course Outline for more information

**Prerequisites:** EVS 2330 and CHE 1020

**Corequisites:** None

Total Credits

Total First Year Credits: 30

Total Second Year Credits: 30

Total Required Credits: 60

## **Graduation Requirements**

To obtain a diploma a student must achieve:

- A minimum of 60 credits
- A cumulative GPA of 2.00
- Successful completion of all required courses as listed in the program requirements
- Fulfillment of the Graduation Policy – Residency Requirements.
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app

## **Fee Payment and Refund Guidelines**

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **Landscape Gardener Apprenticeship**

### **Program Summary**

For more information, please see the Apprenticeship Program of Study

# **Meat Processing Certificate**

## **Program Summary**

Olds College Meat Processing Program will provide training to develop the knowledge and leadership skills of its students' which are needed to succeed in various career paths within the Canadian Meat Industry.

Four Month Program

## **Program Outcomes**

Graduates will:

- Create written food safety and operational documentation to meet industry standards
- Perform techniques for effective sanitation of meat processing equipment and facilities
- Apply food safety principles to comply with regulatory requirements
- Perform meat cutting to packing house and case ready operations requirements
- Perform value-added processed meats production to meet Canadian Meat Industry requirements
- Perform retail meat operations to meet the retail meat industry requirements
- Perform abattoir operations to meet industry requirements
- Apply meat science principles to meet the needs of consumers and meat industry
- Interact professionally with clients and colleagues within the Canadian Meat Industry
- Demonstrate basic computer skills applicable to the Canadian Meat Industry

## **Program Details**

### **Admission Requirements**

Admission Requirements are located at: [www.oldscollege.ca/programs/animal-sciences/meat-processing/index](http://www.oldscollege.ca/programs/animal-sciences/meat-processing/index)

### **Program Requirements**

### **MEP 1006 - Livestock Slaughter**

**Credits: 3**

Through guided instruction and on site applications, students will perform humane slaughter of selected livestock species to meet industry and regulatory inspection requirements.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1007, MEP 1008, MEP 1009

## **MEP 1007 - Meat Cutting**

**Credits: 3**

Students will gain practical meat fabrication and packaging skills to produce meat cuts for the retail, food service and custom markets.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1008, MEP 1009

## **MEP 1008 - Value Added Processing**

**Credits: 3**

Students will participate in the preparation and processing of selected value added meat products such as fresh and fully cooked sausages, hams and deli style meats.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1007, MEP 1009

## **MEP 1009 - Food Safety and Sanitation**

**Credits: 3**

Students will apply food safety measures and conduct sanitation operations within the meat production environment to comply with regulations and industry standards.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1007, MEP 1008

## **MEP 1010 - Meat Industry Communication**

**Credits: 3**

In this course, students will develop communication skills focused on the meat industry. The course will prepare students to work in teams, practice effective customer relations and sales techniques, and pursue employment opportunities in the meat industry.

Course Outline

**Prerequisites:** None

**Corequisites:** MEP 1006, MEP 1007, MEP 1008, MEP 1009

## Total Credits

Total Required Credits: 15

## Graduation Requirements

To obtain a certificate students must achieve the following:

- Successful completion of the 15 credits
- A cumulative GPA of 2.00 or better, based on written and skills evaluation.
- Fulfillment of the Graduation Policy – Residency Requirement

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Pre-Employment Carpentry

Pre-Employment Trades

Pre-Employment is for the individual that may not have experience in the field and is not a registered apprentice in the Province of Alberta, however, is interested in the trade. Pre-employment courses offer the same technical training that first period apprentices receive and includes an additional four weeks of classroom and hands-on application.

Upon successful completion of the pre-employment program, students who meet the apprenticeship requirements for the trade (see [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)) are eligible to write the first period apprenticeship exam. (There is a fee of \$150.00 for the PLA exam and \$195.00 for the PRAC exam, payable to Apprenticeship and Industry Training. This fee is in addition to tuition, books and supplies.) CSA approved personal protective equipment is required to complete the practical portion of this program. You may be required to purchase other tools and equipment for your chosen trade.

## Program Summary

The Olds College Pre Employment Carpenter program prepares the graduate to perform entry level residential construction and remodeling. The program also focuses on work site fundamentals including occupational health and safety training, blueprint reading and applicable trade math skills as well as industry standard practices and procedures associated with the trade. This program is the equivalent to the technical training of first year apprentice.

12 weeks

## Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current OH&S and relevant industry standards and procedures in the workplace.
- Communicate interactively in a professional manner with industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate workplace skills in an industry-related learning environment.
- Develop the skills required to recognize the characteristics and proper use of all building construction.
- Develop competencies in both hand and power tools in order to carry out repairs according to manufacturer's specifications.
- Perform assigned tasks in accordance with quality and production standards required by industry.

## Admission Requirements

- 18 years of age upon completion of the program
- High School transcript
- Mature students will be evaluated on an individual basis and can apply under Alternate Admission status (an entrance exam be required)

## Program Description

### Program Requirements

#### **PEC 6001 - Safety**

**Credits: 1**

This course introduces students to the responsibilities and opportunities of the trade and the importance of good communication and workplace skills. Students will learn to use trade tools, equipment, and materials and follow safe work practices and procedures as prescribed in Occupational Health and Safety Standards. Fire detection and prevention along with safe application of ladders and scaffolding will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

#### **PEC 6002 - Building Materials**

**Credits: 1**

In this course students will learn to identify manufactured building products, solid wood products and joinery used within the

construction industry as well as the various types, functions, and applications of some of the more common fasteners, adhesives, and sealants. Students will also describe the ingredients, production, placing and curing of concrete.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6003 - Hand and Power Tools**

**Credits:** 3

This course will provide theoretical and practical training in the selection, operation, and maintenance of various hand and power tools. Students will further develop their hand tool skills by constructing projects using wood materials.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6004 - Site Preparation and Building Layout**

**Credits:** 1

This course will introduce the building layout procedures and requirements of a project as well as a discussion of levelling equipment and excavation and shoring procedures. Students will identify the various equipment used in construction and employ safe procedures when working with cranes and hoisting equipment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6005 - Foundation**

**Credits:** 2

In this course, students will be introduced to various footings utilized in light construction as well as the methods and layout procedures for placing slabs on grade. Students will further develop their skills in constructing footing forms and fabricating wall forms. Conventional and alternate concrete foundation systems will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEC 6006 - Floor Frame**

**Credits: 1**

The student is provided with an understanding of the forces that act upon a building and the various design principles that counteract these forces. Students will develop their skills by constructing a flooring system using common techniques and materials.

Course Outline

**Prerequisites:** None

**Corequisites:** None

**PEC 6007 - Estimating and Plans****Credits: 3**

This is an introductory course outlining the principles of blueprint reading and how to interpret the information contained in the different views. Students will practice drawing techniques and principles to produce project drawings as well as learn to solve mathematical problems as they relate to the trade.

Course Outline

**Prerequisites:** None

**Corequisites:** None

**Total Credits**

Total Credits: 12 credits

**Graduation Requirements**

- Completion of all required credits: 12 credits with a minimum GPA of 2.0
- Meet all residency requirements

**Fee Payment and Refund Guidelines**

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

**Pre-Employment Hairstylist**

The Pre-Employment Hairstylist program prepares graduates to cut and style hair to suit each client's face and lifestyle, and make recommendations about home care to ensure clients always look and feel their best. This program also focuses on work site fundamentals and safety precautions.

**Program Summary**

8 Months



## Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current OH&S and industry standards and procedures in the workplace, including WHMIS and some first aid.
- Communicate in a professional manner with clientele and industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate workplace skills in an industry-related learning environment.
- Demonstrate the use and care of equipment and tools employed in a salon setting.
- Describe the properties of hair and scalp as they relate to disorders and hair damage.
- Demonstrate entry-level competencies in techniques and procedures for basic types of haircuts, and trimming and shaping mustaches and beards.
- Demonstrate entry-level competencies in advanced and specialty styling techniques and procedures.
- Demonstrate the ability to design and create hairstyles and perform basic finishing techniques.
- Demonstrate the physical and chemical phases of perming and use of hair relaxers.
- Describe hair colour theory, and colour formulation and application techniques.

## Program Requirements

### **PHS 6001 - Safety Personal and Professional Development**

**Credits: 1**

This course introduces students to safe work practices and procedures related to Occupational Health and Safety Standards, WHMIS, infection control and hygiene. Students will also study provincial regulations related to their industry and personal and professional ethics and salon success.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **PHS 6002 - Client Services**

**Credits: 1**

In this course students will learn how to gather client information, keep accurate client records and use this data to ensure predictable results for all services. They will develop communication skills required in the hairstyling industry and learn to recommend and prescribe professional hair care products for client's home use.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6003 - Facility and Equipment**

**Credits: 1**

Students in this course will learn about the use and care of tools and equipment common to the hairstyle industry. They will also develop a command of associated salon terminology.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6004 - Properties of Hair & Scalp**

**Credits: 1**

In this course students will learn about hair structure, chemistry and growth and the hair analysis process. They will also study mechanical, environmental, chemical and thermal damage of hair and be able to describe hair and scalp disorders.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6005 - Draping, Shampooing and Treatments**

**Credits: 4**

In this course students will learn to drape clients and perform shampoo and related treatments in a salon setting. They will also learn about selected types of shampoos and conditioners, and their application in the treatment of hair and scalp conditions. Brushing and massaging techniques will also be developed.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6006 - Haircutting**

**Credits: 4**

Students in this course will learn to describe the basic types of haircuts, and the different types of mustaches and beards. They will develop their ability to use all haircutting skills.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6007 - Hairstyling**

**Credits: 2**

In this course students will develop their ability to design and create hairstyles, from wet to dry. They will learn to apply hair styling techniques and procedures and perform basic finishing techniques.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6008 - Chemical Texturing**

**Credits: 1**

Students in this course will be introduced to the physical and chemical phases of perming as well as the different types of hair relaxers and their effects.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PHS 6009 - Hair Colouring**

**Credits: 1**

In this course students will learn to describe the categories of colour and its effects on hair. They will also be able to describe basic colour application techniques and procedures and apply the law of colour to create and mix colour formulations.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **Total Credits**

Total Credits: 16

## **Graduation Requirements**

- Completion of total required credits - achieving a minimum G.P.A. of 2.0
- Fulfillment of the Residency Policy

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Pre-Employment Heavy Equipment Technician

### Pre-employment Trades

Pre-Employment is for the individual that may not have experience in the field and is not a registered apprentice in the Province of Alberta, however, is interested in the trade. Pre-employment courses offer the same technical training that first period apprentices receive and includes an additional four weeks of classroom and hands-on application.

Upon successful completion of the pre-employment program, students who meet the apprenticeship requirements for the trade (see [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)) are eligible to write the first period apprenticeship exam. (There is a fee of \$150.00, payable to Apprenticeship and Industry Training, to write the exam. This fee is in addition to tuition, books and supplies.) CSA approved personal protective equipment is required to complete the practical portion of this program. You may be required to purchase other tools and equipment for your chosen trade.

## Program Summary

The Olds College Pre Employment Heavy Equipment Technician program prepares the graduate for entry level positions in the mobile industrial equipment sector. It covers basic diagnostics, repair and maintenance of mobile heavy equipment and its various components. Work site fundamentals including occupational health and safety are emphasized throughout the training. This program is the equivalent to the technical training of first year apprentice.

12 week program

## Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current Occupational Health & Safety and industry standards and procedures in the workplace.
- Communicate in a professional manner with industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate technical workplace skills in an industry-related learning environment.
- Demonstrate basic competencies in both hand and power tools in order to carry out repairs according to manufacturer's specifications.
- Perform assigned tasks in accordance with quality and production standards required by industry.
- Demonstrate the basic skills required to diagnose, repair, and maintain any of the working parts of diesel engines as well as the various components of mobile industrial equipment.

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/pre-employment-programs/pre-employment-heavy-equipment-tech/index](http://www.oldscollege.ca/programs/trades/pre-employment-programs/pre-employment-heavy-equipment-tech/index)

## Program Description

## Program Requirements

### **PEH 6001 - Safety, Materials and Tools**

**Credits: 2**

In this course students will learn to apply communication skills in an industry context. They will be introduced to lifting operations, workshop safety and Occupational Health and Safety standards. They will learn to use common materials as well as hand, shop, and power tools common to the trade. Metal cutting and heating operations safely using oxyacetylene equipment will also be introduced.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **PEH 6002 - Suspensions, Wheels and Systems**

**Credits: 3**

Students will study the operating principles and design features of common frame and suspension systems, and learn to perform common system repairs. This course also covers the basic skills needed to service bearings, seals, wheels, tires, and hubs. Students will learn to identify common trailer systems and components, and to service trailer coupling systems and landing gear. They will learn to perform a trailer inspection according to Canadian Vehicle Inspection (CVI) regulations. The course also provides experience following typical maintenance programs used with off-road and on-road equipment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **PEH 6003 - Hydraulic Brake Systems**

**Credits: 1**

In this course students will learn to apply scientific principles to braking system operation and explain the operation as well as servicing of hydraulic drum and disc brake systems. They will also study service procedures of power braking systems service procedures including parking brake and electric braking systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6004 - Electrical and Electronics**

**Credits: 3**

This course provides an introduction to the scientific principles necessary to explain magnetism and electrical theory in relation to industrial equipment. Students will learn to identify electrical circuit types and circuit defects. Using electrical test equipment, they will learn to measure electrical values and to measure, test and repair electrical circuits. They will also learn to service, test and charge a lead-acid battery. Students will practice testing discrete electronic components and describe the operation of basic computer-controlled systems.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6005 - Hydraulics Systems**

**Credits: 1**

This course focuses on hydraulic principles and the function of the following hydraulic system components; hydraulic oils, reservoirs, filters, conductors, and heat exchangers. Students will also study the functions and principles of operation of hydraulic system components.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEH 6006 - Air Brakes**

**Credits: 2**

This course explains the fundamental principles behind the operation of an air brake system and its mechanical components. Students will learn to explain the principles of air brake system operation as well as service and diagnose truck/tractor and trailer air brake components and systems. They will also study the basic operation of an air antilock brake system.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **Total Credits**

Total Credits: 12 Credits

## **Graduation Requirements**

Completion of all program requirements - minimum GPA of 2.0  
Fullfillment of Residency Requirements

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Pre-Employment Motorcycle Mechanic

The Olds College Pre Employment Motorcycle Mechanic program prepares the graduate to perform entry level assembly, maintenance, repairs, and restoration of motorcycles and other multi-wheeled lightweight all-terrain vehicles. The program also focuses on work site fundamentals including occupational health and safety training, as well as industry standard practices and procedures associated with the trade. This program is the equivalent to the technical training of first year apprentice.

## Program Summary

12 Weeks

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/pre-employment-programs/pre-employment-motorcycle-mechanic/index](http://www.oldscollege.ca/programs/trades/pre-employment-programs/pre-employment-motorcycle-mechanic/index)

## Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current OH&S and relevant industry standards and procedures in the workplace.
- Communicate in a professional manner with industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate workplace skills in an industry-related learning environment.
- Develop the entry-level skills required to discuss and diagnose problems and locate failures.
- Identify the legal responsibilities involved in manufacturers' warranties.
- Demonstrate entry-level competencies in the use of both hand and power tools in order to carry out repairs according to manufacturer's specifications.
- Demonstrate entry-level competencies in motorcycle assembly, tune-up, repair, and maintenance.
- Perform assigned tasks in accordance with quality and production standards required by industry.

## Program Requirements

### **PEM 6001 - Shop Safety, Equipment and Materials**

**Credits: 1**

This course introduces students to the responsibilities and opportunities of the trade and the importance of good communication and workplace skills. Students will learn to use general shop equipment and materials and follow safe work practices and procedures as prescribed in Occupational Health and Safety Standards. Fire detection and prevention along with safe use of oxy-fuel equipment will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6002 - Trade Tools and Shop Procedures**

**Credits: 1**

In this course students will demonstrate the correct use and general maintenance of hand tools, electrical testing equipment as well as common shop tools utilized in the trade. Students will also describe the safe use and care tune-up and service tools.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6003 - Basic Electrical Theory and Circuits**

**Credits: 1**

This course will provide students with theoretical and practical training in electrical circuits. Students will identify and interpret wiring diagrams in various electrical circuitry as well as test, repair, or replace wires and connectors. They will also learn to safely service, charge and maintain batteries.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6004 - Motorcycle Assembly and Pre-Delivery**

**Credits: 1**

This course will provide the necessary safe procedures in receiving new machines for assembly including damage inspection, manufacturer's instructions, pre-delivery inspections, and cosmetic repairs. Students will also prepare various units for extended storage in heated and unheated situations.

Course Outline



**Prerequisites:** None

**Corequisites:** None

## **PEM 6005 - Basic Tune-Up and Manufacturer's Service**

**Credits:** 2

In this course, students will perform a basic tune-up and service check based on the manufacturer's recommendations including; cleaning, inspecting, compression tests, adjustments, and overhaul. Performing common inspections and adjustments specified in service manuals will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6006 - Two and Four Stroke Engine Theory**

**Credits:** 2

This course will explain the operating principles and design features of the two and a four stroke engine and identify the methods used to seal the joint surfaces. Operating principles and design features of slide type and constant velocity type carburetors will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6007 - Wheel and Tire Maintenance**

**Credits:** 2

In this course, students will identify various wheel types and construction designs as well as the application and construction of various tires. Students will also perform front and rear wheel assembly inspections, measurements, overhaul and service. Tire service and inspection will also be covered.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEM 6008 - Mechanical and Hydraulic Brake Systems**

**Credits:** 2

Students in this course will learn to identify the components and operation of drum and disc brake systems. Students will inspect, maintain and repair drum brake and disc brake systems including the replacement and overhaul of various braking components.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## Total Credits

Total Credits: 12

## Graduation Requirements

- Completion of total required credits - achieving a minimum G.P.A. of 2.0
- Fulfillment of the Residency Policy

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Pre-Employment Welder

### Program Summary

The Olds College Pre-Employment welder program prepares the graduate to perform entry level welding of metals in the repair, maintenance, fabricating or manufacturing of a wide variety of metal equipment and components. The program also focuses on workplace fundamentals and occupational health and safety training. This program is the equivalent to the technical training of first year apprentice.

12 Week Program

### Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/trades/pre-employment-programs/pre-employment-welder/index](http://www.oldscollege.ca/programs/trades/pre-employment-programs/pre-employment-welder/index)

### Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current Occupational Health & Safety and industry standards and procedures in the workplace.
- Communicate in a professional manner with industry associates.

- Demonstrate employability skills and professional conduct.
- Demonstrate technical workplace skills in an industry-related learning environment.
- Demonstrate a working knowledge of the welding equipment involved with the various welding procedures.
- Apply a working knowledge of mathematics calculations pertaining to the welding trade.
- Perform assigned tasks in accordance with quality and production standards required by industry.
- Demonstrate skills in the fusing of metals using prescribed welding applications.
- Demonstrate a working knowledge of metals, arc electrodes, welding gases and gas welding filler rods and recognize defective welds; know the cause and proper procedure for the repair of the defective area.

## Program Requirements

### **PEW 6001 - Safety, Tools, Weld Faults and Oxy-Acetylene Welding**

**Credits: 2**

This course introduces students to the responsibilities and opportunities of the trade and the importance of good communication and workplace skills. Students will learn to use trade tools, equipment, and materials and follow safe work practices and procedures as prescribed in Occupational Health and Safety Standards. They will also learn to assemble oxy-fuel equipment, identify causes of weld faults and methods for their prevention.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **PEW 6002 - SMAW 1**

**Credits: 1**

In this course students will learn to identify Shielded Metal Arc Welding (SMAW) equipment, select mild steel electrodes and identify basic joints and weld types. Students will learn to gouge and cut using a carbon arc cutting with air process and will also have the opportunity to observe plasma arc cutting.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **PEW 6003 - GMAW, FCAW and SAW**

**Credits: 1**

Students will learn to apply safe work practices in selecting Gas Metal Arc Welding (GMAW) consumables and equipment as

well as set up, use, maintain and troubleshoot GMAW equipment. They will also learn to select Submerged Arc Welding (SAW) equipment and consumables.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6004 - Trade Math**

**Credits:** 2

In this course students will learn to solve mathematical problems directly related to the welding trade. Mathematical operations involving fractions, decimals, geometric formulas, and percentages and ratios will be used throughout the course.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6005 - SMAW Practical**

**Credits:** 3

In this course, students will learn to perform surface welds in the flat position utilizing SMAW Welds on 3/8" mild steel plate. They will practice this skill as well as fillet and groove welds utilizing various electrodes in a number of different welding positions.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6006 - GMAW Practical**

**Credits:** 2

Students in this course will perform surface welds in the flat and horizontal positions utilizing GMAW welds on gauge and thicker mild steel. Utilizing Flux Cored Arc Welding (FCAW) Welds on mild steel, students will also perform surface welds in the flat and horizontal positions on mild steel. A combination of GMAW and FCAW welds on mild steel, 1G, 2G, and 3G position welds will be performed on mild steel.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **PEW 6007 - Oxy Cutting Practical**

**Credits: 1**

This course introduces learners to alternate welding processes. Students will learn to perform oxy-fuel welding, braze welding and brazing utilizing various welding positions on mild steel. They will also perform straight line, bevel, and cutting techniques using a hand-held oxy-fuel cutting torch.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## Total Credits

Total Credits: 12 credits

## Graduation Requirements

- Completion of total required credits - minimum GPA of 2.0.
- Fullfillment of the Residency Policy

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

# Race Horse Groom Training Program

## Program Summary

The Race Horse Groom Training Program prepares its graduates to work in the horse racing industry as a groom at a race horse training facility, breeding farm or a race track in a race team setting at an owner's or barn manager's direction.

15 Weeks

Winter/Spring (includes a two-week practicum)

Location: Olds College and Northlands Park - Edmonton.

In co-operation and funded by Horse Racing Alberta.

Accredited by Advanced Education.

## Program Outcomes

Graduates will:

- Describe the horse evolution, behaviors, history, horse identification, breed characteristics, internal and external anatomy, conformation, and basic hoof care and shoeing
- Demonstrate equine management including equine health and first aid, nutrition and horse handling for stages of horse development

- Demonstrate racehorse and facility management in a race stable environment in relation to stable equipment and stall cleaning (biosecurity), nutrition, feeding and bedding routines, horse handling in a stable environment and outside professional horse care services, grooming techniques, and bandaging
- Perform the procedures required to get a race horse ready for training and racing including immediate and long term after care. Demonstrate proper application of all equipment
- Demonstrate small farm equipment operation with an emphasis on safety and horse transport
- Obtain certificates in first aid and fire safety as required by racetracks
- Explain the rules and regulations of the race industry by industry standards
- Perform personal development and employability skills within the race horse industry, demonstrating team responsibilities, personal financial skills, and strong communication skills
- Demonstrate healthy life style choices and professional behavior in the race horse environment
- Perform a practicum within the racehorse industry

## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/animal-sciences/race-horse-groom-training/admission-requirements/index](http://www.oldscollege.ca/programs/animal-sciences/race-horse-groom-training/admission-requirements/index)

## Employment Opportunities

The horse racing industry needs trained entry-level workers right now. Students will discover a training program that exposes them to a variety of employment options with the Alberta Horse Racing Industry. Work with leading trainers and get valuable practical experience and the opportunity to fill the shortages in the areas of trained personnel. Our graduates can have multiple job offers by the completion of the course!

## Program Description

## Program Requirements

### **GRM 6001 - Introduction to the Horse**

**Credits: 3**

This practical training course introduces students to the evolution of the horse along with the identification and management of horses used in the race horse industry. Topics include history, breeds, behaviour, anatomy, conformation and hoof care. In addition, students are taught equine bandaging, health and first aid as well as basic horse handling. Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

### **GRM 6006 - Race Stable and Race Horse Management**

**Credits: 3**

This practical training course prepares students to care for race horses and manage an equine stable. Areas of focus include horse handling, maintaining an equine stable to industry standards, equine nutrition requirements and the importance of water in the equine diet.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6003 - Training and Racing**

**Credits: 3**

This practical training course prepares students to perform the procedures required to get a race horse ready for training and racing including both harness and flatracers. Students will be trained in the proper application and care of training and racing equipment.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6004 - Work Place Regulation and Safety**

**Credits: 3**

Students are introduced to the safe operation of farm equipment common to the horse racing industry and to the roles of Horse Racing Alberta and related industry associations. Students will be trained in basic first aid (AED) and fire safety.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **GRM 6005 - Personal Development and Employability**

**Credits: 3**

Students are introduced to basic employability, personal management, and communication skills. In addition, students receive industry work experience training while performing 120 hours of industry practicum.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

**Total Credits**

Total Credits: 15

## Graduation Requirements

To obtain a certificate students must achieve the following:

- A minimum of 15 credits
- A cumulative GPA of 2.00 - Grades are determined both in class and during the practice period
- Completion of all required courses as listed in the program requirements
- Satisfactory completion of the practical experience and/or assignments

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Transitional Vocational

### Program Summary

The Transitional Vocational Program graduates will be able to set and achieve personal and workplace goals, develop and practice employability skills, and make productive choices directed towards achieving an independent working life.

#### **ONE-YEAR CERTIFICATE**

Two Semesters

Fall: August - December

Winter: January - June

### Program Outcomes

Graduates will:

- Demonstrate skills in developing self awareness
- Demonstrate the application of conflict resolution skills
- Apply personal and financial management skills to daily activities
- Communicate effectively in order to maintain productive working relationships
- Prepare and update personal resumes
- Maintain portfolio to enhance employment opportunities
- Perform job search strategies to find employment
- Perform effective interview skills
- Apply workplace skills to maintain employment
- Perform workplace tasks according to industry standards
- Practice honesty, integrity and personal ethics
- Perform basic computer skills

### Program Description



## Admission Requirements

Admission Requirements are located at: [www.oldscollege.ca/programs/TVP/admission-requirements/index](http://www.oldscollege.ca/programs/TVP/admission-requirements/index)

## Work Placement

Students receive assistance at the end of their program with resumes, contacts and support in the area of employment search. A one-year follow-up is continued to provide this assistance.

### I. Work Experience I and II

Students participate in work experiences within the community of Olds and/or Olds College. This practical hands-on work experience occurs from September to the beginning of April.

### 2. TVP Work Practicum

Students participate in an off-campus work practicum usually back in their home area. This work practicum is to provide students with extended employment training and hopefully leads to full-time employment for the student.

## Program Requirements

Summer Semester: August

### **TVP 1010 - Transition to College Life**

**Credits: 3**

The student develops an understanding of expectations and skills required to cope independently in the Transitional Vocational Program. This course is offered in the month of August.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Fall Semester: September - December

### **TVP 1020 - Personal and Financial Management**

**Credits: 3**

The students will develop skills for managing personal finances by developing and maintaining a personal budget. Students will gain skills to manage independently in their community.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1030 - Workplace Communications**

**Credits: 3**

The student will enhance communication skills. Students will apply skills in listening, oral presentations, computers and verbal/non-verbal communications.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1040 - Transition to Workplace**

**Credits: 3**

Students will demonstrate skills to increase work effectiveness. Course content will develop personal organization, accountability and basic safety training for the workplace. Students will also prepare an occupational profile.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1110 - Work Experience I**

**Credits: 3**

Provides students with practical employment skills and hands on training in suitable employment areas.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **TVP 1050 - Consumer Skills**

**Credits: 3**

Students establish necessary skills needed for management of a self sufficient lifestyle. Activities prepare students for moving into an independent living opportunity.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1060 - Employment Search**

**Credits: 3**

The students will develop employment search skills and research employment opportunities. Learners will develop a resume and portfolio to enhance post college employment opportunities.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1070 - Workplace Relations**

**Credits: 3**

Student develops skills to build and maintain employment relationships. Students demonstrate an understanding of self empowerment, conflict resolution skills and effective work-place skills.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TVP 1120 - Work Experience II**

**Credits: 3**

The student will develop greater independence in practical hands-on training in suitable employment areas.

Course Outline

**Prerequisites:** TVP 1110

**Corequisites:** None

Spring Semester

## **TVP 1130 - Work Practicum**

**Credits: 3**

Student will complete their final work practicum with minimal contact from Olds College Staff. Students will perform work-place skills independently.

Course Outline

**Prerequisites:** TVP 1120

**Corequisites:** None

### **Total Credits**

Total Credits: 30

### **Graduation Requirements**

To obtain a certificate, a student must achieve acceptable evaluations in class work, work experiences and in the final work practicum.

1. Completion of all required courses.
2. Completion of 30 credits.

### **Fee Payment and Refund Guidelines**

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## **Turfgrass Management Certificate**

### **Program Summary**

The Olds College Turfgrass Management Certificate Program prepares its graduates to contribute within the turfgrass industry. This 30 credit Certificate program makes up the first year of the Turfgrass Management Diploma.

This program is pending ministry approval

### **Program Outcomes**

Graduates will be able to:

- Communicate effectively in a workplace environment
- Employ sound agronomic practices
- Demonstrate an understanding of the turfgrass industry

- Diagnose and identify solutions to agronomic problems
- Maintain irrigation systems
- Apply team-building philosophies to complete daily activities and/or assignments
- Perform arithmetic calculations
- Perform maintenance practices

## Admission Requirements

Visit [www.oldscollge.ca/programs/horticulture/turfgrass/admission-requirements/index](http://www.oldscollge.ca/programs/horticulture/turfgrass/admission-requirements/index) for admission requirements

## Program Requirements

Winter/Spring Semester: January - May

### **TRF 1000 - Succeeding in an Inquiry Based Learning Environment**

**Credits: 3**

Students assemble information, discover processes and apply techniques that prepare them for success in an inquiry based learning environment.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **TRF 1210 - Managing Turfgrass**

**Credits: 3**

Students discover the fundamental principles of turfgrass management

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **TRF 1600 - Developing Turfgrass Operational Strategies**

**Credits: 3**

Students develop an operational strategy plan utilizing best management practices in financial and human resources.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1620 - Applying Environmental Principles for Pesticide Certification**

**Credits:** 3

Students achieve Federal Pesticide Assistant Certification through implementing safe handling, application and legislation of pesticides.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1660 - Managing Sustainable Turfgrass Irrigation**

**Credits:** 3

Students discover, design and assemble irrigation components and systems implementing water conservation processes.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 1730 - Discovering Construction Principles**

**Credits:** 3

Students discover and implement fundamental construction and project management techniques.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **COM 1020 - Workplace Communication**

**Credits:** 3

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and

mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.  
Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

Summer/Fall Semester: July - December

### **TRF 1720 - Golf Course Field School 1; Assessing Equipment Inventories & Practices**

**Credits:** 3

Students develop a plan to understand the equipment inventory and the individual roles that each piece of equipment has in golf course conditioning.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **TRF 1740 - Golf Course Field School 2; Discovering Cultural Practices**

**Credits:** 3

Students identify and analyse cultural practices as they relate to the golf course system.

Course Outline

**Prerequisites:** TRF 1720

**Corequisites:** None

### **TRF 1760 - Golf Course Field School 3; Evaluating Playing Conditions**

**Credits:** 3

Students develop best management practices of playing conditions as they relate to course set-up, player experience and maintenance standards.

Course Outline

**Prerequisites:** TRF 1720 and TRF 1740

**Corequisites:** None

Graduation Requirements

To obtain a certificate a student must achieve:

- A minimum of 30 credits
- A cumulative GPA of 2.00 or better
- Successful completion of all required courses as listed in the program requirements
- Fulfillment of the Graduation Policy - Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app.

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Turfgrass Management Diploma

### Program Summary

The Olds College Turfgrass Management Diploma Program prepares its graduates to contribute to the growth and development of the turfgrass industry.

### Program Outcomes

Graduates will be able to:

- Communicate effectively in a workplace environment
- Articulate the ecological, economic and social implications of decisions and process
- Employ sound agronomic practices
- Demonstrate a broad based understanding of the turfgrass industry
- Diagnose and identify solutions to agronomic problems
- Operate irrigation systems
- Troubleshoot irrigation systems
- Apply self-directed learning activities to guide professional growth
- Apply team-building philosophies to complete daily activities and/or assignments
- Perform mathematic calculations
- Perform operational, maintenance and management practices
- Explain the impact of human expectations, ethics and values
- Utilize current technology

### Program Details

### Admission Requirements

Please visit [www.oldscollege.ca/programs/horticulture/turfgrass/admission-requirements/index](http://www.oldscollege.ca/programs/horticulture/turfgrass/admission-requirements/index) for admission requirements.



## Program Requirements

Winter/Spring Semester: January to May

### **TRF 2400 - Managing Agronomic Environments**

**Credits: 3**

Students develop strategies for turf care related to management of a golf course.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

### **TRF 2620 - Procuring Pesticide Certification**

**Credits: 3**

Students investigate preventative and curative applications for turfgrass pest management and achieve full regional pesticide application certification.  
Course Outline

**Prerequisites:** TRF 1620

**Corequisites:** None

### **TRF 2640 - Implementing Environmental Systems for Golf Courses**

**Credits: 3**

Students discover the principles of the Audobon Cooperative Sanctuary Program for Golf Courses.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

### **TRF 2660 - Evaluating Irrigation Environmental Efficiencies**

**Credits: 3**

Students assess irrigation environmental impacts through irrigation auditing and central control software

Course Outline

**Prerequisites:** TRF 1660

**Corequisites:** None

## **TRF 2730 - Applying Golf Course Construction Techniques**

**Credits: 3**

Students discover, develop and implement golf course construction elements  
Course Outline

**Prerequisites:** TRF 1730

**Corequisites:** None

## **TRF 2740 - Evaluating Professional Standards**

**Credits: 3**

Students evaluate frameworks necessary to implement golf course operational standards  
Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2800 - Managing Golf Course Soils**

**Credits: 3**

Students assemble information and discover processes that influence sustainable methods in golf course soil management.  
Course Outline

**Prerequisites:** None

**Corequisites:** None

Summer/Fall Semester: July - December

## **TRF 2810 - Internship I; Evaluating Golf Course Infrastructure**

**Credits: 3**

Students develop a plan to assess infrastructure requirements and the roles that infrastructure element has in the golf course system

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2820 - Internship II; Formulating Ecological System Diversifications**

**Credits:** 3

Students implement technology to assemble and analyse golf course plant diversification to maintain or change the integrity of the original intent of the planting plan.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **TRF 2830 - Internship III; Golf Course Environmental Practices**

**Credits:** 3

Students identify and assess elements of an environmental position of a golf course and integrate their skills to defend, improve or change the position from a sustainable perspective.

Course Outline

**Prerequisites:** TRF 2640

**Corequisites:** None

## **Graduation Requirements**

To obtain a diploma a student must achieve:

- A minimum of 60 credits (30 credits in 1st year certificate, 30 credits in 2nd year diploma)
- A cumulative GPA of 2.00 or better
- Successful completion of all required courses as listed in the program requirements
- Fulfillment of the Graduation Policy – Residency Requirements
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app

## **Fee Payment and Refund Guidelines**

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# Veterinary Medical Receptionist

## Program Summary

The Veterinary Medical Receptionist Program at Olds College produces graduates who contribute to the goals and objectives of the veterinary profession by bringing their skills and their understanding of veterinary activities to a team environment.

### Two Semesters

Fall: September - December

Winter: January - April

Four Weeks Work Experience following the Winter Semester

## Program Outcomes

Graduates will:

- Explain veterinary procedures, protocols, and materials
- Complete veterinary pharmaceutical procedures as directed by a veterinarian
- Explain infectious diseases and prevention
- Identify common breeds, behaviour and handling of selected species
- Identify the animal systems and components of Animal Health Management
- Interact professionally with clients and staff
- Utilize appropriate software
- Produce professional documents
- Provide veterinary customer service and client education
- Communicate effectively within the animal health industry

## Program Details

### Admission Requirements

Please visit [www.oldscollge.ca/programs/animal-sciences/veterinary-medical-receptionist-vmr/index](http://www.oldscollge.ca/programs/animal-sciences/veterinary-medical-receptionist-vmr/index) to view admission requirements.

### Program Expectations

1. Volunteer or paid work experience (minimum of 20 hours) specifically related to the receptionist duties will be an asset to applicants of the program.
2. Students in the VMR program are expected to follow a dress code as written in the VMR Policy Handbook. Students are required to supply the following:
  - Scrubs (minimum 2 sets)
  - Coveralls (recommend 2 sets)
  - Rubber Boots (recommend purchasing an insulated pair and a non-insulated pair)

- Wrap around Lab Coats are to be purchased at the Olds College Campus Store (recommend purchasing at least 2 coats - approximate cost per coat is \$45.00)
- 3. Students are actively involved in animal care throughout the program. This will include several (5 - 7) week long rotations involving evenings, weekends and holidays. Students are on these rotations from September to April. Students should be in good health and physically capable of performing the program requirements such as lifting, walking dogs outdoors in all weather conditions, and operating cattle handling facilities.
- 4. All students enrolled in the VMR program are required to be immunized against rabies. The rabies vaccine series will be provided at Olds College during the first few weeks of the academic year. Students who have received the rabies vaccination previously will be required to provide verification upon request.

## Program Requirements

Fall Semester: September - December

### **VMR 1010 - Animal Health Systems and Management**

**Credits: 3**

Students will use terminology in veterinary medicine. Students will describe emergency and animal health management principles and procedures.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **VMR 1020 - Animal Breeds, Handling and Behaviour**

**Credits: 3**

Different breeds and natural behaviours will be studied and students will identify species and breeds of domestic animals. Students will perform safe handling and restraint techniques on domestic animals.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **COM 1020 - Workplace Communication**

**Credits: 3**

In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and

mechanics in the development of letters, email and short reports. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

Visit Course Outline for more information

**Prerequisites:** None

**Corequisites:** None

## **AHT 1050 - Introduction to the Veterinary Profession**

**Credits:** 3

Students will become familiar with selected animal health organizations and will adhere to the regulations of veterinary medicine in Alberta. Students are introduced to strategies and techniques for managing self and interacting with others. Students will discuss client service within the veterinary practice and will examine animal welfare and ethical issues.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **CMP 1000 - Office Software**

**Credits:** 3

In this course, students will develop an understanding of many computer concepts which will allow them to accomplish numerous computer procedures that will enhance not only personal computing skills, but also those needed in the business and educational world. Students will work with Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook and Microsoft Publisher. At the conclusion of this course, an Integration project using all of the aforementioned software will combine the skills learned.

Course Outline

**Prerequisites:** None

**Corequisites:** None

Winter Semester: January - April

## **VMR 1510 - Infectious Diseases and Prevention**

**Credits:** 3

Students will describe disease conditions of domestic animals and common pharmaceutical agents used in veterinary medicine. Students will review legislation regarding use of pharmaceuticals and will write the Production Animal Medicine Regulation exam. Students describe nutritional requirements for dogs and cats.

Course Outline

**Prerequisites:** VMR 1010

**Corequisites:** None

## **VMR 1520 - Veterinary Procedures Awareness**

**Credits:** 3

Students will recognize and describe common procedures performed in a veterinary hospital. Students will be introduced to veterinary ethics, with an emphasis on animal welfare issues. Critical thinking is applied to animal welfare situations in the pet industry, the livestock industry and to animals used in research, in circuses and wildlife.

Course Outline

**Prerequisites:** VMR 1010, VMR 1020

**Corequisites:** None

## **VMR 1530 - Reception Procedures in Veterinary Medicine**

**Credits:** 3

Students will prepare for their Industry Practicum by preparing portfolios and working with locations to develop veterinary practice protocols. Students will operate standard office equipment. Students will review communication skills and apply them to veterinary settings. Students will hear from industry representatives and participate in industry related field trips.

Course Outline

**Prerequisites:** AHT 1050

**Corequisites:** None

## **VMR 1550 - Veterinary Practice Software**

**Credits:** 3

Using a relational database, students will design data tables, select appropriate data types and relate tables logically. Students will create and modify database objects including tables, forms, reports and queries. They will apply core skills to streamline data entry, ensure data integrity, automate tasks and analyse data. Students will use a selection of veterinary specific software.

**Prerequisites:** CMP 1000

Spring Semester: May - June

## **VMR 2950 - Industry Practicum**

**Credits:** 3

Students spend 4 weeks (160 hours) in a veterinary hospital or related institution where they apply competencies acquired during their education and training in the VMR Program. Students will prepare for their industry practicum by utilizing job searching techniques, cover letter and resume writing to secure a placement for their industry practicum.

Course Outline

**Prerequisites:** Pass all required courses and have a cumulative GPA at or above that required for graduation.

**Corequisites:** None

## Total Credits

Total Credits: 30

## Graduation Requirements

To obtain a certificate students must achieve the following:

- A cumulative GPA of 2.00 or better on written and skills evaluation
- Fulfillment of the Graduation Policy - Residency Requirement
- Completion of all courses listed in the program requirements - 30 credits
- Typing Speed of 30 wpm
- Satisfactory completion of practical experience and/or assignments as required
- Successful completion of Gamified Entrepreneurship Curriculum. Visit [www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index](http://www.oldscollege.ca/about-us/Initiatives/connect-your-passion/spirit-of-entrepreneurship/index) for more information on this app

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# Veterinary Technical Assistant

## Program Summary

This program focuses on providing education and training to people interested in providing support in an animal health setting.

Four Months - September Intake only

## Program Outcomes

Graduates will:

- Work confidently with small animals to provide care in a hospital setting
- Understand basic veterinary terminology
- Understand common medical and surgical procedures in veterinary medicine
- Identify, care for and maintain veterinary equipment and instruments



- Provide basic care and husbandry to cats/dogs
- Work professionally in a veterinary setting

## Program Details

### Admission Requirements

Visit [www.oldscollege.ca/programs/animal-sciences/veterinary-technical-assistant/index](http://www.oldscollege.ca/programs/animal-sciences/veterinary-technical-assistant/index) for more information on Admission Requirements

### Career Opportunities

Students will have the opportunity to be employed in Veterinary clinics, animal shelters, boarding facilities and pet stores.

Many veterinary hospitals employ assistant staff to work with veterinarians and animal health technologists to provide basic supportive care to animals.

## Program Requirements

### **VTA 6010 - Small Animal Restraint and Handling**

**Credits: 3**

This course will provide students with knowledge of breeds and behaviors of domestic cats and dogs. Students will learn and apply small animal handling and restraint techniques.

Course Outline

**Prerequisites:** None

**Corequisites:** None

### **VTA 6020 - Principles of Veterinary Clinical Procedures**

**Credits: 3**

Students will describe principles of common small animal surgeries and clinical procedures routinely performed in veterinary practices.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **VTA 6030 - Veterinary Equipment and Instrumentation**

**Credits: 3**

Students will describe common biosecurity protocols used in veterinary practice. This course will review veterinary instruments and their care and maintenance. Students will complete WHMIS training.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **VTA 6040 - Veterinary Patient Preparation and Husbandry**

**Credits: 3**

This course will provide students with knowledge of the roles of all veterinary team members. Principles of surgical preparation, husbandry and post surgical care of dogs and cats will be discussed. Students will review the importance of medical records.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **AHT 1050 - Introduction to the Veterinary Profession**

**Credits: 3**

Students will become familiar with selected animal health organizations and will adhere to the regulations of veterinary medicine in Alberta. Students are introduced to strategies and techniques for managing self and interacting with others. Students will discuss client service within the veterinary practice and will examine animal welfare and ethical issues.

Course Outline

**Prerequisites:** None

**Corequisites:** None

## **Total Credits**

Total Credits: 15 credits

## **Graduation Requirements**

To earn a certificate students must achieve the following:

- A total of 15 credits
- A GPA of 2.00 or better

- Completion of all required courses as outlined in the program requirements
- Fulfillment of the Graduation Policy - Residency Requirement

## Fee Payment and Refund Guidelines

For further information on fees and refunds, please visit [www.oldscollege.ca/student-services/financial/tuition-fees/index](http://www.oldscollege.ca/student-services/financial/tuition-fees/index)

## Welding Apprenticeship

For more information on this program - please refer to the Apprenticeship Program of Study

## Program Summary

This program is comprised of 3 Periods

Eight Weeks Each Period

## Sample Program for Review - Example One

## Sample Program for Review - Example Three

## Sample Program for Review - Example Two

## Schools & Divisions

## Olds College

## School of Animal Sciences and Horticulture

## Agricultural Management

**Animal Health Technology**

**Equine Science**

**Exercise Rider/Jockey Training Program**

**Meat Processing**

**Race Horse Groom Training Program**

**Veterinary Medical Receptionist**

**Veterinary Technical Assistant**

**School of Agribusiness, Land and Fashion**

**Apparel Technology Calgary Campus**

**Bachelor of Applied Science - Agribusiness Technology**

**Business Administration**

**Business Management Certificate**

**Fashion Marketing Calgary Campus**

**General Studies**

**Hospitality and Tourism Management Certificate**

**Hospitality and Tourism Management Diploma**

**Open Studies**

**School of Environment**

**Bachelor Applied Science - Horticulture**

**Brewmaster and Brewery Operations Management**

**Environmental Horticulture**

**Land Administration**

**Land Agent**

**Land & Water Resources**

**Landscape Gardener Apprenticeship**

**Production Horticulture**

**Turfgrass Management**

**School of Trades and Continuing Education**

**Agriculture and Heavy Equipment Certificate**

**Agriculture and Heavy Equipment Diploma**

**Apprenticeship Programs**

**Farrier Science**

**Pre-Employment Carpentry**

**Pre-Employment Hairstylist**

**Pre-Employment Heavy Equipment Technician**

**Pre-Employment Motorcycle Mechanic**

**Pre-Employment Welder**

**Transitional Vocational Program**