



2018 – 2019

Academic

Calendar

# TABLE OF CONTENTS

## **FULL TIME PROGRAMS**

AGRICULTURE & HEAVY EQUIPMENT CERTIFICATE .....	4
AGRICULTURE & HEAVY EQUIPMENT DIPLOMA .....	7
AGRICULTURAL MANAGEMENT – AGRI-COMMERCE MAJOR DIPLOMA.....	11
AGRICULTURAL MANAGEMENT – PRODUCTION MAJOR DIPLOMA.....	17
ANIMAL HEALTH TECHNOLOGY DIPLOMA.....	23
APPAREL TECHNOLOGY – COSTUME CUTTING & CONSTRUCTION MAJOR - DIPLOMA.....	27
APPAREL TECHNOLOGY – FASHION APPAREL MAJOR - DIPLOMA .....	31
ARBORICULTURE TECHNICIAN CERTIFICATE .....	35
BACHELOR OF APPLIED SCIENCE – AGRIBUSINESS .....	37
BACHELOR OF APPLIED SCIENCE – GOLF COURSE MANAGEMENT .....	40
BACHELOR OF APPLIED SCIENCE – HORTICULTURE .....	43
BREWMASTER & BREWERY OPERATIONS MANAGEMENT DIPLOMA.....	46
BUSINESS MANAGEMENT CERTIFICATE .....	50
BUSINESS MANAGEMENT – GENERAL MANAGEMENT MAJOR- DIPLOMA .....	53
BUSINESS MANAGEMENT – SPORTS MANAGEMENT MAJOR – DIPLOMA .....	56
EQUINE REPRODUCTION TECHNICIAN CERTIFICATE .....	60
EQUINE SCIENCE DIPLOMA .....	62
EXERCISE RIDER & JOCKEY TRAINING CERTIFICATE .....	67
FARRIER SCIENCE CERTIFICATE.....	69
HEAVY EQUIPMENT OPERATOR CERTIFICATE.....	72
HORTICULTURE TECHNICIAN CERTIFICATE.....	74
HORTICULTURE TECHNOLOGIST DIPLOMA.....	76
HOSPITALITY & TOURISM MANAGEMENT DIPLOMA .....	79
LAND AGENT DIPLOMA.....	83
LAND & WATER RESOURCES – ENVIRONMENTAL STEWARDSHIP AND RURAL PLANNING MAJOR – DIPLOMA .....	87
LAND & WATER RESOURCES – LAND RECLAMATION & REMEDIATION MAJOR – DIPLOMA.....	91
MEAT PROCESSING CERTIFICATE .....	95
POST DIPLOMA CERTIFICATE – AGRICULTURE.....	98
POST DIPLOMA CERTIFICATE - AGRICULTURE BUSINESS .....	99
POST DIPLOMA CERTIFICATE – ENVIRONMENT .....	100
POST DIPLOMA CERTIFICATE – HORTICULTURE.....	101
PRE-EMPLOYMENT MOTORCYCLE MECHANIC CERTIFICATE .....	102
PRE-EMPLOYMENT HEAVY EQUIPMENT TECHNICIAN CERTIFICATE .....	104
PRE-EMPLOYMENT WELDER CERTIFICATE .....	106
RACE HORSE GROOM TRAINING CERTIFICATE.....	108
TRANSITIONAL EMPLOYMENT PROGRAM CERTIFICATE .....	110
TURFGRASS MANAGEMENT CERTIFICATE .....	112
TURFGRASS MANAGEMENT DIPLOMA.....	114
VETERINARY MEDICAL RECEPTIONIST CERTIFICATE .....	116
VETERINARY TECHNICAL ASSISTANT CERTIFICATE.....	119
<b>PROGRAM DATES AND FEE SCHEDULE .....</b>	<b>121</b>
<b>APPRENTICESHIP PERIOD DATES AND FEE SCHEDULE.....</b>	<b>123</b>
<b>CALENDAR OF IMPORTANT DATES .....</b>	<b>125</b>
<b>POLICY B12 – STUDENT FEES.....</b>	<b>126</b>

# TABLE OF CONTENTS

## **CONTINUING EDUCATION PROGRAMS**

ACCOMMODATION GUEST SERVICES .....	130
ACCOMMODATION MANAGEMENT .....	132
AGRONOMY CERTIFICATE – LEVEL I.....	134
ARTISAN WEAVER PROFESSIONAL & CONTINUING EDUCATION.....	136
CRAFT DISTILLING.....	138
ENTREPRENEURSHIP & SOCIAL ENTERPRISE .....	140
MASTER SPINNER .....	142
MASTER WEAVER PROFESSIONAL AND CONTINUING EDUCATION.....	144
PRAIRIE HORTICULTURE – FRUIT & VEGETABLE PRODUCTION .....	146
PRAIRIE HORTICULTURE – GREENHOUSE CROP PRODUCTION .....	150
PRAIRIE HORTICULTURE – LANDSCAPING & ARBORICULTURE .....	154
PRAIRIE HORTICULTURE – NURSERY CROP PRODUCTION .....	158
RURAL FINANCE & ENTREPRENEURSHIP .....	162
TOURISM BUSINESS AND SERVICES MANAGEMENT.....	164
TURF SCIENCE .....	166
VETERINARY PRACTICE MANAGEMENT PROFESSIONAL & CONTINUING EDUCATION.....	168

# Agricultural and Heavy Equipment Certificate



## Description

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 Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Employ current Occupational Health and Safety and Industry safety standards and procedures in the workplace
2. Communicate to achieve desired outcomes in industry
3. Make decisions regarding the adjustment and repair of agricultural and heavy equipment systems
4. Demonstrate proficiency in adjustment and repair of selected agricultural and heavy equipment systems to meet industry and government standards
5. Diagnose common faults on agricultural and heavy equipment
6. Maintain agricultural and heavy equipment
7. Use advanced technologies on agricultural and heavy equipment

## Requirements:

### Required Courses

			Course Credits (Total Credits:30)
<b>TEC</b>	<b>1100</b>	<b>Hydraulic and Electrical Basics (3-3-0 hrs)</b>  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.	<b>3</b>
<b>TEC</b>	<b>1133</b>	<b>Agricultural Equipment I (4-2-0)</b>  This course is an introduction to 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, clutches and differentials will also be studied.	<b>3</b>
<b>TEC</b>	<b>1026</b>	<b>Braking and Trailer Systems (3.6-2-0 hrs)</b>  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.  Pre-requisite : TEC - 1000 : For Online Only	<b>3</b>
<b>TEC</b>	<b>1000</b>	<b>Technician Basics (1.5-1.5-0)</b>  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.	<b>3</b>

<b>TEC</b>	<b>1604</b>	<b>Diesel Fuel Systems (4-2-0)</b>	<b>3</b>
<p>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.</p>			
<b>TEC</b>	<b>1504</b>	<b>Engine Service and Repair (2-4-0)</b>	<b>3</b>
<p>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.</p> <p>Pre-requisite : TEC - 1000 :</p> <p>Corequisite : TEC - 1404 :</p>			
<b>TEC</b>	<b>1522</b>	<b>Starting and Charging Systems (3-2-0)</b>	<b>3</b>
<p>Students will study the operation, testing and repair of alternators, starting motors, batteries, and ignition components. Students will use paper manuals and a computer to retrieve service information as they would in a shop environment. The course also includes the study of basic electronics and electronic control systems.</p> <p>Pre-requisite : TEC - 1100 :</p>			
<b>TEC</b>	<b>1404</b>	<b>Engine Fundamentals and Systems (3-0-0)</b>	<b>3</b>
<p>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 engines. The student's descriptions will include parts identification preventative maintenance programs, engine lubrication, cooling, inlet and exhaust systems found on gasoline and diesel engines.</p> <p>Pre-requisite : TEC - 1000 :</p> <p>Corequisite : TEC - 1504 :</p>			
<b>WLD</b>	<b>1167</b>	<b>Introductory Welding (1-2-0 hrs)</b>	<b>3</b>
<p>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. They will study electrode selection, welding metallurgy, repair and fabrication procedures and metal joint preparation.</p>			
<b>COM</b>	<b>1020</b>	<b>Workplace Communication (3-0-0 hrs)</b>	<b>3</b>
<p>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 as well as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.</p>			

## Graduation Requirements

- Completion of 30 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### Changes to this Program

Every effort has been made to ensure that information in this program is accurate at the time of publication. The College reserves the right to change programs if it becomes necessary so that program content remains relevant. In such cases, Olds College will provide clear and timely notice of the changes.

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4500-50 Street Olds, Alberta, Canada, T4H 1R6

Effective Date: 05/01/2018 to Present

Generated on: 7/22/2019 9:59:45 AM

# Agricultural and Heavy Equipment Diploma



## Description

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 Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Employ current OH&S and Industry safety standards and procedures in the workplace
2. Communicate to achieve desired outcomes in industry
3. Make decisions regarding the adjustment and repair of agricultural and heavy equipment systems
4. Demonstrate proficiency in adjustment and repair of selected agricultural and heavy equipment systems to meet industry and government standards
5. Diagnose common faults on agricultural and heavy equipment
6. Maintain agricultural and heavy equipment
7. Use advanced technologies on agricultural and heavy equipment

## Requirements:

### Required Courses

			Course Credits (Total Credits:15)
<b>TEC</b>	<b>2305</b>	<b>Hydraulics II (4-2-0)</b>  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.  Pre-requisite : TEC - 1100 :	<b>3</b>
<b>TEC</b>	<b>2722</b>	<b>Electrical and Electronic Diagnostics (3-3-0)</b>  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.  Pre-requisite : TEC - 1522 :	<b>3</b>
<b>TEC</b>	<b>2226</b>	<b>Off Road Systems (1.6-1.3-0)</b>  Students will gain an understanding of different types of undercarriages, their applications and selected ground engagement tools used in off-road equipment. They will study methods for evaluating wear, disassembly, 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.  Pre-requisite : TEC - 1000 :	<b>3</b>
<b>TEC</b>	<b>2338</b>	<b>HVAC Systems (2.7-.3-0)</b>  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	<b>3</b>

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.

Pre-requisite : TEC - 1100 :

**TEC 2218 Steering and Suspension (1.6-1.3-0) 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.

Pre-requisite : TEC - 1000 :

Pre-requisite : TEC - 1026 :

**Agricultural Equipment Major**

Course Credits  
(Total Credits:15)

**TEC 2126 Hydraulic Shift Transmissions (3-3-0) 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.

Pre-requisite : TEC - 1100 :

Pre-requisite : TEC - 2305 :

**TEC 2433 Agricultural Equipment II (3-3-0) 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.

Pre-requisite : TEC - 1133 :

**TEC 2733 Agricultural Equipment Repair (1-5-0) 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.

Pre-requisite : TEC - 1000 :

Pre-requisite : TEC - 1133 :

**TEC 2705 Hydraulics III (2-1-0) 3**

Students will study hydrostatic drive systems, off road hydrostatic crawler and skid steer 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.

Pre-requisite : TEC - 2305 :

**COM 1030 Workplace Professionalism (3-0-0 hrs) 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.

**Heavy Equipment Major**

Course Credits



<b>TEC</b>	<b>2126</b>	<b>Hydraulic Shift Transmissions (3-3-0)</b>	<b>3</b>
<p>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.</p> <p>Pre-requisite : TEC - 1100 :</p> <p>Pre-requisite : TEC - 2305 :</p>			
<b>TEC</b>	<b>2436</b>	<b>On Road Power Trains (3-3-0)</b>	<b>3</b>
<p>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.</p> <p>Pre-requisite : TEC - 1000 :</p> <p>Pre-requisite : TEC - 1133 :</p>			
<b>TEC</b>	<b>2749</b>	<b>Heavy Equipment Repair (1-5-0)</b>	<b>3</b>
<p>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.</p> <p>Pre-requisite : TEC - 1100 :</p> <p>Pre-requisite : TEC - 2226 :</p>			
<b>TEC</b>	<b>2705</b>	<b>Hydraulics III (2-1-0)</b>	<b>3</b>
<p>Students will study hydrostatic drive systems, off road hydrostatic crawler and skid steer 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.</p> <p>Pre-requisite : TEC - 2305 :</p>			
<b>COM</b>	<b>1030</b>	<b>Workplace Professionalism (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			

## Graduation Requirements

- Completion of 60 credits
- Completion of 30 credits from a Certificate program in related field
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### Changes to this Program

Every effort has been made to ensure that information in this program is accurate at the time of publication. The College reserves the right to change programs if it becomes necessary so that program content remains relevant. In such cases, Olds College will provide clear and timely notice of the changes.

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Effective Date: 05/01/2018 to Present

Generated on: 7/22/2019 10:04:26 AM

# Agricultural Management - AgriCommerce Major Diploma



## Description

The Olds College Agricultural Management Diploma prepares graduates for entry into careers managing agricultural production, service and value-adding enterprises.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Communicate professionally with stakeholders.
2. Develop enterprise goals and plans.
3. Apply problem-solving strategies throughout the agri-value chain.
4. Apply project management principles to achieve defined project outcomes.
5. Appraise the performance of self and others.
6. Apply business principles to achieve organization goals.
7. Assess local and global market opportunities.
8. Assess animal and plant production and processing systems.
9. Assess the use of technology in the production and processing of food and non-food agricultural products.
10. Develop business plans.
11. Analyze financial statements.
12. Assess the financial strength of an agri-business.
13. Assess the payment capacity of an agri-business.
14. Appraise strategic aspects of an agri-business.
15. Evaluate the strategic management practices of an agri-business.
16. Apply the principles of marketing to create a marketing mix.
17. Develop pricing strategies for value added activities.
18. Develop customer relationship management (CRM) strategies.
19. Utilize E-marketing strategies in the professional selling process.
20. Apply the sales process and professional selling skills.

## Requirements:

### TERM 1

			Course Credits (Total Credits:15)
<b>AGN</b>	<b>1240</b>	<b>Principles of Crop Production (3-3-0 hrs)</b>	<b>3</b>
<p>This course takes a systems approach to Western Canadian agricultural crop production. Topics in land preparation, crop selection, crop establishment, and harvesting will be discussed in conjunction 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.</p>			
<b>AMT</b>	<b>1035</b>	<b>Agricultural Business Management Principles (3-0-0 hrs)</b>	<b>3</b>
<p>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. Micro and Macro economic theory will be learned and applied as they relate to the agricultural industry.</p>			
<b>AMT</b>	<b>1040</b>	<b>Survey of Agribusiness (3-0-0 hrs)</b>	<b>3</b>

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.

**AMT 1335 Agribusiness Accounting (3-3-0 hrs) 3**

The learner generates financial records and statements using Canadian accounting standards for agribusinesses. Industry software is used and attention to unique industry issues is emphasized.

**LVS 1370 Principles of Animal Agriculture (3-3-0 hrs) 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.

**TERM 2**

Course Credits  
(Total Credits:9)

**AMT 1360 Agribusiness Technology Applications (0-4.5-0 hrs) 3**

This course is an overview of selected agri-business technological tools and software. Students apply and evaluate selected business technology and software applications.

**COM 1020 Workplace Communication (3-0-0 hrs) 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 as well as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

**MKG 1021 Marketing Principles (3-0-0 hrs) 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.

ELECTIVE(S): Choose 2 electives from Term 2 Approved electives list below.

**TERM 2 Approved Electives**

Course Credits  
(Total Credits:6)

**AGN 1540 Introductory Pest Management (3-2-0 hrs) 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.

Pre-requisite : AGN - 1240 :or  
Pre-requisite : PLS - 1010 :and  
Pre-requisite : SOI - 1000 :

or

**AGN 2240 Field Crop Management (3-3-0 hrs) 3**

Students will explore advanced topics in field crop management. These will include plant growth and development under various environmental conditions, crop genetic improvement through plant breeding, Canadian agricultural production systems, harvesting, storage and quality evaluation of crops, and processing of crops for food and industrial by-products. Identification of Western Canadian field crops will be emphasized.

It is recommended students take elective course **AGN 1540 Introductory Pest Management**

before or while taking **AGN 2240 Field Crop Management**.

Pre-requisite : AGN - 1240 :

Advisory : AGN - 1540 :

**LVS 2370 Livestock Nutrition (3-3-0 hrs) 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.

Pre-requisite : LVS - 1370 :

**MEC 1050 Machinery and Technology (3-3-0 hrs) 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.

**TERM 3**

Course Credits  
(Total Credits:12)

**AMT 2020 Advanced Product Marketing (3-0-0 hrs) 3**

This is an advanced course on marketing as it relates to profitable pricing decisions using breakeven 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.

Pre-requisite : AMT - 1035 :and

Pre-requisite : AMT - 1360 :

**AMT 2035 Agribusiness Financial Management (3-0-0 hrs) 3**

This is a course on business management practices and processes for decision making in agribusiness. The impact of financial management on agribusiness performance is examined through the application of selected budgeting and financial processes, as well as through agribusiness risk assessments.

Pre-requisite : AMT - 1335 :

**AMT 2120 Professional Selling (3-0-0 hrs) 3**

In this course 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.

**AMT 2600 Agricultural Asset Valuation (3-0-0 hrs) 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.

Pre-requisite : AMT - 1335 :

ELECTIVE: Choose 1 course from Term 3 Approved electives list below.

**TERM 3 Approved Electives**

Course Credits  
(Total Credits:3)

**AGN 2640 Principles of Soils and Crop Nutrition (3-2-0 hrs) 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 nutrients,

soil testing, fertilizer types and application methods. Soil sampling techniques, interpretation of soil test reports, and development of fertilizer blends will be performed.

Pre-requisite : AGN - 1240 :

**LVS 2470 Livestock Health and Disease (3-3-0 hrs) 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.

Pre-requisite : LVS - 1370 :

**LVS 2570 Livestock Breeding Strategies (3-1.5-0 hrs) 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.

Pre-requisite : LVS - 1370 :

**TERM 4**

Course Credits  
(Total Credits:12)

**AMT 2620 AgriLaw & Policy (3-0-0) 3**

This course introduces the learner to elements of Canadian Law that play a significant role in business relationships as they pertain to Canadian farming practices. Specific topics include the dispute resolution process, contracts and torts, commercial transactions, regulatory requirements for farming in Canada, plus selected relevant legislation.

**AMT 2630 Agribusiness Planning and Management (3-2-0 hrs) 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.

Pre-requisite : AMT - 1035 :and

Pre-requisite : AMT - 1335 :and

Pre-requisite : MKG - 1021 :

**COM 1030 Workplace Professionalism (3-0-0 hrs) 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.

**FIN 2135 Financial Lending (3-0-0 hrs) 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.

Pre-requisite : AMT - 1335 :

ELECTIVE: Choose 1 course from Term 4 Approved electives list below.

**TERM 4 Approved Electives**

Course Credits  
(Total Credits:3)

**AGN 1540 Introductory Pest Management (3-2-0 hrs) 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.

Pre-requisite : AGN - 1240 :or

Pre-requisite : PLS - 1010 :and

Pre-requisite : SOI - 1000 :

**AGN 2240 Field Crop Management (3-3-0 hrs) 3**

Students will explore advanced topics in field crop management. These will include plant growth and development under various environmental conditions, crop genetic improvement through plant breeding, Canadian agricultural production systems, harvesting, storage and quality evaluation of crops, and processing of crops for food and industrial by-products. Identification of Western Canadian field crops will be emphasized.

It is recommended students take elective course **AGN 1540 Introductory Pest Management** before or while taking **AGN 2240 Field Crop Management**.

Pre-requisite : AGN - 1240 :

Advisory : AGN - 1540 :

**LVS 2070 Beef Cattle Management (3-2-0 hrs) 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.

It is recommended students take the following elective courses before or while taking LVS 2070:

- LVS 2470 Livestock Health and Disease
- LVS 2370 Livestock Nutrition

Advisory : LVS - 2470 :and

Advisory : LVS - 2370 :

**LVS 2370 Livestock Nutrition (3-3-0 hrs) 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.

Pre-requisite : LVS - 1370 :

## Graduation Requirements

- Completion of 60 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### Changes to this Program

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# Agricultural Management - Production Major Diploma



## Description

The Olds College Agricultural Management Diploma prepares graduates for entry into careers managing agricultural production, service and value-adding enterprises.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Communicate professionally with stakeholders.
2. Develop enterprise goals and plans.
3. Apply problem solving strategies throughout the agri-value chain.
4. Apply project management principles to achieve defined project outcomes.
5. Appraise the performance of self and others.
6. Apply business principles to achieve organization goals.
7. Assess local and global market opportunities.
8. Assess animal and plant production and processing systems.
9. Assess the use of technology in the production and processing of food and non-food agricultural products.
10. Develop business plans.
11. Solve problems relating to production and management.
12. Manage financial information and physical records for decision making.
13. Apply principles and practices of livestock production.
14. Apply principles and practices of crop production.
15. Implement marketing strategies.
16. Comply with regulatory requirements associated with production and management.
17. Practice land and water resource stewardship.
18. Manage ecological, economic, and social issues of production decisions and processes.
19. Manage agricultural development using appropriate technology.
20. Manage agricultural equipment.
21. Develop strategies to address production variability.
22. Implement risk management strategies.
23. Utilize technology associated with production and management.

## Requirements:

### TERM 1

			Course Credits (Total Credits:15)
<b>AGN</b>	<b>1240</b>	<b>Principles of Crop Production (3-3-0 hrs)</b>	<b>3</b>
<p>This course takes a systems approach to Western Canadian agricultural crop production. Topics in land preparation, crop selection, crop establishment, and harvesting will be discussed in conjunction 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.</p>			
<b>AMT</b>	<b>1035</b>	<b>Agricultural Business Management Principles (3-0-0 hrs)</b>	<b>3</b>
<p>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. Micro and Macro economic theory will be</p>			

		learned and applied as they relate to the agricultural industry.	
<b>AMT</b>	<b>1040</b>	<b>Survey of Agribusiness (3-0-0 hrs)</b>	<b>3</b>
		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.	
<b>AMT</b>	<b>1335</b>	<b>Agribusiness Accounting (3-3-0 hrs)</b>	<b>3</b>
		The learner generates financial records and statements using Canadian accounting standards for agribusinesses. Industry software is used and attention to unique industry issues is emphasized.	
<b>LVS</b>	<b>1370</b>	<b>Principles of Animal Agriculture (3-3-0 hrs)</b>	<b>3</b>
		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.	
<b>TERM 2</b>			
			Course Credits (Total Credits:12)
<b>AMT</b>	<b>1360</b>	<b>Agribusiness Technology Applications (0-4.5-0 hrs)</b>	<b>3</b>
		This course is an overview of selected agri-business technological tools and software. Students apply and evaluate selected business technology and software applications.	
<b>COM</b>	<b>1020</b>	<b>Workplace Communication (3-0-0 hrs)</b>	<b>3</b>
		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 as well as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.	
<b>MEC</b>	<b>1050</b>	<b>Machinery and Technology (3-3-0 hrs)</b>	<b>3</b>
		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.	
<b>MKG</b>	<b>1021</b>	<b>Marketing Principles (3-0-0 hrs)</b>	<b>3</b>
		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.	
ELECTIVE: Choose 1 course from Term 2 Approved electives list below.			
<b>TERM 2 Approved Electives:</b>			
			Course Credits (Total Credits:3)
<b>AGN</b>	<b>1540</b>	<b>Introductory Pest Management (3-2-0 hrs)</b>	<b>3</b>
		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.	
		Pre-requisite : AGN - 1240 :or	
		Pre-requisite : PLS - 1010 :and	
		Pre-requisite : SOI - 1000 :	
<b>AGN</b>	<b>2240</b>	<b>Field Crop Management (3-3-0 hrs)</b>	<b>3</b>

Students will explore advanced topics in field crop management. These will include plant growth and development under various environmental conditions, crop genetic improvement through plant breeding, Canadian agricultural production systems, harvesting, storage and quality evaluation of crops, and processing of crops for food and industrial by-products. Identification of Western Canadian field crops will be emphasized.

It is recommended students take elective course **AGN 1540 Introductory Pest Management** before or while taking **AGN 2240 Field Crop Management**.

Pre-requisite : AGN - 1240 :

Advisory : AGN - 1540 :

**LVS 2370 Livestock Nutrition (3-3-0 hrs) 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.

Pre-requisite : LVS - 1370 :

**TERM 3**

Course Credits  
(Total Credits:9)

**AGN 2540 Range and Forage Crop Management (3-3-0 hrs) 3**

This course focusses on the multifaceted 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.

Pre-requisite : AGN - 1240 :

**AMT 2020 Advanced Product Marketing (3-0-0 hrs) 3**

This is an advanced course on marketing as it relates to profitable pricing decisions using breakeven 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.

Pre-requisite : AMT - 1035 :and

Pre-requisite : AMT - 1360 :

**AMT 2035 Agribusiness Financial Management (3-0-0 hrs) 3**

This is a course on business management practices and processes for decision making in agribusiness. The impact of financial management on agribusiness performance is examined through the application of selected budgeting and financial processes, as well as through agribusiness risk assessments.

Pre-requisite : AMT - 1335 :

ELECTIVE(S): Course 2 courses from Term 3 Approved electives list below.

**TERM 3 Approved Electives:**

Course Credits  
(Total Credits:6)

**AGN 2640 Principles of Soils and Crop Nutrition (3-2-0 hrs) 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 nutrients, soil testing, fertilizer types and application methods. Soil sampling techniques, interpretation of soil

test reports, and development of fertilizer blends will be performed.

Pre-requisite : AGN - 1240 :

**LVS 2470 Livestock Health and Disease (3-3-0 hrs) 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.

Pre-requisite : LVS - 1370 :

**LVS 2570 Livestock Breeding Strategies (3-1.5-0 hrs) 3**

This hands-on course will emphasize reproduction and genetic strategies with the objective to successfully artificially inseminate cattle. Students will be required to submit a breeding plan on a species of personal interest. Participation in activities on the Olds College farm and trips to local livestock enterprises will be expected.

Pre-requisite : LVS - 1370 :

**MEC 2060 Precision Cropping Systems (3-0-0 hrs) 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.

Pre-requisite : MEC - 1050 :

**TERM 4**

Course Credits  
(Total Credits:12)

**AGN 2740 Environmental Farm Management (3-1.5-0 hrs) 3**

Agricultural production is held to increasingly high environmental standards. The challenges and opportunities for agriculture will be examined, particularly those management practices that relate to soil, water, air quality, and wildlife. A term project requires students to make an assessment of a farm operation and develop a practical management plan to improve farm sustainability.

Pre-requisite : AGN - 1240 :

**AMT 2630 Agribusiness Planning and Management (3-2-0 hrs) 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.

Pre-requisite : AMT - 1035 :and

Pre-requisite : AMT - 1335 :and

Pre-requisite : MKG - 1021 :

**COM 1030 Workplace Professionalism (3-0-0 hrs) 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.

**MEC 1490 Farmstead Management (3-3-0 hrs) 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. On-farm safety, maintenance, relevant codes, environmental planning issues and alternative energy sources are also studied.

ELECTIVE: Choose 1 course from Term 4 Approved electives list below.

**TERM 4 Approved Electives:**

Course Credits

**AGN 1540 Introductory Pest Management (3-2-0 hrs) 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.

Pre-requisite : AGN - 1240 :or

Pre-requisite : PLS - 1010 :and

Pre-requisite : SOI - 1000 :

**AGN 2240 Field Crop Management (3-3-0 hrs) 3**

Students will explore advanced topics in field crop management. These will include plant growth and development under various environmental conditions, crop genetic improvement through plant breeding, Canadian agricultural production systems, harvesting, storage and quality evaluation of crops, and processing of crops for food and industrial by-products. Identification of Western Canadian field crops will be emphasized.

It is recommended students take elective course **AGN 1540 Introductory Pest Management** before or while taking **AGN 2240 Field Crop Management**.

Pre-requisite : AGN - 1240 :

Advisory : AGN - 1540 :

**LVS 2070 Beef Cattle Management (3-2-0 hrs) 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.

It is recommended students take the following elective courses before or while taking LVS 2070:

- LVS 2470 Livestock Health and Disease
- LVS 2370 Livestock Nutrition

Advisory : LVS - 2470 :and

Advisory : LVS - 2370 :

**LVS 2370 Livestock Nutrition (3-3-0 hrs) 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.

Pre-requisite : LVS - 1370 :

## Graduation Requirements

- Completion of 60 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

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# Animal Health Technology Diploma



## Description

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.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Interact professionally with clients and colleagues within the animal health industry.
2. Communicate effectively within the animal health industry.
3. Perform animal nursing care.
4. Perform biosecurity measures and protocols in an animal health care environment.
5. Perform veterinary diagnostic laboratory techniques.
6. Perform veterinary diagnostic imaging procedures.
7. Perform veterinary anesthetic and analgesic procedures.
8. Perform veterinary surgical and dental procedures.

## Requirements:

### TERM 1

Course Credits  
(Total Credits:6)

<b>COM</b>	<b>1020</b>	<b>Workplace Communication (3-0-0 hrs)</b>	<b>3</b>
<p>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 as well as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.</p>			

<b>AHT</b>	<b>1050</b>	<b>Introduction to the Veterinary Profession (3-0-0 hrs)</b>	<b>3</b>
<p>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 examine animal welfare and ethical issues. This course provides students with foundational veterinary medical terminology they will use throughout their career.</p>			

### TERM 2

Course Credits  
(Total Credits:18)

<b>AHT</b>	<b>1120</b>	<b>Discover Your Dream (3-0-0 hrs)</b>	<b>3</b>
<p>Students will connect knowledge from previous and concurrent courses and apply that knowledge to the development of a continuous learning plan. Students will investigate special interests within the veterinary industry to prepare them for learning in final courses and directed field study. This course will empower learners to think critically about their personal and professional development, to diversify their learning experience and prepare them for program completion and entry into the veterinary profession.</p>			

<b>AHT</b>	<b>1040</b>	<b>Animal Behaviour and Handling (3-3-0 hrs)</b>	<b>3</b>
<p>Students will learn to interpret natural animal behaviours as they relate to safe handling, restraint</p>			

		and management practices. Students will understand how animals learn and how to work with several species to create a positive experience for animals and handlers. Students will perform low stress handling and restraint techniques used in veterinary industry. These activities will take place with common domestic species.	
<b>AHT</b>	<b>1110</b>	<b>Animal Wellness (3-3-0 hrs)</b>	<b>3</b>
		Students will learn about the normal anatomy and physiology of a healthy animal through a systems-based approach. With both a theory and hands-on approach, students will learn how body parts and functions are interrelated.	
<b>AHT</b>	<b>1140</b>	<b>Veterinary Practice: The Team Connection (3-0-0 hrs)</b>	<b>3</b>
		Students will become familiar with the aspects of the service cycle within a veterinary clinic. Students will explore veterinary software and their specific application to operating a veterinary practice. They will apply communication skills to create positive experiences for veterinary clients.	
<b>AHT</b>	<b>1160</b>	<b>Veterinary Elective Equipment and Procedures (0-3-0 hrs)</b>	<b>3</b>
		Students will explore elective dental and surgical procedures and theory, performing comprehensive oral health assessment treatment (COHAT) procedures on models. Students will be introduced to specialized equipment used in veterinary practice and perform peri operative duties of a Registered Veterinary Technician (RVT).	
<b>AHT</b>	<b>1170</b>	<b>Introductory Pharmacy and Preventative Care (3-0-0 hrs)</b>	<b>3</b>
		This course provides students with an understanding of the basics of general pharmacology and the foundation of the mathematics required to calculate appropriate medication doses. Students will be able to describe preventative medicine and the role of a Registered Veterinary Technician (RVT) in animal disease prevention.	
<b>TERM 3</b>			
			Course Credits (Total Credits:18)
<b>AHT</b>	<b>1150</b>	<b>Hospital Procedures (0-3-3 hrs)</b>	<b>3</b>
		Students will care for, collect samples on, and perform diagnostic procedures on animals in their care. Students will be coached as a mentee in semester three, then will receive coaching to act as mentors in semester four.	
<b>AHT</b>	<b>1210</b>	<b>Investigating the Cardiovascular and Respiratory Systems (3-3-0 hrs)</b>	<b>3</b>
		Using a systems-based approach, students will explore the cardiovascular and respiratory systems through a scientific, investigative lens. They will analyze samples and explore medical and surgical treatment when abnormal results are discovered.	
<b>AHT</b>	<b>1220</b>	<b>Investigating the Urinary, Reproductive and Endocrine Systems (3-3-0 hrs)</b>	<b>3</b>
		Using a systems-based approach, students will explore the urogenital system through a scientific, investigative lens. They will analyze samples and explore medical and surgical treatment when abnormal results are discovered.	
<b>AHT</b>	<b>1230</b>	<b>Investigating the Digestive and Integumentary Systems (3-3-0 hrs)</b>	<b>3</b>
		Using a systems-based approach, students will explore the digestive and integumentary systems through a scientific, investigative lens. They will analyze samples and explore medical and surgical treatment when abnormal results are discovered.	
<b>AHT</b>	<b>1240</b>	<b>Investigating the Musculoskeletal, Neurological and Sensory Systems (3-0-0 hrs)</b>	<b>3</b>
		Using a systems-based approach, students will explore the musculoskeletal, neurological, and sensory systems through a scientific, investigative lens. They will analyze samples and explore medical and surgical treatment when abnormal results are discovered.	
<b>AHT</b>	<b>1130</b>	<b>Anesthesia and Analgesia (3-0-0 hrs)</b>	<b>3</b>
		This course provides an overview of anesthesia and analgesia theory, looking at how the body systems respond when under anesthesia. Students will analyze the processes used for anesthetic procedures in patients and apply techniques in test cases.	



**TERM 4**

Course Credits  
(Total Credits:15)

<b>AHT</b>	<b>2150</b>	<b>Small Animal Surgery, Dentistry and Anesthesia (0-3-0 hrs)</b>	<b>3</b>
<p>Students will perform and assist in surgical and dental cases commonly performed in veterinary clinics. They will also anesthetize patients receiving these procedures. Students will problem solve and suggest options for the anesthesia cases they are involved with.</p> <p>Pre-requisite : AHT - 1130 :and</p> <p>Pre-requisite : AHT - 1160 :and</p> <p>Corequisite : AHT - 1150 :</p>			
<b>AHT</b>	<b>2140</b>	<b>Large Animal Procedures (0-3-0 hrs)</b>	<b>3</b>
<p>Students will learn and perform large animal clinical procedures common to the veterinary industry.</p> <p>Pre-requisite : AHT - 1130 :</p> <p>Corequisite : AHT - 1150 :</p>			
<b>AHT</b>	<b>2120</b>	<b>Small Animal Clinical Procedures (0-3-0 hrs)</b>	<b>3</b>
<p>Students will learn and perform small animal clinical procedures common to the veterinary industry.</p>			
<b>AHT</b>	<b>2110</b>	<b>Stream Your Dream: Perform (0-3-0 hrs)</b>	<b>3</b>
<p>This course emphasizes different areas of interest within the veterinary profession. Students will select special interest options they wish to pursue based on their interests expressed in previous courses. The course will provide hands-on learning within the area of interest selected and may include performing skills, attending presentations or going on field trips.</p> <p>Corequisite : AHT - 1120 :</p>			
<b>AHT</b>	<b>2850</b>	<b>Professional Skills Development (3-0-0 hrs)</b>	<b>3</b>
<p>Students prepare for their industry directed field study including investigating practicum placement sites, creating professional resumes and cover letters, and expanding communication skills.</p> <p>Corequisite : AHT - 2150 :</p> <p>Corequisite : AHT - 2140 :</p>			

**TERM 5**

Course Credits  
(Total Credits:3)

<b>AHT</b>	<b>2950</b>	<b>Industry Directed Field Study (1-0-0 hrs)</b>	<b>3</b>
<p>Students spend six weeks (240 hours) in a veterinary hospital or related animal health business or organization where they apply and reflect on competencies acquired during their education and training in the AHT program.</p> <p>Pre-requisite : Students must successfully complete all other required courses and have a GPA of 2.0.</p>			

**Graduation Requirements**

- Completion of 60 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

**Changes to this Program**

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# Apparel Technology - Costume Cutting and Construction Major Diploma



## Description

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.

Intake year Fall 2018

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Manage apparel projects.
2. Communicate effectively to meet or exceed the demands of the fashion workplace/ performing arts community.
3. Identify historical sources of design.
4. Select fabrics for textile products.
5. Create patterns for individual shapes using flat pattern and draping methods.
6. Operate industrial sewing and pressing equipment.
7. Construct basic and advanced garments and/or costumes.
8. Demonstrate employability skills, as required in the fashion workplace/entertainment industry.
9. Follow designer concepts in the development of costumes.
10. Alter and repair costumes to meet production needs.
11. Utilize specialty tools and notions to apply design details.
12. Demonstrate safe practices in the entertainment industry.
13. Participate as a member of the production team.
14. Determine opportunities for career advancement in the entertainment industry.

## Requirements:

### TERM 1

Course Credits  
(Total Credits:15)

<b>APT</b>	<b>1100</b>	<b>Apparel Construction I (3-3-0 hrs)</b>	<b>3</b>
<p>Students use industrial sewing equipment to develop fundamental sewing techniques in accordance with industry standards for women's wear. 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 APT 1745 - Pattern Design I.</p> <p>Corequisite : APT - 1745 :</p>			
<b>APT</b>	<b>1160</b>	<b>History of Clothing (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>APT</b>	<b>1745</b>	<b>Pattern Design I (3-3-0 hrs)</b>	<b>3</b>
<p>Students practice the basic principles of pattern design for women's wear, particularly as they relate to the lower torso. Both flat pattern and draping methods are explored to create individual slopers</p>			

and patterns. Students interpret fashion drawings and create patterns for skirts and pants.

Corequisite : APT - 1100 :

**APT 1760 Technical Design I (1.5-1.5-0) 3**

Students convey design ideas for lower torso garments using technical drawings and terminology to accurately specify proportion, style and details. They are introduced to elements and principles of design as they relate to apparel development. Students analyse the logistics of garments in order to plan and design apparel concepts. They create technical drawings according to industry standards.

**COM 1020 Workplace Communication (3-0-0 hrs) 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.

**TERM 2**

Course Credits  
(Total Credits:15)

**APT 1120 Textiles (3-1-0 hrs) 3**

Students analyze the characteristics of fibres, yarns and fabrics and relate the traits 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.

**APT 1200 Apparel Construction II (3-3-0 hrs) 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 for women's wear. Garments produced in this course are related to the upper torso and the patterns are developed in APT 1740 - Pattern Design II.

Pre-requisite : APT - 1100 :and

Corequisite : APT - 1740 :

**APT 1740 Pattern Design II (3-3-0 hrs) 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 to create individual slopers and patterns for women's wear. Students develop specification sheets detailing their design concepts prior to creating the patterns.

Pre-requisite : APT - 1745 :and

Corequisite : APT - 1200 :

**APT 1770 Technical Design II (1.5-1.5-0) 3**

Students concentrate on upper torso garments and garment details as they continue to develop their skill in creating technical drawings. They apply and analyse the elements and principles of colour and design to develop apparel concepts. Students analyse body proportions and depict garments for various body types to meet individual apparel needs.

Pre-requisite : APT - 1760 :

**COM 1030 Workplace Professionalism (3-0-0 hrs) 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.

**TERM 3**

Course Credits  
(Total Credits:15)

<b>APT</b>	<b>2520</b>	<b>Integrated Knits (3-3-0 hrs)</b>	<b>3</b>
		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.	
		Pre-requisite : APT - 1200 :and	
		Pre-requisite : APT - 1740 :	
		Pre-requisite : APT - 1770 :	
<b>APT</b>	<b>2530</b>	<b>Integrated Tailoring (3-3-0 hrs)</b>	<b>3</b>
		Students draft pattern components related to tailored jackets for women. 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.	
		Pre-requisite : APT - 1200 :and	
		Pre-requisite : APT - 1740 :	
		Pre-requisite : APT - 1770 :	
<b>CCC</b>	<b>1000</b>	<b>Pattern Design for Menswear (0-3-0 hrs)</b>	<b>3</b>
		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.	
		Pre-requisite : APT - 1740 :	
<b>CCC</b>	<b>2050</b>	<b>Costume Cutting and Construction (3-3-0 hrs)</b>	<b>3</b>
		Students in this course research and practice cutting and construction techniques specific to women's period costume undergarments for the arts and entertainment industry. Undergarments produced in this course are from a selected historical period and form the foundation for projects in Couture for Stage CCC 2160.	
		Pre-requisite : APT - 1200 :and	
		Pre-requisite : APT - 1740 :	
<b>CCC</b>	<b>2400</b>	<b>Introduction to the Arts and Entertainment Industry (3-0-0 hrs)</b>	<b>3</b>
		Students gain an understanding of the arts and entertainment industry through the exploration of opportunities and participation in events.	
<b>TERM 4</b>			
			Course Credits (Total Credits:15)
<b>CCC</b>	<b>2160</b>	<b>Couture for Stage (3-3-0 hrs)</b>	<b>3</b>
		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.	
		Pre-requisite : APT - 1100 :and	
		Pre-requisite : APT - 1200 :and	
		Pre-requisite : CCC - 2050 :	
<b>CCC</b>	<b>2200</b>	<b>Costuming Workshops (0-3-0 hrs)</b>	<b>3</b>
		Through the facilitation of industry guests and instructors, students explore a variety of areas specific to costuming.	
		Pre-requisite : APT - 1100 :	
<b>CCC</b>	<b>2300</b>	<b>Men's Tailoring (3-3-0 hrs)</b>	<b>3</b>
		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.

Pre-requisite : APT - 2530 :and

Pre-requisite : CCC - 1000 :

**CCC 2600 Costume Cutting and Construction Directed Field Study (0-6-0 hrs) 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.

Pre-requisite : CCC - 1000 :and

Pre-requisite : CCC - 2050 :

Corequisite : CCC - 2160 :and

Corequisite : CCC - 2300 :

**FAP 2540 Apparel Alterations (1-2-0 hrs) 3**

Students develop skills in fitting and altering ready-made garments. Students also develop employability skills by working in an alteration shop environment.

Pre-requisite : APT - 1200 :

## Graduation Requirements

- Completion of 60 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### Changes to this Program

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# Apparel Technology - Fashion Apparel Major Diploma



## Description

The Olds College Fashion Apparel major prepares its graduates to contribute to the growth and development of the apparel engineering industry by providing educational excellence in patternmaking, fitting, apparel construction and alterations with a foundation in design and product development.

Intake year Fall 2018

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Manage apparel projects.
2. Select fabrics for textile products.
3. Identify historical sources of apparel.
4. Communicate effectively to meet or exceed the demands of the fashion workplace/ performing arts community.
5. Create patterns for individual shapes using flat pattern and draping methods.
6. Operate industrial sewing and pressing equipment.
7. Construct basic and advanced garments and/or costumes.
8. Demonstrate employability skills, as required in the fashion workplace/entertainment industry.
9. Apply elements and principles of design to fashion apparel.
10. Alter garments to meet clients' needs.
11. Analyze product development as it relates to the apparel industry.
12. Prepare patterns for production
13. Use specialized equipment to meet the needs of the apparel industry.

## Requirements:

### TERM 1

Course Credits  
(Total Credits:15)

<b>APT</b>	<b>1100</b>	<b>Apparel Construction I (3-3-0 hrs)</b>	<b>3</b>
<p>Students use industrial sewing equipment to develop fundamental sewing techniques in accordance with industry standards for women's wear. 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 APT 1745 - Pattern Design I.</p> <p>Corequisite : APT - 1745 :</p>			
<b>APT</b>	<b>1160</b>	<b>History of Clothing (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>APT</b>	<b>1745</b>	<b>Pattern Design I (3-3-0 hrs)</b>	<b>3</b>
<p>Students practice the basic principles of pattern design for women's wear, 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.</p>			

	Corequisite : APT - 1100 :		
<b>APT</b>	<b>1760</b>	<b>Technical Design I (1.5-1.5-0)</b>	<b>3</b>
	Students convey design ideas for lower torso garments using technical drawings and terminology to accurately specify proportion, style and details. They are introduced to elements and principles of design as they relate to apparel development. Students analyse the logistics of garments in order to plan and design apparel concepts. They create technical drawings according to industry standards.		
<b>COM</b>	<b>1020</b>	<b>Workplace Communication (3-0-0 hrs)</b>	<b>3</b>
	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.		
<b>TERM 2</b>			
			Course Credits (Total Credits:15)
<b>APT</b>	<b>1120</b>	<b>Textiles (3-1-0 hrs)</b>	<b>3</b>
	Students analyze the characteristics of fibres, yarns and fabrics and relate the traits 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.		
<b>APT</b>	<b>1200</b>	<b>Apparel Construction II (3-3-0 hrs)</b>	<b>3</b>
	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 for women's wear. Garments produced in this course are related to the upper torso and the patterns are developed in APT 1740 - Pattern Design II.		
	Pre-requisite : APT - 1100 :and		
	Corequisite : APT - 1740 :		
<b>APT</b>	<b>1740</b>	<b>Pattern Design II (3-3-0 hrs)</b>	<b>3</b>
	Students practice the basic principles of pattern design, particularly as they relate to the upper torso. Both flat pattern and draping methods are explored to create individual slopers and patterns for women's wear. Students develop specification sheets detailing their design concepts prior to creating the patterns.		
	Pre-requisite : APT - 1745 :and		
	Corequisite : APT - 1200 :		
<b>APT</b>	<b>1770</b>	<b>Technical Design II (1.5-1.5-0)</b>	<b>3</b>
	Students concentrate on upper torso garments and garment details as they continue to develop their skill in creating technical drawings. They apply and analyse the elements and principles of colour and design to develop apparel concepts. Students analyse body proportions and depict garments for various body types to meet individual apparel needs.		
	Pre-requisite : APT - 1760 :		
<b>COM</b>	<b>1030</b>	<b>Workplace Professionalism (3-0-0 hrs)</b>	<b>3</b>
	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.		
<b>TERM 3</b>			
			Course Credits (Total Credits:15)
<b>APT</b>	<b>2530</b>	<b>Integrated Tailoring (3-3-0 hrs)</b>	<b>3</b>
	Students draft pattern components related to tailored jackets for women. 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.

Pre-requisite : APT - 1200 :and

Pre-requisite : APT - 1740 :

Pre-requisite : APT - 1770 :

**FAP 2460 Pattern Design III (3-3-0 hrs) 3**

In this advanced pattern design course for women's wear, students apply pattern drafting and draping methods to advanced bodice and dress designs. Students create specification sheets and apply project management strategies to the development of advanced patterns and toiles.

Pre-requisite : APT - 1740 :

**FAP 2470 Digital Media for Fashion (3-0-0 hrs) 3**

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

Pre-requisite : APT - 1770 :

**FAP 2580 Apparel Industry Applications (3-0-0 hrs) 3**

Students analyse the process of product development from concept to point of sale. Students develop a collection within a group, sourcing the required materials, developing detailed specification and costing sheets and analyzing the production process. Students complete a 40 hour directed field study in the apparel industry assessed on a pass/fail basis. Students must achieve a pass for the directed field study and achieve a passing grade for other assessments as per course requirements for successful completion of course.

Pre-requisite : COM - 1030 :

**FAS 2010 Image Analysis and Styling (3-0-0 hrs) 3**

This course teaches the student how to apply the elements and principles of design in garment selection to body types to bring about a desired image. Students are introduced to the business of styling. Students will analyze and style a client's wardrobe.

**TERM 4**

Course Credits  
(Total Credits:15)

**APT 2520 Integrated Knits (3-3-0 hrs) 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.

Pre-requisite : APT - 1200 :and

Pre-requisite : APT - 1740 :

Pre-requisite : APT - 1770 :

**FAP 2445 Computerized Pattern Design (3-3-0 hrs) 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.

Pre-requisite : APT - 1740 :

**FAP 2465 Apparel Construction III (3-3-0 hrs) 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.

Pre-requisite : APT - 1200 :and

Pre-requisite : FAP - 2460 :

<b>FAP</b>	<b>2540</b>	<b>Apparel Alterations (1-2-0 hrs)</b>	<b>3</b>
Students develop skills in fitting and altering ready-made garments. Students also develop employability skills by working in an alteration shop environment.			
Pre-requisite : APT - 1200 :			
<b>FAP</b>	<b>2550</b>	<b>Grading and Marker Making (3-0-0 hrs)</b>	<b>3</b>
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.			
Pre-requisite : APT - 1740 :			
Corequisite : FAP - 2445 :			

## Graduation Requirements

- Completion of 60 Credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### Changes to this Program

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# Arboriculture Technician Certificate



## Description

The Olds College Arboriculture Technician Certificate Program prepares its graduates to apply their knowledge and skills in tree diagnostics and care.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Apply a working knowledge of current industry safety standards and practices.
2. Demonstrate an awareness of arboriculture industry sectors.
3. Communicate to influence business and regulatory decisions within the horticulture sector.
4. Perform selected calculations for efficient and profitable horticulture practices.
5. Identify tree species.
6. Recognize specific tree requirements.
7. Integrate appropriate technologies into current urban forest maintenance practices.
8. Recognize the ecological, economic, and social implications of horticulture decisions and processes.
9. Manage various tasks, opportunities, and problems using a comprehensive problem solving strategy.
10. Demonstrate ethical and appropriate behaviour that contributes to the achievement of personal goals and business objectives.

## Requirements:

### TERM 1

			Course Credits
			(Total Credits:15)
<b>ARB</b>	<b>1000</b>	<b>Exploring the Life of Trees (0-3-0 hrs)</b>	<b>3</b>
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.			
<b>ARB</b>	<b>1100</b>	<b>Conducting Ground Operations (0-3-0 hrs)</b>	<b>3</b>
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.			
<b>ARB</b>	<b>1200</b>	<b>Pruning Trees for Structure and Health (0-3-0 hrs)</b>	<b>3</b>
Learners discover the principles and practices of pruning trees by utilizing tools and techniques required to influence plant architecture.			
<b>ARB</b>	<b>1300</b>	<b>Performing Tree Risk Assessment (0-3-0 hrs)</b>	<b>3</b>
The learner gains knowledge in the detection, assessment, and mitigation of tree risk by implementing industry assessment strategies on trees in the landscape.			
<b>ARB</b>	<b>2100</b>	<b>Conducting Aerial Operations (0-3-0 hrs)</b>	<b>3</b>
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.			

## Graduation Requirements

- Completion of 15 credits

- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

#### **Changes to this Program**

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Effective Date: 07/01/2014

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# Bachelor of Applied Science - Agribusiness Applied Degree



## Description

The Olds College Bachelor of Applied Science - Agribusiness Degree Program builds upon knowledge, experiences and skills previously gained in related academic programs and prior work/life experiences. The BASC program prepares its graduates to apply knowledge and skills gained in strategic business management and self-directed learning to contribute to the global agribusiness industry.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Lead and work in a team environment.
2. Communicate effectively.
3. Consider ethical implications of actions.
4. Evaluate usefulness of information to achieve various ends.
5. Apply critical thinking and problem solving skills to support the agribusiness industry.
6. Identify learning goals and take appropriate courses of action to achieve them.
7. Make strategic management decisions.

## Requirements:

### TERM 1

			Course Credits
			(Total Credits:15)
<b>BAS</b>	<b>3999</b>	<b>Introduction to Self-directed Learning (3-0-0 hrs)</b>	<b>0</b>
<p>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.</p>			
<b>MGT</b>	<b>3100</b>	<b>Financial Management (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>MGT</b>	<b>3200</b>	<b>Project Management for Agriculture (3-0-0 hrs)</b>	<b>3</b>
<p>Learners will implement project management principles and processes in an agricultural context. Project management 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.</p>			
<b>MGT</b>	<b>3400</b>	<b>Strategic Human Resources Management (3-0-0 hrs)</b>	<b>3</b>
<p>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</p>			

		perspective of the management generalist.	
<b>MGT</b>	<b>3600</b>	<b>Economics and Risk Management (3-0-0 hrs)</b>	<b>3</b>
		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.	
<b>MKG</b>	<b>3000</b>	<b>Strategic Marketing (3-0-0 hrs)</b>	<b>3</b>
		This is an advanced marketing course designed for BASc - Agribusiness students which will present students with an effective approach to analysing, planning and implementing market strategies. Students will analyse 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.	
<b>TERM 2</b>			
			Course Credits (Total Credits:15)
<b>BAS</b>	<b>3999</b>	<b>Introduction to Self-directed Learning (3-0-0 hrs)</b>	<b>3</b>
		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.	
<b>MGT</b>	<b>3333</b>	<b>Agricultural Innovation and Leadership (3-0-0 hrs)</b>	<b>3</b>
		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.	
<b>MGT</b>	<b>3500</b>	<b>Applied Research (3-0-0 hrs)</b>	<b>3</b>
		This course provides foundational knowledge and scaffolding in applied research. Students will be required to use twenty first century skills to complete a research project and communicate the results through delivery of a professional report and presentation.	
<b>MGT</b>	<b>4000</b>	<b>Strategic Business Management (3-0-0 hrs)</b>	<b>3</b>
		The purpose of this course is to enable the student to draw on analytical tools and previous knowledge to analyze complex business problems in order to provide sound recommendations communicated through a professional report and presentation.	
		Pre-requisite : MGT - 3100 :and	
		Pre-requisite : MKG - 3000 :and	
		Pre-requisite : MGT - 3400 :	
<b>MKG</b>	<b>3500</b>	<b>International Marketing (3-0-0 hrs)</b>	<b>3</b>
		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.	
		Pre-requisite : MKG - 3000 :	
<b>TERMS 3 and 4</b>			
			Course Credits (Total Credits:30)
<b>BAS</b>	<b>4999</b>	<b>Directed Field Study (0-0-0 hrs)</b>	<b>30</b>
		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 the DFS Report and Career ePortfolio for assessment.

Pre-requisite : 27 Credits from third year of study, BAS 3999 and the approval of the Instructor.

## Graduation Requirements

- Graduation from a recognized Diploma program in a related field of study
- Completion of 120 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.50 or better
- Satisfactory completion of 30 credits of Directed Field Studies in an approved employment environment

### Changes to this Program

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# Bachelor of Applied Science-Golf Course Management Applied Degree



## Description

The Bachelor of Applied Science, Golf Course Management major prepares diploma graduates to assume positions of responsibility within the Golf Industry. The program provides business, applied science and advanced technical training.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Apply open inquiry processes to think critically about probable solutions to industry challenges.
2. Communicate effectively in a workplace environment.
3. Identify and address learning needs in changing circumstances.
4. Select an appropriate course of action to achieve learning goals.
5. Apply team-building philosophies in leadership roles.
6. Apply ethical decision making and sound business practices to promote professionalism and growth of the golf course management industry.
7. Develop and reflect on personal philosophies as a foundation for creating a successful master plan.
8. Apply environmental, economic, and ethical implications of decisions and processes.

## Requirements:

### TERM 1

			Course Credits (Total Credits:9)
<b>BHO</b>	<b>3100</b>	<b>Research Methods (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>BHO</b>	<b>3300</b>	<b>Project Management Principles (3-0-0 hrs)</b>	<b>3</b>
<p>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 is used to facilitate learning these principles.</p>			
<b>BHO</b>	<b>3999</b>	<b>Directed Field Study Preparation (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			

### TERM 2

			Course Credits (Total Credits:21)
<b>TRF</b>	<b>3000</b>	<b>Creating an Agronomic Calendar (3-0-0 hrs)</b>	<b>3</b>
<p>Students plan and build an agronomic calendar relating to all applications of products, scheduling of</p>			



		staff and implementation of cultural practices and budgets.	
<b>TRF</b>	<b>3020</b>	<b>Assessing Water Quality on Golf Courses (3-0-0 hrs)</b>	<b>3</b>
		Students assemble information, discover and analyse processes that influence sustainable methods in golf course water management.	
<b>TRF</b>	<b>3100</b>	<b>Exploring Case Studies in Golf Course Management (3-0-0 hrs)</b>	<b>3</b>
		Students analyze, reflect and propose solutions to challenges in golf course case studies.	
<b>TRF</b>	<b>3120</b>	<b>Maintaining Golf Course Design Integrity (3-0-0 hrs)</b>	<b>3</b>
		Students explore trends and technologies as it relates to golf course design and the management of design integrity.	
<b>TRF</b>	<b>3800</b>	<b>Evaluating Master Planning Strategies (3-0-0 hrs)</b>	<b>3</b>
		Students will develop their own golf course management philosophy and will produce a master plan to attempt to protect the legacy of the golf course business for the membership.	
<b>TRF</b>	<b>4100</b>	<b>Certified Environmental Professional (0-6-0 hrs)</b>	<b>3</b>
		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.	
<b>TRF</b>	<b>4200</b>	<b>Golf Operational Management (3-0-0 hrs)</b>	<b>3</b>
		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.	

**TERM 3 & 4**

Course Credits  
(Total Credits:30)

<b>BHO</b>	<b>4999</b>	<b>Horticulture Directed Field Study (0-0-0 hrs)</b>	<b>30</b>
		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.	
		Pre-requisite : BHO - 3999 :and	
		Pre-requisite : 15 credits from third year of study	

### Graduation Requirements

- Completion of 120 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.50 or better
- Satisfactory completion of 30 credits of Directed Field Studies in an approved employment environment

#### Changes to this Program

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# Bachelor of Applied Science-Horticulture Applied Degree



## Description

The Bachelor of Applied Science Horticulture prepares graduates to assume positions of responsibility within the production horticulture and landscape industries. The program provides business, applied science and advanced technical training.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Gather, analyze, evaluate, use information from a variety of sources to complete tasks, solve problems, make decisions relevant to occupational fields of practice.
2. Apply critical thinking and analytical skills both inside and outside the program's field of study.
3. Use problem-solving strategies related to the discipline and/or occupational fields of practice to complete projects.
4. Using a variety of media, communicate accurately and reliably both orally and in writing to a range of audiences.
5. Recognize limits to knowledge and skill level within program related occupational fields of practice.
6. Identify and address learning needs in changing circumstances and select an appropriate course of action to achieve learning goals.
7. Work effectively with others.
8. Behave consistently with ethically sound reasoning.
9. Apply ethical decision making and sound business practices to promote professionalism and growth of the horticulture industry.

## Requirements:

### TERM 1

			Course Credits (Total Credits:9)
<b>BHO</b>	<b>3100</b>	<b>Research Methods (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>BHO</b>	<b>3300</b>	<b>Project Management Principles (3-0-0 hrs)</b>	<b>3</b>
<p>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 is used to facilitate learning these principles.</p>			
<b>BHO</b>	<b>3999</b>	<b>Directed Field Study Preparation (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			

### TERM 2

			Course Credits (Total Credits:18)
<b>BHO</b>	<b>3500</b>	<b>Sustainable Sites (0-3-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>BHO</b>	<b>3540</b>	<b>Social Innovation Through Horticulture (0-3-0 hrs)</b>	<b>3</b>
<p>Students are introduced to ideologies of social responsibility within the context of horticulture businesses. The learners will develop a social innovation project that relates to various sectors of the green industry.</p>			
<b>BHO</b>	<b>3800</b>	<b>Leadership in Horticulture(0-3-0 hrs)</b>	<b>3</b>
<p>At the end of this course learners will identify, work with and promote effective leadership skills as it relates to the green industry sector.</p>			
<b>BHO</b>	<b>3999</b>	<b>Directed Field Study Preparation (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>WTR</b>	<b>3000</b>	<b>Water Capture and Management (0-3-0 hrs)</b>	<b>3</b>
<p>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 horticulture applications. Topics include laws legislating water use, types of capture and water quality.</p>			
<b>HRT</b>	<b>2200</b>	<b>Emerging Trends &amp; Innovations in Horticulture (0-3-0 hrs)</b>	<b>3</b>
<p>Students explore and implement marketing, regulatory, technological, and cultural requirements for innovative horticulture systems.</p>			
<b>TERM 3 &amp; 4</b>			
			Course Credits (Total Credits:36)
<b>BHO</b>	<b>4000</b>	<b>Integrated Project (0-3-1 hrs)</b>	<b>3</b>
<p>Integrated Project is a capstone course focusing upon 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.</p> <p>Pre-requisite : BHO - 3100 :and Pre-requisite : BHO - 3300 :</p>			
<b>BHO</b>	<b>4710</b>	<b>Ethics &amp; Pest Management (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>BHO</b>	<b>4999</b>	<b>Horticulture Directed Field Study (0-0-0 hrs)</b>	<b>30</b>
<p>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</p>			

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.

Pre-requisite : BHO - 3999 :and

Pre-requisite : 15 credits from third year of study

## Graduation Requirements

- Graduation from a recognized Diploma program in related field of study
- Completion of 120 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.50 or better
- Satisfactory completion of 30 credits of Directed Field Studies in an approved employment environment

### Changes to this Program

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# *Brewmaster and Brewery Operations Management Diploma*



## Description

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 science and technology, brewery operations, sales management and business applications specific to beer-related or brewery-related businesses.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Demonstrate the fundamental techniques of beer making.
2. Demonstrate laboratory analysis of beer as required in a brewery.
3. Select and use established techniques in marketing and public relations related to the beer industry.
4. Discuss the history and evolution of the beer industry in relation to today's market.
5. Identify, select and utilize process technology practices in brewery operations, packaging and handling.
6. Evaluate consistency and quality of beer, and determine beer style and characteristics.
7. Discuss and apply business strategies related to brewery operations, including labour management, sales and government legislation.
8. Formulate and develop a beer recipe for the market place.
9. Utilize computer applications for brewery operations.
10. Demonstrate effective communication and personal management skills in the work place.

## Requirements:

### Term 1

			Course Credits
			(Total Credits:15)
<b>BRW</b>	<b>1101</b>	<b>Basic Practical Brewing (1-2-0 hrs)</b>	<b>3</b>
Through the operation of the Olds College Teaching Brewery and Pilot brewery, you will learn the fundamentals of beer making. Using brewery equipment and technology you will develop your knowledge of the beer industry and the critical role of brewery safety.			
<b>BRW</b>	<b>1103</b>	<b>Sensory Evaluation of Beer (1.5-1.5-0 hrs)</b>	<b>3</b>
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 flavours. You will investigate the physiology and psychology of sensory perception and assess and describe the elements of beer quality using the appropriate brewing jargon. Finally, you will learn how to create an ideal sensory environment and how to select the appropriate sensory test to meet the objectives of a sensory study.			
<b>BRW</b>	<b>1150</b>	<b>The Brewing Industry and You (3-0-0 hrs)</b>	<b>3</b>
This course will provide an introduction to the trade of brewing. You will investigate the brewing process from grain to glass and discover how 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 be required to complete the ProServe certification. You will also develop inter- and intra-personal skills that are important for succeeding in the brewery trade and in the development of an ethical mindset.			
<b>BRW</b>	<b>1300</b>	<b>Brewing Ingredients (3-0-0 hrs)</b>	<b>3</b>
In this course, the student 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. The student will analyze malt, specialty malts and adjuncts and examine the growing of hops and varieties of hops that come from principal production areas worldwide. The student will investigate the effect of hops on the production of wort and the development of beer flavour.

**BUS 1050 Business Mathematics (3-0-1 hrs) 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.

**TERM 2**

Course Credits  
(Total Credits:15)

**BRW 1200 Brewing Microbiology (3-1-0 hrs) 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 other organisms that influence brewing and the role played by enzymes. Laboratory exercises will provide hands-on experience and will include biology, cultivation, purification, and identification of yeast and bacteria involved in beer production.

**BRW 1201 Practical Brewing (1-2-0 hrs) 3**

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

**BRW 1203 Sensory Evaluation of World Beers (1.5-1.5-0 hrs) 3**

In this course, you will further develop your beer sensory skills. You will develop a deeper understanding of beer flavour and terminology. You will investigate threshold testing procedures to discover your personal thresholds and the class thresholds of some of the major beer flavours. You will develop your own 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 statistically 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 types of sensory tests.

**BRW 1304 Brewhouse Calculations and Recipe Formulation (3-0-0 hrs) 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.

**COM 1020 Workplace Communication (3-0-0 hrs) 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 as well as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

**TERM 3**

Course Credits  
(Total Credits:15)

**BRW 1205 Brewery Equipment and Technology (3-0-0 hrs) 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.

**BRW 1206 Brewing Chemistry (3-1-0 hrs) 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.	
<b>BRW</b>	<b>1301</b>	<b>Practical Brewing II (1-2-0 hrs)</b>	<b>3</b>
		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.	
<b>BRW</b>	<b>1306</b>	<b>Filtration, Carbonation and Finishing (2.5-0.5-0 hrs)</b>	<b>3</b>
		In this applied and theoretical course you will study cold 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 stabilization of beer ready for packaging operations.	
<b>BRW</b>	<b>2402</b>	<b>Beer Sales and Promotions (3-0-0 hrs)</b>	<b>3</b>
		In this course, students will explore the fields of marketing, sales and management for the brewing industry. Students will learn the basics of marketing and sales techniques in the consumer and business marketplace. The management component will include the regulatory requirements for the sale and advertisement of beer in Alberta and the license requirement to sell beer in multiple channels. Students will create a sales and marketing plan, set up and run a sales department including the staffing, managerial and oversight requirements.	
<b>TERM 4</b>			
			Course Credits (Total Credits:15)
<b>BRW</b>	<b>1104</b>	<b>History of Brewing and Beer (3-0-0 hrs)</b>	<b>3</b>
		In this course the student 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.	
<b>BRW</b>	<b>1207</b>	<b>Packaging (2.5-0.5-0 hrs)</b>	<b>3</b>
		In this course, the student will develop a basic knowledge of bottling, canning and kegging beer, emphasizing best practices and their impact on product stability and shelf life. Students 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. Students will investigate how draught system design and maintenance relates back to the core of delivering beer at its best to the consumer. Students will learn principles of labelling and packaging line design. Students will learn the importance of, and practice Health and Safety in the workplace.	
<b>BRW</b>	<b>1294</b>	<b>Sensory Evaluation of Beer, Wine and Spirits (1.5-1.5-0 hrs)</b>	<b>3</b>
		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.	
<b>BRW</b>	<b>2100</b>	<b>Brewery Management and Operations (3-0-0 hrs)</b>	<b>3</b>
		In this course the student will learn the fundamentals of brewery management and the role of vertical integration within the brewery trade. The student will gain knowledge of different managerial metrics including annual plans, budgets, labour management, scheduling of work, legal compliance and recordkeeping. The student will discover the role of government in brewery operations, marketing and sales.	
<b>BRW</b>	<b>2302</b>	<b>Specialty Brewing (1-2-0 hrs)</b>	<b>3</b>
		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.

## Graduation Requirements

- Completion of 60 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### Changes to this Program

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# Business Management - Certificate



## Description

The Olds College Business Management Certificate program prepares graduates for entry level management positions to support local, regional, national and global organizations or to continue further business studies.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Communicate with stakeholders to achieve personal and organizational objectives.
2. Apply strategic leadership skills to achieve organizational objectives
3. Analyze business information to make strategic decisions
4. Apply professional standards to achieve personal and organizational objectives
5. Apply ethical standards to achieve personal and organizational objectives
6. Apply the marketing process to achieve organizational objectives
7. Apply project management principles to achieve organizational objectives

## Requirements:

### TERM 1

			Course Credits
			(Total Credits:15)
<b>ACT</b>	<b>1011</b>	<b>Accounting Principles I (3-0-1 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>BUS</b>	<b>1050</b>	<b>Business Mathematics (3-0-1 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>COM</b>	<b>1020</b>	<b>Workplace Communication (3-0-0 hrs)</b>	<b>3</b>
<p>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 as well as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.</p>			
<b>ECN</b>	<b>1010</b>	<b>Microeconomics (3-1-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>MGT</b>	<b>1000</b>	<b>Principles of Management (3-0-0 hrs)</b>	<b>3</b>
<p>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</p>			

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.

**TERM 2**

Course Credits  
(Total Credits:15)

<b>ACT</b>	<b>1012</b>	<b>Accounting Principles II (3-0-1 hrs)</b>	<b>3</b>
<p>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.</p> <p>Pre-requisite : ACT - 1011 :and</p> <p>Pre-requisite : BUS - 1050 :</p>			
<b>CMP</b>	<b>1100</b>	<b>Computer Applications I (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>ECN</b>	<b>1020</b>	<b>Macroeconomics (3-1-0 hrs)</b>	<b>3</b>
<p>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).</p>			
<b>MKG</b>	<b>1021</b>	<b>Marketing Principles (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>MGT</b>	<b>1200</b>	<b>Organizational Behaviour (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			
		or	
<b>COM</b>	<b>1030</b>	<b>Workplace Professionalism (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			

### Graduation Requirements

- Completion of 30 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

#### Changes to this Program

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# Business Management (General Management Major) - Diploma



## Description

Olds College Business Management Diploma program prepares graduates for career positions in a wide variety of business areas with an emphasis in rural business. Instruction of the program follows a project based methodology in a group work setting to enhance critical thinking and problem solving skills.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Communicate with stakeholders to achieve personal and organizational objectives.
2. Apply strategic leadership skills to achieve organizational objectives.
3. Analyze business information to make strategic decisions.
4. Apply resource management skills to achieve organizational objectives.
5. Apply critical thinking skills to achieve organizational objectives.
6. Apply professional standards to achieve personal and organizational objectives.
7. Apply ethical standards to achieve personal and organizational objectives.
8. Apply the marketing process to achieve organizational objectives.
9. Utilize business technologies to perform workplace duties.
10. Apply project management principles to achieve organizational objectives.

## Requirements:

### TERM 1

			Course Credits (Total Credits:15)
<b>FIN</b>	<b>2130</b>	<b>Small Business Finance (3-0-0 hrs)</b>	<b>3</b>
<p>This course introduces the learner to financial decision-making and analysis as they relate to a rural business. Use of budgets and cash management will be applied. Concepts will be applied to a specific business within an integrated case study.</p> <p>Pre-requisite : ACT - 1012 :</p>			
<b>HRM</b>	<b>1010</b>	<b>Human Resources Management (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>MGT</b>	<b>2110</b>	<b>Operations Management (3-0-0 hrs)</b>	<b>3</b>
<p>Operations management examines the processes that transform inputs into finished outputs of goods and services. This course examines how an organization can best manage its business processes to serve its customers. The operation management function takes a systematic approach to the wealth creation processes of a business and how an organization can efficiently achieve its vision and mission. Operations management functions as an important strategic element in the organization by helping to improve productivity and overall quality. Students will learn critical thinking, decision making and problem solving skills in a wide variety of everyday situations.</p>			
<b>MGT</b>	<b>2120</b>	<b>Risk Management (3-0-0 hrs)</b>	<b>3</b>
<p>This course introduces the learner to risks associated with small business along with risk mitigation strategies. Key legal, financial, and operational elements significant to rural business relationships will be covered. Concepts will be applied to a specific business within an integrated case study.</p>			

<b>MKG</b>	<b>2150</b>	<b>Marketing and Sales (3-0-0 hrs)</b>	<b>3</b>
<p>This course develops an understanding of marketing concepts, principles, and practices, as well as selling to an intended audience. Students will examine marketing objectives and strategy, the influence of environment factors on the marketing process, the characteristics of a marketing mix, branding and promotion, and the development of sales skills and professional presentations.</p>			
<b>TERM 2</b>			
			Course Credits (Total Credits:15)
<b>BUS</b>	<b>2220</b>	<b>Research and Data Management (3-0-0 hrs)</b>	<b>3</b>
<p>This course introduces fundamental research principles and strategies, specifically the planning, collecting and analyzing of data relevant to business decision-making processes. Students will work with a private company in performing research and analysis within their business.</p>			
<b>COM</b>	<b>2250</b>	<b>Strategic Communications (3-0-0 hrs)</b>	<b>3</b>
<p>In this course, students will focus on client relations and communications, including analysis of responsible communication through social media. Writing instruction will include more advanced examination of grammar, creating personal reflections, and the preparation of proposals, case analyses, and formal reports. Students will also gain experience in preparing formal presentations, and examining how the use of communications can be an important part of business strategy planning.</p> <p>Pre-requisite : COM - 1020 :</p>			
<b>MGT</b>	<b>2210</b>	<b>Entrepreneurship (3-0-0 hrs)</b>	<b>3</b>
<p>This course will expose students to key success factors of entrepreneurs within a rural business. Opportunity identification, assessment and start-up will be emphasized. Students will work with a private company in the application of these principles within a real-life business environment.</p>			
<b>MGT</b>	<b>2240</b>	<b>Innovation and Strategy (3-0-0 hrs)</b>	<b>3</b>
<p>This course will provide an integrative framework to encourage students to synthesize knowledge and experiences from previous business courses and life experiences which they will apply to a real-life project. This course aims to equip students with an understanding of the role and main issues in the management of innovation and business strategy for small business. Students will be introduced to key concepts and tools that lead towards business success. Students will work on a project with a private company to implement innovation and strategy with their business.</p> <p>Pre-requisite : FIN - 2130 :</p> <p>Pre-requisite : HRM - 1010 :</p> <p>Pre-requisite : MGT - 2110 :</p> <p>Pre-requisite : MGT - 2120 :</p> <p>Pre-requisite : MKG - 2150 :</p>			
<b>MGT</b>	<b>2400</b>	<b>Introduction to Project Management (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			

## Graduation Requirements

- Completion of 60 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required
- Completion of 30 credits from a Certificate program in a related field

**Changes to this Program**

Every effort has been made to ensure that information in this program is accurate at the time of publication. The College reserves the right to change programs if it becomes necessary so that program content remains relevant. In such cases, Olds College will provide clear and timely notice of the changes.

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Effective Date: 07/01/2017 to Present

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# Business Management (Sports Management Major) - Diploma



## Description

Olds College Business Management Program prepares graduates for career positions in management to support local, regional, national, and global organizations.

Intake year Fall 2018

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Communicate with stakeholders to achieve personal and organizational objectives.
2. Apply strategic leadership skills to achieve organizational objectives.
3. Analyze business information to make strategic decisions.
4. Apply resource management skills to achieve organizational objectives.
5. Apply critical thinking skills to achieve organizational objectives.
6. Apply professional standards to achieve personal and organizational objectives.
7. Apply ethical standards to achieve personal and organizational objectives.
8. Apply the marketing process to achieve organizational objectives.
9. Utilize business technologies to perform workplace duties.
10. Apply project management principles to achieve organizational objectives.

## Requirements:

### TERM 1

			Course Credits (Total Credits:15)
<b>COM</b>	<b>1020</b>	<b>Workplace Communication (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>MGT</b>	<b>1000</b>	<b>Principles of Management (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>SPM</b>	<b>1040</b>	<b>Activities and Sport (3-0-0)</b>	<b>3</b>
<p>Students will learn and practice the rules, skills, abilities and equipment involved in playing a variety of sports. Students will learn to deliver instruction in a sport or game related to various sports.</p>			
<b>SPM</b>	<b>1220</b>	<b>Fitness for Life (3-0-0 hrs)</b>	<b>3</b>
<p>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 and environmental issues. Emphasis is placed on personal health, nutrition, stress reduction, and the importance of wellness and benefits</p>			



in daily life. Students will analyze the principles of fitness training methods for cardiovascular fitness, muscular strength and endurance.

**SPM 1300 Coaching Theory and Applications (3-0-0) 3**

In this course the student will apply theoretical knowledge in practical community settings to develop a coaching plan designed to meet identified National Certification Coaching Program (NCCP) requirements. They will learn to apply pedagogy, make ethical decisions and provide basic mental skill development support to athletes. They will also learn how to prevent and care for sports injuries. There are additional costs related to the NCCP certification process.

**TERM 2**

Course Credits  
(Total Credits:15)

**CMP 1100 Computer Applications I (3-0-0 hrs) 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.

**MGT 1200 Organizational Behaviour (3-0-0 hrs) 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.

**SPM 1020 Training for Performance (3-0-0 hrs) 3**

Students will learn about various aspects of training for performance. They will analyze the basic science behind activity, energy systems, and macro-cycles in sport training. Consideration will also be given to diverse populations, training facilities, equipment, schedules, budgets, as well as individual and team training preferences.

**SPM 1240 Sports and Recreation Leadership (3-0-0 hrs) 3**

Students will analyze various leadership theories, and will apply these theories to sports and recreation management. Students will participate in a variety of self-assessment activities as they apply leadership styles, roles and behaviors in the context of sports and recreation organizations. Students will also investigate the implications of managing and leading in the industry.

**SPM 1260 Introduction to Sports Management (3-0-0 hrs) 3**

Students will analyze various management models and organizational structures within the sport and recreation industry. Content areas include professional, amateur, Olympic, and intercollegiate sports.

**TERM 3**

Course Credits  
(Total Credits:15)

**ACT 1011 Accounting Principles I (3-0-1 hrs) 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.

**BUS 1050 Business Mathematics (3-0-1 hrs) 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.

**ECN 1010 Microeconomics (3-1-0 hrs) 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.	
<b>SPM</b>	<b>2020</b>	<b>Sport and Recreation Management (3-0-0 hrs)</b>	<b>3</b>
		Students will examine current issues within the sport and recreation management industry considering the viewpoints of stakeholders in various situations. Students will apply critical thinking to solve selected problems in the industry.	
<b>SPM</b>	<b>2220</b>	<b>Sports Events Management (3-0-0 hrs)</b>	<b>3</b>
		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.	
<b>TERM 4</b>			
			Course Credits (Total Credits:15)
<b>ACT</b>	<b>1012</b>	<b>Accounting Principles II (3-0-1 hrs)</b>	<b>3</b>
		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.  Pre-requisite : ACT - 1011 :and  Pre-requisite : BUS - 1050 :	
<b>ECN</b>	<b>1020</b>	<b>Macroeconomics (3-1-0 hrs)</b>	<b>3</b>
		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).	
<b>HAT</b>	<b>2355</b>	<b>Leisure, Sporting Events and Recreation Operations (3-0-0 hrs)</b>	<b>3</b>
		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.	
<b>MKG</b>	<b>1021</b>	<b>Marketing Principles (3-0-0 hrs)</b>	<b>3</b>
		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.	
<b>SPM</b>	<b>2230</b>	<b>Sports Promotion and Professional Networking (3-0-0 hrs)</b>	<b>3</b>
		Students will gain an appreciation of the value of professional networking specific to the sport and recreation industry. Students will develop and apply networking skills, interview skills and job specific resources.	

## Graduation Requirements

- Completion of 60 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required
- Successful completion of Gamified Entrepreneurship Curriculum

### Changes to this Program

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Effective Date: 07/01/2018

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# Equine Reproduction Technician Certificate



## Description

The Equine Reproduction Technician program prepares its graduates for employment in the field of equine reproduction. Graduates learn through a combination of on-line learning along with the management of an on-campus breeding and foaling enterprise.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Manage the daily operation of a breeding facility.
2. Manage mares and stallions during the breeding season.
3. Perform the techniques required for modern breeding methods.
4. Evaluate the reproductive performance of breeding animals.
5. Maintain currency with research and technology in equine reproduction.
6. Manage pregnant mares before, during and after parturition.
7. Manage neonatal foals.

## Requirements:

### Term 1 (Online)

			Course Credits
			(Total Credits:6)
<b>EQN</b>	<b>2413</b>	<b>Reproductive Fundamentals (3-0-0 hrs)</b>	<b>3</b>
		In this course, students will learn the anatomy and physiology of the reproductive tract of the mare and stallion, reproductive behavior in the mare and stallion, methods of detecting estrus and factors affecting fertility. The anatomy and physiology of early pregnancy and common methods of pregnancy detection will also be studied.	
<b>EQN</b>	<b>2414</b>	<b>Maximizing Fertility in the Mare and Stallion (3-0-0 hrs)</b>	<b>3</b>
		Students taking this course will gain an understanding of how to manage mares and stallions to maximize their fertility. This will include such things as selection of breeding animals, nutritional requirements and body condition scoring, health care programs, breeding facilities and the various methods of breeding horses.	

### Term 2 (Online)

			Course Credits
			(Total Credits:6)
<b>EQN</b>	<b>2401</b>	<b>Breeding Management (3-0-0 hrs)</b>	<b>3</b>
		Students taking this course will gain an understanding of common reproductive management practices associated with breeding horses including the timing of breeding, manipulation of the estrus cycle and detection and treatment of infertility in mares and stallions. Students will also examine new technologies being developed in the field of equine reproduction.	
		Pre-requisite : EQN - 2413 :or	
		Pre-requisite : EQN - 1040 :and	
		Pre-requisite : EQN - 2414 :	
<b>EQN</b>	<b>2402</b>	<b>Foaling &amp; Foal Management (3-0-0 hrs)</b>	<b>3</b>

Students will have the opportunity to learn about the normal events of foaling as well as the pre and post foaling period and care of the neonatal foal. They will also learn about problems that can affect foaling as well as the pre and post foaling period and the neonatal foal. Normal development of the foal will be studied up to the point of weaning.

Pre-requisite : EQN - 1040 :or

Pre-requisite : EQN - 2413 :

**Term 3 (On Site)**

Course Credits  
(Total Credits:18)

**EQN 2411 Application of Breeding Management Techniques (0-12-0 hrs) 12**

Students manage the breeding component of the Olds College Equine Reproduction Center as a self-directed team. They will be involved in all daily operations of the center including feeding, teasing, breeding, record keeping, horse housing logistics, business procedures and client relations.

Pre-requisite : EQN - 2401 :

**EQN 2412 Applied Techniques for Foaling and Foal Management (0-6-0 hrs) 6**

Students manage the foaling component of the Olds College Equine Reproduction Center as a self-directed team. They will manage the pregnant mares before, during and after foaling, and will perform routine care and handling procedures with the neonatal foals.

Pre-requisite : EQN - 2402 :

**Graduation Requirements**

- Completion of 30 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

**Changes to this Program**

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# Equine Science Diploma



## Description

The Equine Science Diploma program prepares its graduates for exciting careers in the equine industry along with enhancing their passion of the horse. The program allows a degree of specialization through a selection of elective courses. The program engages students through the horse, relevant curriculum, and innovative program delivery.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Communicate in a professional manner with multiple stakeholders within the equine industry.
2. Perform the on-going care of the horse.
3. Apply the knowledge of the structure and function of the horse's body to its care and use.
4. Apply the use of tack, tools, and equipment commonly associated with an equine enterprise.
5. Use equine conformation skills to select horses.
6. Maximize performance in horses based on identification and treatment of lameness conditions.
7. Implement health care programs for the prevention of diseases in horse.
8. Use treatment techniques and practices for disease, injury and lameness.
9. Develop feeding programs for horses.
10. Perform basic to advanced riding skills in either the English or the Western discipline.
11. Employ effective business and management procedures used to manage an equine enterprise and offer an equine event.
12. Apply basic equine breeding techniques.
13. Apply foaling and foal management procedures.
14. Start and train young horses.
15. Apply advanced horsemanship skills within competitive disciplines.
16. Coach beginner riders.
17. Apply skills associated with therapeutic riding.
18. Obtain therapies associated with injury presentation and rehabilitation.

## Requirements:

### Term 1

			Course Credits (Total Credits:15)
<b>EQN</b>	<b>1000</b>	<b>Equine Anatomy and Physiology (3-0-0 hrs)</b>	<b>3</b>
This course will focus on the anatomical makeup of the horse's body by system including the integumentary, musculoskeletal, nervous, cardiovascular, respiratory, digestive and urinary systems with physiological applications related to its function and management.			
<b>EQN</b>	<b>1020</b>	<b>Farm Equipment Operation (1.7-3.3-0 hrs)</b>	<b>3</b>
Students will learn the basic maintenance and operation of common farm machinery and equipment such as a tractor (with and without a trailer), a skid steer, a utility vehicle and a truck (with and without a trailer).			
<b>EQN</b>	<b>1040</b>	<b>Breeding Fundamentals (1-4-0 hrs)</b>	<b>3</b>
Students in this course will learn the basic anatomy and physiology of the reproduction system of the mare and stallion, the events surrounding conception and early pregnancy and the various methods used for breeding horses. Students will participate in hand breeding labs where they will experience teasing and estrus detection, stallion handling and preparation of mares and stallions for breeding.			

<b>EQN</b>	<b>1060</b>	<b>Horsemanship I (0-5-0 hrs)</b>	<b>3</b>
		Students will learn safe horse handling skills along with proper use of different types of tack and equipment. The student will perform basic horsemanship skills on well trained horses in either the English or Western discipline.	
<b>COM</b>	<b>1020</b>	<b>Workplace Communication (3-0-0 hrs)</b>	<b>3</b>
		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 as well as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.	
		or	
<b>EQN</b>	<b>1050</b>	<b>Barn Management and Horse Care (3-2-0 hrs)</b>	<b>3</b>
		In this course, students will demonstrate skills in stable cleanliness and organization, haltering and handling horses, and in fitting and using blankets appropriately. Students will also be responsible for identifying normal horse behavior and well-being.	
<b>Term 2</b>			
			Course Credits (Total Credits:15)
<b>EQN</b>	<b>1070</b>	<b>Horse Husbandry Techniques (3-2-0 hrs)</b>	<b>3</b>
		In this course, students will perform several tasks necessary to manage, groom and care for the horse. This will include identification, vital sign assessment, basic hoof care, administering medications, bandaging, BCS and welfare, the use of restraint devices, basic grooming, and preparing a horse for show.	
<b>EQN</b>	<b>1080</b>	<b>Horsemanship II (0-5-0 hrs)</b>	<b>3</b>
		Students will be able to perform intermediate riding skills and demonstrate intermediate maneuvers in either the Western or English discipline on well trained horses.	
		Pre-requisite : EQN - 1060 :	
<b>EQN</b>	<b>1230</b>	<b>Managing Equine Health (3-0-0 hrs)</b>	<b>3</b>
		In this course, students will understand the infectious disease process and become familiar with the more common infectious diseases of the horse and how they are controlled. They will also study common parasites of the horse and how they are controlled, and gain an introduction to equine first aid protocols and wound management procedures.	
<b>EQN</b>	<b>2520</b>	<b>Equine Nutrition (3-0-0 hrs)</b>	<b>3</b>
		This course introduces students to the theory and practice of feeding horses to ensure their wellbeing and maximum performance and of managing pastures effectively. Students will recognize and evaluate various feedstuffs and common pasture plants and will formulate rations for different classes of horses.	
<b>COM</b>	<b>1020</b>	<b>Workplace Communication (3-0-0 hrs)</b>	<b>3</b>
		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 as well as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.	
		or	
<b>EQN</b>	<b>1050</b>	<b>Barn Management and Horse Care (3-2-0 hrs)</b>	<b>3</b>
		In this course, students will demonstrate skills in stable cleanliness and organization, haltering and handling horses, and in fitting and using blankets appropriately. Students will also be responsible for identifying normal horse behavior and well-being.	
<b>Term 3</b>			
			Course Credits (Total Credits:6)
<b>EQN</b>	<b>2050</b>	<b>Enterprise Management I (3-2-0 hrs)</b>	<b>3</b>

In this course, students will learn the management functions of leading and controlling and will apply these principles in the financial management and care of equine operations. In addition, they will apply these principles in the offering of an equine event.

**EQN 2540 Conformation and Selection (3-0-0 hrs) 3**

Students will develop criteria to assist them in selecting horses for breeding or performance. They will learn to analyze the conformational characteristics of a horse, to recognize serious conformational faults and to relate the conformation of a horse to its ability to perform a specific function.

Pre-requisite : EQN - 1000 :

**ELECTIVE: Course from the Semester 3 Approved Electives list below.**

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### Term 3 Approved Electives:

**A competitive entry process may apply to Equine Science elective selection. The program reserves the right to cancel electives with insufficient demand.**

(Total Credits:9)

**EQN 2090 Coaching Theory (3-3-0 hrs) 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 NCCP theory. Students study lesson plan development and learn the techniques of developing a lesson plan for a long term program and for each individual lesson.

Pre-requisite : EQN - 1080 :

**EQN 2100 Principles of Rehabilitation and Complementary Therapies (3-0-0 hrs) 3**

In this course, students will be introduced to a broad understanding of rehabilitation and complementary therapies that are available to the horse industry. Students will use knowledge from this course to evaluate therapies and modalities. It is important to have foundational knowledge of equine anatomy.

**EQN 2110 Therapeutic Riding (3-0-0 hrs) 3**

This course is designed to provide some of the basic skills and knowledge that will help students who wish to become involved with a therapeutic riding program. It will also serve as a basis for students who wish to become certified as an entry level therapeutic riding instructor.

**EQN 2310 Driving the Draft Horse (0-6-0 hrs) 3**

In this course, students will learn to identify parts of a harness and how to correctly and safely harness a draft horse. They will also learn to hitch and drive draft horses in various configurations.

**EQN 2360 Starting the Young Horse (0-6-0 hrs) 3**

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

Pre-requisite : EQN - 1080 :

**EQN 2330 Training the Young English Horse I (0-6-0 hrs) 3**

Students with Instructor assistance will design an introductory training program for a green horse



contracted from industry. Students will train the assigned horse in the fundamentals of hunter/jumper, eventing and dressage. Students with instructor assistance will analyze and evaluate the horse throughout the program. As well, students will establish and maintain an effective client/trainer relationship with the owner of that horse.

Pre-requisite : EQN - 1080 :

**EQN 2340 Training the Young Western Horse I (0-6-0 hrs) 3**

Students with instructor assistance will design an introductory training program for a green horse contracted from the industry. Students train that horse in the fundamentals of western horsemanship 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.

Pre-requisite : EQN - 1080 :

**Students may also take up to 6 credits from the Business Management Certificate.**

**Term 4**

Course Credits  
(Total Credits:6)

**EQN 2120 Enterprise Management II (3-2-0 hrs) 3**

In this course, students will be introduced to selected functions applicable to the day-to-day operation of an equine enterprise. Students will apply these skills in the care and management of horses and equine facilities.

**EQN 2530 Equine Health Care and Lameness (3-0-0 hrs) 3**

Students gain an understanding of the different types of medications and how to use them safely and effectively. They will also learn about common metabolic and developmental diseases as well as to recognize the symptoms of lameness conditions in the horse.

**ELECTIVE: Course from the Semester 4 Approved Electives list below.**

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**Term 4 Approved Electives:**

**A competitive entry process may apply to Equine Science elective selection. The program reserves the right to cancel electives with insufficient demand.**

(Total Credits:9)

**EQN 2140 Applied Coaching Techniques (0-6-0 hrs) 3**

Students practice their instructional skills by offering evening riding lessons to Olds College students and staff. Students also have the opportunity through on site clinics and field study to become certified as various competition officials.

Pre-requisite : EQN - 2090 :

**EQN 2300 Conditioning for Performance (3-0-0 hrs) 3**

Students study the effect of exercise on the various body systems as well as the practical aspects of a conditioning program for the horse. They will gain an understanding of the principles used to

	condition horses for performance and will use this knowledge to design an effective conditioning program for a horse in an event of their choice.	
<b>EQN</b>	<b>2310 Driving the Draft Horse (0-6-0 hrs)</b>	<b>3</b>
	In this course, students will learn to identify parts of a harness and how to correctly and safely harness a draft horse. They will also learn to hitch and drive draft horses in various configurations.	
<b>EQN</b>	<b>2402 Foaling &amp; Foal Management (3-0-0 hrs)</b>	<b>3</b>
	Students will have the opportunity to learn about the normal events of foaling as well as the pre and post foaling period and care of the neonatal foal. They will also learn about problems that can affect foaling as well as the pre and post foaling period and the neonatal foal. Normal development of the foal will be studied up to the point of weaning.	
	Pre-requisite : EQN - 1040 :or	
	Pre-requisite : EQN - 2413 :	
<b>EQN</b>	<b>2331 Training the Young English Horse II (0-6-0 hrs)</b>	<b>3</b>
	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.	
	Pre-requisite : EQN - 2330 :	
<b>EQN</b>	<b>2341 Training the Young Western Horse II (0-6-0 hrs)</b>	<b>3</b>
	Students independently design an intermediate training program for a young, green horse contracted from the industry. Students train that horse in the fundamentals of western horsemanship 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.	
	Pre-requisite : EQN - 2340 :	

**Students may also take up to 6 credits from the Business Management Certificate.**

## Graduation Requirements

- Completion of 60 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### Changes to this Program

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# Exercise Rider and Jockey Training Certificate



## Description

The Exercise Rider and Jockey Training program prepares its graduates for entry level employability at a training farm or race track exercising flat racing horses in a race team setting or at a trainers' direction.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Proper techniques for managing horses in a stabled environment: equine behaviour, basic health, nutrition, grooming, tacking and describe conformation.
2. Race track worker and environment safety: first aid and fire safety.
3. An understanding of the race horse, the rules and the sport of horse racing.
4. Personal skills in finance budgeting, banking, fitness, and nutrition with respect to the demands of the job.
5. Able to communicate effectively and accurately within the flat racing industry.
6. The skills to ride, then exercise and work a variety of horses of different ages and levels of training, safely in an arena, barn complex and various sizes of race tracks in a safe and controlled manner.
7. The ability to apply the proper techniques using a pony horse for horse control in the exercise mornings and race evening environments.
8. Apply race day procedures for the horses racing that day.
9. Jockey theory.

## Requirements:

### SEMESTER 1

			Course Credits
			(Total Credits:15)
<b>ERJ</b>	<b>6001</b>	<b>Management of the Race Horse (3-2.7-0 hrs)</b>	<b>3</b>
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.			
<b>ERJ</b>	<b>6002</b>	<b>Introduction to Race Horse Employment (3-0.8-0 hrs)</b>	<b>3</b>
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.			
<b>ERJ</b>	<b>6003</b>	<b>Rider Preparation (1.3-2.7-0 hrs)</b>	<b>3</b>
This practical training course instructs students on the proper riding equipment, safety, fitness, nutrition, and riding skills required to exercise race horses.			
<b>ERJ</b>	<b>6004</b>	<b>Exercising the Flat Racer (2.7-3-0 hrs)</b>	<b>3</b>
This practical training course teaches students the skills required to exercise and care for horses in a flat racing environment.			
<b>ERJ</b>	<b>6005</b>	<b>Race Day Procedures and Practicum (1.3-1.7-0 hrs)</b>	<b>3</b>
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.			

## Graduation Requirements

- Completion of 15 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program of G.P.A. of 2.00 or better

### Changes to this Program

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# Farrier Science Certificate



## Description

The Olds College Farrier Science Certificate program prepares its graduates to be employed in the farrier industry by providing applied and practical educational training in farriery, blacksmithing, anatomy and physiology, horsemanship, welding, recordkeeping and human relations.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Demonstrate the ability to make safe choices in the management and restraint of the horse.
2. Study the anatomy of the horse.
3. Identify and assess the trimming requirements of the equine foot.
4. Identify lameness in horses.
5. Identify faults of gait in horses.
6. Perform forge modifications to machine made shoes.
7. Produce forging tools for the production of basic horseshoes.
8. Forge basic horseshoes.
9. Forge therapeutic and corrective horseshoes for the equine foot.
10. Demonstrate brazing and forge welding processes in gas and coal forges.
11. Perform basic welding using current industry practices.
12. Perform appropriate trimming and shoeing technique for the equine foot.
13. Interact professionally with clients and colleagues within the farrier industry.
14. Provide farrier customer service and client education.
15. Perform basic computer skills utilizing Excel software to create basic records and financial reports.

## Requirements:

### Term 1

			Course Credits
			(Total Credits:15)
<b>FAR</b>	<b>1200</b>	<b>Equine Anatomy (3-0-0 hrs)</b>	<b>3</b>
Students learn terminology, anatomy and physiology of the horse with special emphasis on the limbs and feet.			
<b>FAR</b>	<b>1300</b>	<b>Horse Handling and Horseshoeing I (3-0-0 hrs)</b>	<b>3</b>
Students will practice safe and effective horse handling skills. They will also trim and show horses with machine-made and hand-made shoes.			
<b>FAR</b>	<b>1301</b>	<b>Horse Handling and Horseshoeing II (1-4-0 hrs)</b>	<b>3</b>
Students will apply horseshoeing skills, fit horseshoes and build horseshoes.			
Pre-requisite : FAR - 1300 :			
<b>FAR</b>	<b>1400</b>	<b>Introduction to Blacksmithing (2-4-0 hrs)</b>	<b>3</b>
Students will learn the basic skills of blacksmithing by preparing and maintaining both the coal and gas forge. The student will be able to produce and maintain basic forging tools and hand-made horseshoes.			
<b>COM</b>	<b>1020</b>	<b>Workplace Communication (3-0-0 hrs)</b>	<b>3</b>
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 as well			

as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

**Term 2**

Course Credits  
(Total Credits:15)

**ACT 1000 Recordkeeping (1.5-0-1.5 hrs) 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 spreadsheet software.

**FAR 1700 Farrier Welding (1-2-0 hrs) 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.

**FAR 2400 Advanced Keg Shoe Modifications I (1-2-0 hrs) 3**

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

Pre-requisite : FAR - 1300 :

Pre-requisite : FAR - 1301 :

Pre-requisite : FAR - 1400 :

**FAR 2401 Advanced Keg Shoe Modifications II (1-2-0 hrs) 3**

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

Pre-requisite : FAR - 1300 :

Pre-requisite : FAR - 1301 :

Pre-requisite : FAR - 1400 :

Pre-requisite : FAR - 2400 :

**FAR 2500 Advanced Corrective and Therapeutic Forging (2-4.3-0 hrs) 3**

Students will demonstrate how to make specialized horseshoes to correct therapeutic abnormalities.

Pre-requisite : FAR - 1300 :

Pre-requisite : FAR - 1301 :

Pre-requisite : FAR - 1400 :

## Graduation Requirements

- Completion of 30 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better

### Changes to this Program

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# Heavy Equipment Operator Certificate



## Description

The Olds College Heavy Equipment Operator Certificate program prepares the graduates for entry into heavy equipment.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Employ current Occupational Health and Safety and relevant industry standards and procedures in the workplace.
2. Apply the skills required in industry standard safety certificates and programs.
3. Communicate interactively in a professional manner with industry associates.
4. Demonstrate employability skills and professional conduct.
5. Demonstrate workplace skills in an industry-related environment.
6. Demonstrate required fieldwork and jobsite fundamentals.
7. Demonstrate the correct procedures for preventative maintenance of selected pieces of equipment.
8. Demonstrate general principles of operation of selected pieces of equipment.
9. Develop skills that support successful employment in the heavy equipment operation industry.

## Requirements:

### Course List

			Course Credits (Total Credits:15)
<b>HEO</b>	<b>6001</b>	<b>Workplace Safety and Safety Tickets</b> 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.	<b>3</b>
<b>HEO</b>	<b>6002</b>	<b>Introduction to Earthmoving (3-3-0)</b> 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 various heavy equipment industries through hands-on practical experience – both on-site, as well as field trips/guest speakers.	<b>3</b>
<b>HEO</b>	<b>6003</b>	<b>Equipment Operation and Preventative Mechanical Maintenance</b> 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.	<b>3</b>
<b>HEO</b>	<b>6004</b>	<b>Fieldwork and Jobsite Fundamentals</b> 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.	<b>3</b>
<b>HEO</b>	<b>6005</b>	<b>Earthmoving Operational Techniques</b> Students will demonstrate the industry accepted practices and procedures of safe operation, preventative maintenance, basic movements and general principles of operation of selected	<b>3</b>



earthmoving equipment and its attachments.

**HEO**

**6006**

**Heavy Equipment Operator Practicum (0-0-0)**

**0**

Students will further develop their skills in an industry-related worksite position where they apply competencies acquired during their education and training. Students expand their knowledge and experience in this 80 hour practicum.

## Graduation Requirements

- Completion of 15 credits
- Completion of all required of courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Provide documentation/proof of completion of practicum
- Satisfactory completion of occupational experiences and/or assignment, if required

### Changes to this Program

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# Horticulture Technician Certificate



## Description

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.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Apply a working knowledge of current horticulture industry safety standards and practices.
2. Demonstrate an awareness of horticulture industry sectors.
3. Communicate to influence business and regulatory decisions within the horticulture sector.
4. Manage production of horticulture crops in response to selected market demands.
5. Perform selected calculations for efficient and profitable horticulture practices.
6. Identify plant species and recognize specific plant requirements.
7. Integrate appropriate cultural practices.
8. Evaluate selected growing media.
9. Appraise water management needs and applications.
10. Integrate appropriate technologies into current horticulture practices.
11. Apply the principles of integrated pest management.
12. Recognize the ecological, economic, and social implications of horticulture decisions and processes.
13. Manage various tasks, opportunities, and problems using a comprehensive problem solving strategy.
14. Demonstrate ethical and appropriate behaviour that contributes to the achievement of personal goals and business objectives.

## Requirements:

### TERM 1

			Course Credits (Total Credits:12)
<b>HRT</b>	<b>1000</b>	<b>Discovering Plants (1-2-0 hrs)</b>	<b>3</b>
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.			
<b>HRT</b>	<b>1900</b>	<b>Horticulture Field Studies I (0-3-0 hrs)</b>	<b>3</b>
Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a one-month term of on campus immersion.			
<b>HRT</b>	<b>1100</b>	<b>Managing Soils (1-2-0 hrs)</b>	<b>3</b>
Learners analyze, problem solve, and manage soils and soilless media for production and landscape applications.			
<b>COM</b>	<b>1020</b>	<b>Workplace Communication (3-0-0 hrs)</b>	<b>3</b>
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 as well as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.			

### TERM 2

Course Credits  
(Total Credits:15)

<b>HRT</b>	<b>1400</b>	<b>Managing Pests I (1-2-0 hrs)</b>	<b>3</b>
		Students investigate weeds, insects, and diseases of plants and propose management solutions within ecological systems.	
<b>HRT</b>	<b>1500</b>	<b>Managing Landscapes (0-3-0 hrs)</b>	<b>3</b>
		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.	
<b>HRT</b>	<b>1700</b>	<b>Producing Horticulture Crops (1-2-0 hrs)</b>	<b>3</b>
		Learners research and assess food and ornamental field crop production markets, locations, materials, and processes to achieve a sustainable enterprise.	
<b>HRT</b>	<b>1800</b>	<b>Plants in the Landscape (1-2-0 hrs)</b>	<b>3</b>
		The student will practice skills that will enable them to identify and explain the ecological, cultural, morphological and architectural characteristics of a wider range of plant material used in the landscape. Plant response to specific environments will be taken in account.	
		Pre-requisite : HRT - 1000 :	
<b>HRT</b>	<b>2400</b>	<b>Propagating Plants (0-3-0 hrs)</b>	<b>3</b>
		Learners propagate plant material using a variety of methods and technologies including tissue culture.	
<b>TERM 3 - CERTIFICATE PRACTICUM</b>			
			Course Credits (Total Credits:3)
<b>HRT</b>	<b>1950</b>	<b>Horticulture Field Studies II (0-3-0 hrs)</b>	<b>3</b>
		Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a two-month term of industry employment.	

## Graduation Requirements

- Completion of 30 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### Changes to this Program

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# Horticulture Technologist Diploma



## Description

The Olds College Horticulture Technologist Diploma Program prepares its graduates to apply their knowledge and skills in protected and field culture of horticulture crops and landscape design, construction and maintenance.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Apply a working knowledge of current horticulture industry safety standards and practices.
2. Demonstrate an awareness of horticulture industry sectors.
3. Communicate to influence business and regulatory decisions within the horticulture sector.
4. Manage production of horticulture crops in response to selected market demands.
5. Perform selected calculations for efficient and profitable horticulture practices.
6. Identify plant species and recognize specific plant requirements.
7. Integrate appropriate cultural practices.
8. Evaluate selected growing media.
9. Appraise water management needs and applications.
10. Integrate appropriate technologies into current horticulture practices.
11. Apply the principles of integrated pest management.
12. Recognize the ecological, economic, and social implications of horticulture decisions and processes.
13. Manage various tasks, opportunities, and problems using a comprehensive problem solving strategy.
14. Demonstrate ethical and appropriate behaviour that contributes to the achievement of personal goals and business objectives.

## Requirements:

### TERM 1

			Course Credits
			(Total Credits:3)
<b>HRT</b>	<b>2900</b>	<b>Horticulture Field Studies III (0-3-0 hrs)</b>	<b>3</b>
Students engage in faculty-supported exploration of selected aspects of the horticulture industry during a two-month term of industry employment.			
Pre-requisite : HRT - 1950 :			

### TERM 2

			Course Credits
			(Total Credits:6)
<b>ARB</b>	<b>1200</b>	<b>Pruning Trees for Structure and Health (0-3-0 hrs)</b>	<b>3</b>
Learners discover the principles and practices of pruning trees by utilizing tools and techniques required to influence plant architecture.			
<b>HRT</b>	<b>2950</b>	<b>Horticulture Field Studies IV (0-3-0 hrs)</b>	<b>3</b>
Students engage in faculty supported exploration of selected aspects of the horticulture industry during a two-month term of industry employment.			
Pre-requisite : HRT - 2900 :			

**ELECTIVE: Course from the Term 2 Approved Electives list below.**

**Term 2 Approved Electives (Landscape)**

(Total Credits:3)

<b>HRT</b>	<b>2250</b>	<b>Digital Graphics for Landscape Design (0-3-0 hrs)</b>	<b>3</b>
<p>An introductory course in computer-assisted design (CAD) graphic skills, used in the landscape industry. The learner will develop basic graphics landscape presentation and construction drawings. Learners will operate software to prepare two-dimensional (Dynamicscape) and three-dimensional (SketchUp Pro) drawings.</p>			

**Term 2 Approved Electives (Production)**

(Total Credits:0)

<b>HRT</b>	<b>2100</b>	<b>An Entrepreneurial Approach to Processing (0-3-0 hrs)</b>	<b>3</b>
<p>Students create sustainable value-added products and opportunities within horticulture.</p>			

**TERM 3**

Course Credits  
(Total Credits:12)

<b>HRT</b>	<b>2000</b>	<b>Starting a Horticulture Business (3-0-0 hrs)</b>	<b>3</b>
<p>This course will provide learners with an overview of the legal and financial requirements needed to start a small business.</p>			
<b>HRT</b>	<b>2300</b>	<b>Developing a Specialty Landscape (0-3-0 hrs)</b>	<b>3</b>
<p>Students assess current trends in non-traditional landscapes through the assessment of construction and plant material needs.</p>			
<b>HRT</b>	<b>2600</b>	<b>Managing Pests II (1-2-0 hrs)</b>	<b>3</b>
<p>Students will examine and assess management practices, including biological, cultural, chemical, and physical methods, for pests of horticulture.</p>			
<b>WTR</b>	<b>1200</b>	<b>Managing Water Systems (0-3-0 hrs)</b>	<b>3</b>
<p>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.</p>			

**ELECTIVE: Course from the Term 3 Approved Electives list below.**

**ELECTIVE: Course from the Term 3 Approved Electives list below.**

**Term 3 Approved Electives (Landscape)**

(Total Credits:6)

<b>HRT</b>	<b>2800</b>	<b>Managing Landscape Construction (0-3-0 hrs)</b>	<b>3</b>
<p>Students apply procedures and techniques in project planning, estimating and construction of horticulture projects.</p>			
<b>HRT</b>	<b>2850</b>	<b>Designing Landscapes (0-3-0 hrs)</b>	<b>3</b>
<p>This course is an introduction to the fundamental principles applied to landscape designs. The learner will apply the landscape design process for residential and commercial designs by developing basic graphic skills utilized in the production of landscape presentation and construction</p>			

drawings. Emphasis will be placed on implementing sustainable site initiatives. Computer-aided design software shall be used in the course.

Pre-requisite : HRT - 2250 :

### Term 3 Approved Electives (Production)

(Total Credits:0)

**HRT 1600 Producing Greenhouse Crops (0-3-0 hrs) 3**

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

**HRT 2150 Exploring Non-Conventional Food Production (0-3-0 hrs) 3**

This course introduces the learner to non-conventional food production methods. The learner will compare the various food production methods and evaluate the benefits and challenges of each system.

Pre-requisite : HRT - 1700 :

## Graduation Requirements

- Completion of 60 credits
- Completion of 30 credits from a Certificate program in a related field
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### Changes to this Program

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# Hospitality & Tourism Management Diploma



## Description

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.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Communicate with stakeholders to achieve personal and organizational objectives.
2. Apply strategic leadership skills to achieve organization objectives.
3. Analyze business information to make strategic decisions.
4. Apply resource management skills to achieve organizational objectives.
5. Apply critical thinking skills to achieve organizational objectives.
6. Apply professional standards to achieve personal and organizational objectives.
7. Apply ethical standards to achieve personal and organizational objectives.
8. Apply the marketing process to achieve organizational objectives.
9. Utilize business technologies to perform workplace duties.
10. Apply project management principles to achieve organizational objectives.

## Requirements:

### TERM 1

			Course Credits
			(Total Credits:24)
<b>HAT</b>	<b>1110</b>	<b>Mixology and International Spirits, Wine and Beer (1-2-0 hrs)</b>	<b>3</b>
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.			
<b>HAT</b>	<b>1112</b>	<b>Culinary Theory and Production (1-2-0 hrs)</b>	<b>3</b>
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, pre-preparation, detailed plate presentation and intricate food combinations. Students must have completed Food Safe, Standard First Aid, and Olds College WHMIS certifications prior to working in the kitchen.			
<b>HAT</b>	<b>1114</b>	<b>Dining Experience and Service (1-2-0 hrs)</b>	<b>3</b>
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.			
<b>HAT</b>	<b>1130</b>	<b>Marketing for Hospitality and Tourism (3-0-0 hrs)</b>	<b>3</b>
Students will experience and evaluate a variety of hospitality and tourism facilities relating to product, price, place, promotion, people, physical evidence and process. Social media and mobile applications are included as part of the marketing mix.			
<b>HAT</b>	<b>1255</b>	<b>Global and Sustainable Tourism (3-0-0 hrs)</b>	<b>3</b>

		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.	
<b>HAT</b>	<b>2038</b>	<b>Accommodation Management (3-0-0 hrs)</b>	<b>3</b>
		Students will assess customer needs and develop procedures and management strategies that result in accommodation service excellence. 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.	
<b>HAT</b>	<b>2240</b>	<b>Hospitality Cost Management (3-0-0 hrs)</b>	<b>3</b>
		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.	
<b>COM</b>	<b>1020</b>	<b>Workplace Communication (3-0-0 hrs)</b>	<b>3</b>
		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.	
<b>TERM 2</b>			
			Course Credits (Total Credits:21)
<b>HAT</b>	<b>1080</b>	<b>Career Development and International Business Etiquette (3-0-0 hrs)</b>	<b>3</b>
		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.	
<b>HAT</b>	<b>1220</b>	<b>Hospitality and Tourism Human Resources (3-0-0 hrs)</b>	<b>3</b>
		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.	
<b>HAT</b>	<b>2035</b>	<b>Selling and Convention Management (3-0-0 hrs)</b>	<b>3</b>
		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.	
<b>HAT</b>	<b>2235</b>	<b>Security, Law and Risk Management for Hospitality and Tourism (3-0-0 hrs)</b>	<b>3</b>
		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 of insurance, licensing, the Public Health Act, and current security issues and procedures as they relate to the protection of guests and assets. Risk management concepts will be examined. Students will be given the opportunity to obtain Standard First Aid and Olds College WHMIS certification.	
<b>HAT</b>	<b>2355</b>	<b>Leisure, Sporting Events and Recreation Operations (3-0-0 hrs)</b>	<b>3</b>
		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.	



<b>HAT</b>	<b>2450</b>	<b>Rural, Heritage and Food Tourism (3-0-0 hrs)</b>	<b>3</b>
		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, agriculture-based, nature-based, heritage, and food tourism markets and operations.	
<b>HAT</b>	<b>2550</b>	<b>Tour Guiding and Managing the Guest Experience (3-0-0 hrs)</b>	<b>3</b>
		Students will learn all aspects 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, food, accommodations, attractions and activities, as they pertain to independent and group touring, will also be covered. External certifications may be available.	
<b>TERM 3</b>			
			Course Credits (Total Credits:12)
<b>HAT</b>	<b>1170</b>	<b>Work Experience I - Examining Hospitality and Tourism Industry Operations (0-0-0 hrs)</b>	<b>3</b>
		In this course students have the opportunity to apply, enhance and incorporate academic and/or technical knowledge and competencies acquired in the Hospitality and Tourism Management program at an industry-related business or organization. Two hundred and fifty (250) hours of work experience is required and students must complete a series of assignments relating to the marketing and operations of the organization.	
<b>HAT</b>	<b>1240</b>	<b>Introduction to Accounting (3-0-0 hrs)</b>	<b>3</b>
		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.	
<b>HAT</b>	<b>2170</b>	<b>Work Experience II - Analysis of Hospitality and Tourism Practices (0-0-0 hrs)</b>	<b>3</b>
		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. Two hundred and fifty (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.  Pre-requisite : HAT - 1170 :	
<b>HAT</b>	<b>2490</b>	<b>Entrepreneurship and Product Development (3-0-0 hrs)</b>	<b>3</b>
		Students will invest in, research, create and plan 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 HAT 2491 - Event Operations and Management course.	
<b>TERM 4</b>			
			Course Credits (Total Credits:3)
<b>HAT</b>	<b>2491</b>	<b>Event Operations and Management (3-0-0 hrs)</b>	<b>3</b>
		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 residency period following the work experience term.  Pre-requisite : HAT - 2490 :	

## Graduation Requirements

- Completion of 60 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### Changes to this Program

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# Land Agent Diploma



## Description

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.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Apply land terminology in surface land operations.
2. Apply principles of agronomy to the management of surface land operations.
3. Communicate ethically with a variety of surface land stakeholders.
4. Complete documentation for the acquisition and management of surface land interests.
5. Apply current laws and directives to the management of surface rights.
6. Demonstrate self-management skills in the land business.
7. Analyze First Nations issues relating to surface rights.
8. Apply environmental principles to the sustainable management of natural resources.
9. Explain the stages of producing energy in order to communicate with industry stakeholders.
10. Analyze factors affecting land value.
11. Manage land and mapping information using computer technologies.

## Requirements:

### SEMESTER 1

			Course Credits
			(Total Credits:15)
<b>LND</b>	<b>1004</b>	<b>Alberta Crown Lands (3-0-0 hrs)</b>	<b>3</b>
<p>This course addresses the multiple demands on Alberta's Crown lands and examines the roles different regulatory bodies have in their management. Stakeholder interests are identified and discussed in relation to Crown land developments. In scenarios, learners apply regulatory requirements in the Crown Land application process to secure dispositions for selected industrial activities.</p>			
<b>LND</b>	<b>1003</b>	<b>Energy Fundamentals (3-0-0 hrs)</b>	<b>3</b>
<p>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 &amp; 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.</p>			
<b>AGN</b>	<b>1010</b>	<b>Vegetation of Western Canada (3-2-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>LND</b>	<b>1009</b>	<b>Land Documents and Compensation (3-0-1 hrs)</b>	<b>3</b>
<p>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</p>			

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.

**COM 1020 Workplace Communication (3-0-0 hrs) 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.

**SEMESTER 2**

Course Credits  
(Total Credits:15)

**AGB 1000 Agricultural Value and Practices (3-0-3 hrs) 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.

**LND 1001 Surface Rights & Land Applications(3-0-1 hrs) 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.

Pre-requisite : LND - 1009 :

**LND 1010 Beyond Oil and Gas (3-0-0 hrs) 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.

Pre-requisite : LND - 1009 :

**LUP 2010 Land Planning & Appraisal (3-0-1 hrs) 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.

**COM 1030 Workplace Professionalism (3-0-0 hrs) 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.

**SEMESTER 3**

Course Credits  
(Total Credits:15)

**WTR 1330 Water Fundamentals (3-2-0 hrs) 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.

**GIS 1010 Site Maps & Interpretation (0-6-0 hrs) 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.

**LND 2002 Advanced Regulations (3-1.5-0 hrs) 3**

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

Pre-requisite : LND - 1001 :and

Pre-requisite : LND - 1004 :

**LND 2007 Public Engagement (3-0-1 hrs) 3**

The field work for Land Agents in the areas of Public 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.

Pre-requisite : LND - 1009 :

**LND 2350 Land Negotiations and Ethics (3-0-2 hrs) 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. Students will also be asked to participate in an industry based practicum placement during the winter mid-term break.

**SEMESTER 4**

Course Credits  
(Total Credits:15)

**LND 2008 Aboriginal Engagement (3-0-1 hrs) 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.

Pre-requisite : LND - 2007 :

**LND 2020 Soils and Reclamation Principles (3-2-0 hrs) 3**

This course is an overview of soil formation, soil properties and the distribution of prairie soil resources. Students will be introduced to soil classification, soil fertility and sustainable soil management as it applies to the reclamation of disturbed sites. This course will provide an overview of Alberta's reclamation criteria and current related legislation.

Pre-requisite : AGN - 1010 :and

Pre-requisite : LND - 1003 :

**LND 2500 Land Negotiation Simulation (3-0-3 hrs) 3**

In this course, learners are expected to manage their negotiations in a professional manner bringing forward their documentation skills and their ethical practices. Negotiation and communication skills are practiced in life-like contexts and may involve negotiating with people from outside the land agent program. Reflecting on their successes and failures as a communicator and a negotiator is an expectation and an opportunity for growth.

Pre-requisite : AGB - 1000 :

Pre-requisite : LND - 2007 :and

Pre-requisite : LND - 2002 :

**LND 2501 Land Agent Preparation (3-0-1 hrs) 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.

Pre-requisite : AGB - 1000 :

Pre-requisite : LND - 2002 :and

Pre-requisite : LND - 2007 :

**LND 2600 Land Project Management (3-0-3 hrs) 3**

This course prepares learners to tackle large scale projects as a member of a team. Learners will use their previous course knowledge, network of contacts and problem solving skills to complete two full scale industry applications. They will be required to manage their time, use industry software and work as a team member to achieve their goal. Key components of the Project Management Cycle will be applied in real life application scenarios.

Pre-requisite : LND - 2002 :and

Pre-requisite : LND - 2007 :

## Graduation Requirements

- Completion of 60 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### Changes to this Program

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# Land & Water Resources - Environmental Stewardship and Rural Planning Major Diploma



## Description

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.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Manage environmental projects individually and collaboratively
2. Use critical thinking to solve land resource problems
3. Manage information using documentation and organizational skills
4. Communicate using written, oral and multimedia methods appropriate to the workplace
5. Access and evaluate environmental information
6. Apply professional, environmental and corporate ethics to the workplace
7. Apply chemistry and mathematical principles to land resource management
8. Manage plant communities
9. Manage watersheds and water quality
10. Analyze soil landscapes
11. Manage natural and agricultural ecosystems
12. Apply statutes, regulations and directives to land-use issues
13. Use tools, machinery, and instrumentation in land management
14. Assess environmental pollution
15. Plan rural land use
16. Demonstrate professionalism

## Requirements:

### TERM 1

			Course Credits
			(Total Credits:15)
<b>EVS</b>	<b>1210</b>	<b>Applied Ecology (3-2-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>GPS</b>	<b>1200</b>	<b>GPS, Site Mapping and Graphics (0-5-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>PLS</b>	<b>1010</b>	<b>Plant Science Principles (3-2-0 hrs)</b>	<b>3</b>
<p>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.</p>			

	A dichotomous key is used to identify unknown plant species.		
<b>SOI</b>	<b>1000</b>	<b>Fundamentals of Soil Science (3-2-0 hrs)</b>	<b>3</b>
	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.		
<b>WTR</b>	<b>1330</b>	<b>Water Fundamentals (3-2-0 hrs)</b>	<b>3</b>
	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.		
<b>TERM 2</b>			
			Course Credits (Total Credits:15)
<b>AGN</b>	<b>1540</b>	<b>Introductory Pest Management (3-2-0 hrs)</b>	<b>3</b>
	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.		
	Pre-requisite : AGN - 1240 :or		
	Pre-requisite : PLS - 1010 :and		
	Pre-requisite : SOI - 1000 :		
<b>COM</b>	<b>1020</b>	<b>Workplace Communication (3-0-0 hrs)</b>	<b>3</b>
	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 as well as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.		
<b>CHE</b>	<b>1020</b>	<b>Environmental Chemistry (3-2-0 hrs)</b>	<b>3</b>
	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.		
<b>EVS</b>	<b>1730</b>	<b>Land Reclamation and Ethics (3-2-0 hrs)</b>	<b>3</b>
	This course presents an overview of reclamation issues, regulations and field practices as well as the application of professional and environmental ethics to workplace situations. Special attention is given to wellsite, pipeline, oilsands, and open pit mining operations.		
<b>LUP</b>	<b>1620</b>	<b>Land Systems and Legislation (3-2-0 hrs)</b>	<b>3</b>
	Legislation and land tenure systems for private, crown and aboriginal lands are examined. Understanding the functions of government and the development of environmental legislation helps prepare students for careers in land and water resource management.		
<b>TERM 3</b>			
			Course Credits (Total Credits:15)
<b>EVS</b>	<b>2000</b>	<b>Environmental Field School and Technical Reporting (2.6-3.2-0 hrs)</b>	<b>3</b>
	Learners will undertake comprehensive environmental field data collection and investigations in Grassland, Parkland and Forested Natural Regions. Field data will be analyzed using various methods and technologies. Reports will be presented, summarizing field work. Learners will gain scientific and technical writing skills and practice career advancement strategies, culminating in a professional portfolio.		
	Pre-requisite : GPS - 1200 :and		
	Pre-requisite : SOI - 1000 :and		



		Pre-requisite : PLS - 1010 :and	
		Pre-requisite : WTR - 1330 :	
<b>LUP</b>	<b>2610</b>	<b>Rural Development Practices (2.6-1.73-0 hrs)</b>	<b>3</b>
		This course develops skills required for rural planning. Planning and development application scenarios provide hands-on experience in individual and group settings. Environmental principles and trends are examined, as they relate to the rural municipal planning process.	
		Pre-requisite : LUP - 1620 :	
		Corequisite : LUP - 2620 :	
<b>LUP</b>	<b>2620</b>	<b>Applied Land Use Planning (2.6-2.6-0 hrs)</b>	<b>3</b>
		This is a capstone course that applies the theories of rural planning to practical examples. Focus is placed on developing skills in problem solving, positive communication and conflict resolution. Learners work on investigating and solving planning issues individually and in groups. Both oral and written presentations are made of their work. Various CAD design and GIS tools are used to support the Land Use Planning process.	
		Corequisite : LUP - 2610 :	
<b>PLS</b>	<b>2410</b>	<b>Native Plants of Alberta (2.6-1.73-0 hrs)</b>	<b>3</b>
		An introduction to the importance, role and use of dominant native plant species on rangeland and forested areas within Alberta's ecoregions. Students learn to identify both non-vascular and vascular species in selected plant families using dichotomous plant keys. The processes to select and propagate native species for re-vegetation purposes are described.	
		Pre-requisite : PLS - 1010 :and	
		Pre-requisite : EVS - 1210 :	
<b>WTR</b>	<b>2330</b>	<b>Water Quality (2.6-1.73-0 hrs)</b>	<b>3</b>
		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.	
		Pre-requisite : WTR - 1330 :	
<b>TERM 4</b>			
			Course Credits (Total Credits:15)
<b>AGN</b>	<b>2600</b>	<b>Soil Management and Crop Production (3-2-0 hrs)</b>	<b>3</b>
		This course will describe the production practices and principles of annual crop and perennial forage crop production and develop skills in soil management, soil conservation and plant nutrition in sustainable agricultural systems. Students will identify major field crops, and their adaptations in western Canada, while discussing factors that lead to soil degradation and the production practices that can mitigate these problems.	
		Pre-requisite : PLS - 1010 :	
<b>EVS</b>	<b>2560</b>	<b>Environmental Statistics and Database Management (2-3-0)</b>	<b>3</b>
		This course is an introduction to basic statistical methods and data management practices in land management and environmental science. Students will learn how to work with spreadsheet and database software. Major statistical topics include central tendency, measures of dispersion, linear regression, correlation analysis and hypothesis testing. Students will design and conduct experiments to facilitate some of the statistical and database learning.	
<b>GIS</b>	<b>1300</b>	<b>GIS Tools (0-5-0 hrs)</b>	<b>3</b>
		This course introduces the concepts and applications of GIS technology (Geographic Information Systems). The student will gain hands-on experience using desktop and online GIS software in a computer lab environment. Students will use datasets from commercial sources for GIS projects. The GIS will be used to view, manage, and query spatial data, and to create various map outputs	

	suitable for reports and presentations.		
<b>SOI</b>	<b>2340</b>	<b>Soil Classification &amp; Mapping (3-2-0 hrs)</b>	<b>3</b>
	<p>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.</p> <p>Pre-requisite : SOI - 1000 :</p>		
<b>WTR</b>	<b>2630</b>	<b>Watershed Management (3-2-0 hrs)</b>	<b>3</b>
	<p>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.</p> <p>Pre-requisite : WTR - 1330 :</p>		

### Graduation Requirements

- Completion of 60 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required
- Effective January 1, 2017 the course EVS 2740 is being replaced with EVS 2750. Credit will given to those students who have already completed EVS 2740 prior to December 31, 2016.
- Note: EVS 2730 Outline #1133 is effective until June 30, 2017. Shows as Historically as EVS 2730 Managing Contaminated Sites. Effective June 30, 2017 the course name changes to EVS 2730 Environmental Site Assessment.
- Note: AGN 2420 and SOI 2500 will be effective until June 30, 2018. Credit for these courses will be given to students that successfully complete the two courses and graduate in April 2018.
- Note: AGN 2600 and EVS 2560 will be required course for students entering the program in Fall 2017. Students will take these courses in the Winter Term of 2019.

#### Changes to this Program

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# Land & Water Resources - Land Reclamation and Remediation Diploma



## Description

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.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Manage environmental projects individually and collaboratively
2. Use critical thinking to solve land resource problems
3. Manage information using documentation and organizational skills
4. Communicate using written, oral and multimedia methods appropriate to the workplace
5. Access and evaluate environmental information
6. Apply professional, environmental and corporate ethics to the workplace
7. Apply chemistry and mathematical principles to land resource management
8. Manage plant communities
9. Manage watersheds and water quality
10. Analyze soil landscapes
11. Manage natural and agricultural ecosystems
12. Apply statutes, regulations and directives to land-use issues
13. Use tools, machinery, and instrumentation in land management
14. Assess environmental pollution
15. Remediate contaminated environments
16. Reclaim disturbed environments
17. Demonstrate professionalism

## Requirements:

### TERM 1

			Course Credits
			(Total Credits:15)
<b>EVS</b>	<b>1210</b>	<b>Applied Ecology (3-2-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>GPS</b>	<b>1200</b>	<b>GPS, Site Mapping and Graphics (0-5-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>PLS</b>	<b>1010</b>	<b>Plant Science Principles (3-2-0 hrs)</b>	<b>3</b>
<p>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.</p>			

<b>SOI</b>	<b>1000</b>	<b>Fundamentals of Soil Science (3-2-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>WTR</b>	<b>1330</b>	<b>Water Fundamentals (3-2-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>TERM 2</b>			
			Course Credits (Total Credits:15)
<b>AGN</b>	<b>1540</b>	<b>Introductory Pest Management (3-2-0 hrs)</b>	<b>3</b>
<p>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.</p> <p>Pre-requisite : AGN - 1240 :or</p> <p>Pre-requisite : PLS - 1010 :and</p> <p>Pre-requisite : SOI - 1000 :</p>			
<b>COM</b>	<b>1020</b>	<b>Workplace Communication (3-0-0 hrs)</b>	<b>3</b>
<p>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 as well as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.</p>			
<b>CHE</b>	<b>1020</b>	<b>Environmental Chemistry (3-2-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>EVS</b>	<b>1730</b>	<b>Land Reclamation and Ethics (3-2-0 hrs)</b>	<b>3</b>
<p>This course presents an overview of reclamation issues, regulations and field practices as well as the application of professional and environmental ethics to workplace situations. Special attention is given to wellsite, pipeline, oilsands, and open pit mining operations.</p>			
<b>LUP</b>	<b>1620</b>	<b>Land Systems and Legislation (3-2-0 hrs)</b>	<b>3</b>
<p>Legislation and land tenure systems for private, crown and aboriginal lands are examined. Understanding the functions of government and the development of environmental legislation helps prepare students for careers in land and water resource management.</p>			
<b>TERM 3</b>			
			Course Credits (Total Credits:15)
<b>EVS</b>	<b>2000</b>	<b>Environmental Field School and Technical Reporting (2.6-3.2-0 hrs)</b>	<b>3</b>
<p>Learners will undertake comprehensive environmental field data collection and investigations in Grassland, Parkland and Forested Natural Regions. Field data will be analyzed using various methods and technologies. Reports will be presented, summarizing field work. Learners will gain scientific and technical writing skills and practice career advancement strategies, culminating in a professional portfolio.</p> <p>Pre-requisite : GPS - 1200 :and</p> <p>Pre-requisite : SOI - 1000 :and</p>			

		Pre-requisite : PLS - 1010 :and Pre-requisite : WTR - 1330 :	
<b>EVS</b>	<b>2330</b>	<b>Oilfield Reclamation (2.6-1.73-0 hrs)</b>	<b>3</b>
		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.	
		Pre-requisite : EVS - 1730 :	
<b>EVS</b>	<b>2730</b>	<b>Environmental Site Assessment (2.6-1.73-0 hrs)</b>	<b>3</b>
		Students learn the procedures related to the environmental site assessment of lands impacted by industrial activity. The course includes an overview of contaminant chemistry, waste management procedures, application of directives, assessment methods, and implementation of the Alberta Tier 1 guidelines related to the improvement of impacted soil and groundwater. Petroleum industry applications will be emphasized.	
		Pre-requisite : CHE - 1020 :	
<b>PLS</b>	<b>2410</b>	<b>Native Plants of Alberta (2.6-1.73-0 hrs)</b>	<b>3</b>
		An introduction to the importance, role and use of dominant native plant species on rangeland and forested areas within Alberta's ecoregions. Students learn to identify both non-vascular and vascular species in selected plant families using dichotomous plant keys. The processes to select and propagate native species for re-vegetation purposes are described.	
		Pre-requisite : PLS - 1010 :and Pre-requisite : EVS - 1210 :	
<b>WTR</b>	<b>2330</b>	<b>Water Quality (2.6-1.73-0 hrs)</b>	<b>3</b>
		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.	
		Pre-requisite : WTR - 1330 :	
<b>TERM 4</b>			
			Course Credits (Total Credits:15)
<b>AGN</b>	<b>2600</b>	<b>Soil Management and Crop Production (3-2-0 hrs)</b>	<b>3</b>
		This course will describe the production practices and principles of annual crop and perennial forage crop production and develop skills in soil management, soil conservation and plant nutrition in sustainable agricultural systems. Students will identify major field crops, and their adaptations in western Canada, while discussing factors that lead to soil degradation and the production practices that can mitigate these problems.	
		Pre-requisite : PLS - 1010 :	
<b>EVS</b>	<b>2560</b>	<b>Environmental Statistics and Database Management (2-3-0)</b>	<b>3</b>
		This course is an introduction to basic statistical methods and data management practices in land management and environmental science. Students will learn how to work with spreadsheet and database software. Major statistical topics include central tendency, measures of dispersion, linear regression, correlation analysis and hypothesis testing. Students will design and conduct experiments to facilitate some of the statistical and database learning.	
<b>EVS</b>	<b>2750</b>	<b>Contaminated Sites Remediation (3-2-0)</b>	<b>3</b>
		This course will cover the principles and techniques used for the remediation of contaminated land	

and water. A study of concepts related to ecological and human health risk as outlined in the Alberta Tier 2 Soil and Groundwater Remediation Guidelines. Students will apply the relevant physical, chemical and biological remediation technologies used by industry to contaminated soil and groundwater related scenarios.

Pre-requisite : EVS - 2730 :

**GIS 1300 GIS Tools (0-5-0 hrs) 3**

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

**SOI 2340 Soil Classification & Mapping (3-2-0 hrs) 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.

Pre-requisite : SOI - 1000 :

## Graduation Requirements

- Completion of 60 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required
- Effective January 1, 2017 the course EVS 2740 is being replaced with EVS 2750. Credit will given to those students who have already completed EVS 2740 prior to December 31, 2016.
- Note: EVS 2730 Outline #1133 is effective until June 30, 2017. Shows as Historically as EVS 2730 Managing Contaminated Sites. Effective June 30, 2017 the course name changes to EVS 2730 Environmental Site Assessment.
- Note: AGN 2420 and SOI 2500 will be effective until June 30, 2018. Credit for these courses will be given to students that successfully complete the two courses and graduate in April 2018.
- Note: AGN 2600 and EVS 2560 will be required courses for students entering the program in Fall 2017. Students will take these courses in the Winter Term of 2019.

### Changes to this Program

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# Meat Processing Certificate



## Description

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.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Create written food safety and operational documentation to meet industry standards.
2. Perform techniques for effective sanitation of meat processing equipment and facilities.
3. Apply food safety principles to comply with regulatory requirements.
4. Perform meat cutting to packing house and case ready operations requirements.
5. Perform value-added processed meats production to meet Canadian meat industry requirements.
6. Perform retail meat operations to meet the retail meat industry requirements.
7. Perform abattoir operations to meet industry requirements.
8. Apply meat science principles to meet the needs of consumers and meat industry.
9. Interact professionally with clients and colleagues within the Canadian meat industry.
10. Demonstrate basic computer skills applicable to the Canadian meat industry.

## Requirements:

### TERM 1

Course Credits  
(Total Credits:12)

<b>MEP</b>	<b>1007</b>	<b>Meat Cutting (1.3-4.7-0 hrs)</b>	<b>3</b>
		Students will gain practical meat fabrication and packaging skills to produce meat cuts for the retail, food service and custom markets.	
		Corequisite : MEP - 1008 :and	
		Corequisite : MEP - 1009 :and	
		Corequisite : MEP - 1010 :and	
		Corequisite : MEP - 1006 :or	
		Corequisite : MEP - 2006 :	
<b>MEP</b>	<b>1008</b>	<b>Value Added Processing (1.3-1.7-0 hrs)</b>	<b>3</b>
		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.	
		Corequisite : MEP - 1007 :and	
		Corequisite : MEP - 1009 :and	
		Corequisite : MEP - 1010 :and	
		Corequisite : MEP - 1006 :or	
		Corequisite : MEP - 2006 :	
<b>MEP</b>	<b>1009</b>	<b>Food Safety and Sanitation (3-3-0 hrs)</b>	<b>3</b>
		Students will apply food safety measures and conduct sanitation operations within the meat production environment to comply with regulations and industry standards.	
		Corequisite : MEP - 1007 :and	

Corequisite : MEP - 1008 :and

Corequisite : MEP - 1010 :and

Corequisite : MEP - 1006 :or

Corequisite : MEP - 2006 :

**MEP 1010 Meat Industry Communication (3-0-0 hrs) 3**

In this course, students will develop communications 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.

Corequisite : MEP - 1007 :and

Corequisite : MEP - 1008 :and

Corequisite : MEP - 1009 :and

Corequisite : MEP - 1006 :or

Corequisite : MEP - 2006 :

**In addition to the four courses listed above students will be required to choose an option from the courses listed below. Students will be required to achieve 15 credits to receive their certificate.**

**Option 1:**

Course Credits  
(Total Credits:3)

**MEP 1006 Livestock Slaughter (0.7-5.3-0 hrs) 3**

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

Corequisite : MEP - 1007 :and

Corequisite : MEP - 1008 :and

Corequisite : MEP - 1009 :and

Corequisite : MEP - 1010 :

**Option 2:**

Course Credits  
(Total Credits:3)

**MEP 2006 Meat Merchandising & Marketing (1.7-4.3-0 hrs) 3**

Students will gain practical skills in meat merchandising and marketing through the management of a service case and advanced merchandising techniques.

Corequisite : MEP - 1007 :and

Corequisite : MEP - 1008 :and

Corequisite : MEP - 1009 :and

Corequisite : MEP - 1010 :

## Graduation Requirements

- Completion of 15 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required



**Changes to this Program**

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# Agriculture - Post-Diploma Certificate



## Description

The Post-Diploma Certificate in Agriculture is designed to assist Diploma or Degree graduates in acquiring supplementary and advanced skills in the area of Agriculture.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Demonstrate enhanced technical and practical skills gained through a broadened experience and knowledge base in the area of Agriculture.

## Requirements:

### TERM 1

Course Credits  
(Total Credits:15)

15 credits (generally five 3 credit courses) in the area of Agriculture and related areas.

### TERM 2

Course Credits  
(Total Credits:15)

15 credits (generally five 3 credit courses) in the area of Agriculture and related areas.

## Graduation Requirements

- Completion of 30 credits as advised
- Cumulative GPA of 2.50 or better

### Changes to this Program

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# Agriculture Business - Post-Diploma Certificate



## Description

The Post-Diploma Certificate in Agriculture Business is designed to assist Diploma or Degree graduates in acquiring supplementary and advanced skills in the area of Agriculture Business.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Demonstrate enhanced technical and practical skills gained through a broadened experience and knowledge base in the area of Agriculture Business.

## Requirements:

### TERM 1

Course Credits  
(Total Credits:15)

15 credits (generally five 3 credit courses) in the area of Agriculture Business and related areas.

### TERM 2

Course Credits  
(Total Credits:15)

15 credits (generally five 3 credit courses) in the area of Agriculture Business and related areas.

## Graduation Requirements

- Completion of 30 credits as advised
- Cumulative GPA of 2.50 or better

### Changes to this Program

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# Environment - Post-Diploma Certificate



## Description

The Post-Diploma Certificate in Environment is designed to assist Diploma or Degree graduates in acquiring supplementary and advanced skills in the area of Environment.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Demonstrate enhanced technical and practical skills gained through a broadened experience and knowledge base in the area of Environment.

## Requirements:

### TERM 1

Course Credits  
(Total Credits:15)

15 credits (generally five 3 credit courses) in the area of Environment and related areas.

### TERM 2

Course Credits  
(Total Credits:15)

15 credits (generally five 3 credit courses) in the area of Environment and related areas.

## Graduation Requirements

- Completion of 30 credits as advised
- Cumulative GPA of 2.50 or better

### Changes to this Program

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# Horticulture - Post-Diploma Certificate



## Description

The Post-Diploma Certificate in Horticulture is designed to assist Diploma or Degree graduates in acquiring supplementary and advanced skills in the area of Horticulture.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Demonstrate enhanced technical and practical skills gained through a broadened experience and knowledge base in the area of Horticulture.

## Requirements:

### TERM 1

Course Credits  
(Total Credits:15)

15 credits (generally five 3 credit courses) in the area of Horticulture and related areas.

### TERM 2

Course Credits  
(Total Credits:15)

15 credits (generally five 3 credit courses) in the area of Horticulture and related areas.

## Graduation Requirements

- Completion of 30 credits as advised
- Cumulative GPA of 2.50 or better

### Changes to this Program

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# Pre Employment Motorcycle Mechanic Certificate



## Description

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 worksite 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 Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Employ current Occupational Health and Safety and industry standards and procedures in the workplace, including WHMIS and basic welding.
2. Demonstrate the use and care of equipment and tools employed in a shop setting.
3. Demonstrate electrical theory, including testing and servicing of batteries and circuits.
4. Demonstrate proper receiving and inspection procedures for new machines.
5. Demonstrate the components of a basic tune-up and service.
6. Demonstrate the operating principles of two and four stroke engines.
7. Demonstrate front and rear wheel inspections and service.
8. Demonstrate drum and disc brake system operation and service.

## Requirements:

### Term 1

			Course Credits (Total Credits:12)
<b>PEM</b>	<b>6001</b>	<b>Shop Safety, Equipment, and Materials (1.5-2-0 hrs)</b>	<b>1</b>
<p>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.</p>			
<b>PEM</b>	<b>6002</b>	<b>Trade Tools and Shop Procedures (1-2-0 hrs)</b>	<b>1</b>
<p>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.</p>			
<b>PEM</b>	<b>6003</b>	<b>Basic Electrical Theory and Circuits (1-2-0 hrs)</b>	<b>1</b>
<p>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.</p>			
<b>PEM</b>	<b>6004</b>	<b>Motorcycle Assembly and Pre-Delivery (1-2-0 hrs)</b>	<b>1</b>
<p>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.</p>			
<b>PEM</b>	<b>6005</b>	<b>Basic Tune-Up and Manufacturer's Service (1-2.5-0 hrs)</b>	<b>2</b>

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.

**PEM 6006 Two and Four Stroke Engine Theory (1-2-0 hrs) 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.

**PEM 6007 Wheel and Tire Maintenance (1-2.5-0 hrs) 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.

**PEM 6008 Mechanical and Hydraulic Brake Systems (1-2.5-0 hrs) 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.

## Graduation Requirements

Completion of 12 Credits

Completion of all required courses and credits as per Program of Study

Cumulative program G.P.A. of 2.00 or better

### Changes to this Program

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# Pre-Employment Heavy Equipment Technician Certificate



## Description

The Olds College Pre-Employment Heavy Equipment Technician program prepares the graduate for entry level positions in the heavy equipment sector. It covers basic diagnostics, repair, and maintenance of heavy equipment and its various components. Worksite fundamentals including occupational health and safety are emphasized throughout the training. This program is the equivalent to the technical training of first year apprenticeship, with additional instructor contact hours.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Describe standard workplace safety, materials and tools
2. Describe suspensions, wheels and systems
3. Describe hydraulics and hydraulic brake systems
4. Describe electrical and electronics
5. Describe air brakes

## Requirements:

### Semester 1

			Course Credits (Total Credits:15)
<b>PEH</b>	<b>1001</b>	<b>Standard Workplace Safety, Materials and Tools (2-1-0 hrs)</b>	<b>3</b>
<p>Students will study the legislation and practices to ensure a safe workplace in the trade. They will also learn how to use personal protective equipment and demonstrate safe practices in lifting operations, as well as describe the safety practices for hazardous materials and fire protection. Also, students will learn to apply communication skills in an industry context. They will learn to use common materials as well as hand, shop, and power tools and measuring tools common to the trade. Metal cutting and heating operations safely using oxyacetylene equipment will also be introduced.</p>			
<b>PEH</b>	<b>1002</b>	<b>Suspensions, Wheels and Systems (3-2-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>PEH</b>	<b>1003</b>	<b>Hydraulics and Hydraulic Brake Systems (3-2-0 hrs)</b>	<b>3</b>
<p>This course focuses on hydraulic principles and the function of 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. Students will learn to apply scientific principles to braking system operations and explain the operation as well as servicing of hydraulic drum and disc brake systems. They will also study power braking systems service procedures including parking brake and electric braking systems.</p>			
<b>PEH</b>	<b>1004</b>	<b>Electrical and Electronics (3-2-0 hrs)</b>	<b>3</b>
<p>This course provides an introduction to the scientific principles necessary to explain magnetism and</p>			



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.

**PEH 1005 Air Brakes (3-1-0 hrs)**

**3**

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.

## Graduation Requirements

Completion of 15 Credits

Completion of all required courses and credits as per Program of Study

Cumulative program G.P.A. of 2.00 or better

### Changes to this Program

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Effective Date: 09/01/2017 to Present

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# Pre-Employment Welder Certificate



## Description

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.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Employ current Occupational Health and Safety and industry standards and procedures in the workplace.
2. Communicate in a professional manner with industry associates.
3. Demonstrate employability skills and professional conduct.
4. Demonstrate technical workplace skills in an industry-related learning environment.
5. Demonstrate a working knowledge of the welding equipment involved with the various welding procedures.
6. Apply a working knowledge of mathematics calculations pertaining to the welding trade.
7. Perform assigned tasks in accordance with quality and production standards required by industry.
8. Demonstrate skills in the fusing of metals using prescribed welding applications.
9. 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.

## Requirements:

### Term 1

			Course Credits (Total Credits:12)
<b>PEW</b>	<b>6001</b>	<b>Safety, Tools, Weld Faults and Oxy-Acetylene Welding</b>	<b>2</b>
<p>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.</p>			
<b>PEW</b>	<b>6002</b>	<b>SMAW 1</b>	<b>1</b>
<p>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.</p>			
<b>PEW</b>	<b>6003</b>	<b>GMAW, FCAW and SAW</b>	<b>1</b>
<p>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.</p>			
<b>PEW</b>	<b>6004</b>	<b>Trade Math</b>	<b>2</b>
<p>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.</p>			
<b>PEW</b>	<b>6005</b>	<b>SMAW Practical</b>	<b>3</b>
<p>In this course, students will learn to perform surface welds in the flat position utilizing SMAW Welds</p>			

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.

**PEW 6006 GMAW Practical 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.

**PEW 6007 Oxy Cutting Practical 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.

## Graduation Requirements

Completion of 12 Credits

Completion of all required courses and credits as per Program of Study

Cumulative program G.P.A. of 2.00 or better

### Changes to this Program

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Effective Date: 01/01/2011 to Present

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# Race Horse Groom Training Certificate



## Description

The Race Horse Groom Training program prepares its graduates to work in the horse racing industry as a groom at a race horse facility, breeding farm or a race track in a race team setting at an owners' or barn manager's direction.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Describe the horse evolution, behaviours, history, horse identification, breed characteristics, internal and external anatomy, conformation, and basic hoof care and shoeing.
2. Demonstrate equine management including equine health and first aid, nutrition and horse handling for stages of horse development.
3. Demonstrate race horse 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.
4. 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.
5. Demonstrate small farm equipment operation with an emphasis on safety and horse transport.
6. Obtain certificates in first aid and fire safety as required by racetracks.
7. Explain the rules and regulations of the race industry by industry standards.
8. Perform personal development and employability skills within the race horse industry, demonstrating team responsibilities, personal financial skills, and strong communication skills.
9. Demonstrate healthy life style choices and professional behaviour in the race horse environment.
10. Perform a practicum within the race horse industry.

## Requirements:

### SEMESTER 1

			Course Credits
			(Total Credits:15)
<b>GRM</b>	<b>6001</b>	<b>Introduction to the Horse (3-3-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>GRM</b>	<b>6003</b>	<b>Training and Racing (2.3-3.6-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>GRM</b>	<b>6004</b>	<b>Work Place Regulation and Safety (0.6-1.3-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>GRM</b>	<b>6005</b>	<b>Personal Development and Employability (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			

**GRM 6006 Race Stable and Race Horse Management (3-3-0 hrs) 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.

## Graduation Requirements

- Completion of 15 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better

### Changes to this Program

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Effective Date: 07/01/2012

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# Transitional Employment Program Certificate



## Description

The Transitional Employment Program graduates will develop and practice employability skills and work towards personal independence.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Demonstrate development of self-awareness.
2. Demonstrate conflict resolution skills.
3. Apply personal and financial management skills.
4. Develop effective communication skills.
5. Prepare personal resume/portfolio.
6. Develop strategies to obtain employment.
7. Demonstrate practical employability skills.
8. Develop basic computer skills.

## Requirements:

### Term 1 (Summer Semester)

			Course Credits (Total Credits:0)
<b>TEP</b>	<b>1000</b>	<b>Transition to College Life (1-2-0)</b>	<b>0</b>
<p>Students will develop an understanding of expectations and skills required to manage independently in the Transitional Employment Program. This course runs in August. This is a prerequisite to advance in the program.</p>			

### Term 2 (Fall Semester)

			Course Credits (Total Credits:0)
<b>TEP</b>	<b>1010</b>	<b>Transition to Workplace (1-2-0)</b>	<b>0</b>
<p>Students will demonstrate skills to increase work effectiveness. Course content will develop personal organization, accountability and basic safety training for the work place.</p> <p>Pre-requisite : TEP - 1000 :</p>			
<b>TEP</b>	<b>1020</b>	<b>Financial Management (1-2-0)</b>	<b>0</b>
<p>Students will work towards independent financial management by developing and maintaining a personal budget.</p> <p>Pre-requisite : TEP - 1000 :</p>			
<b>TEP</b>	<b>1030</b>	<b>Workplace Communications (1-2-0)</b>	<b>0</b>
<p>Students will enhance communication skills.</p> <p>Pre-requisite : TEP - 1000 :</p>			
<b>TEP</b>	<b>1110</b>	<b>Work Experience I (1-2-0)</b>	<b>0</b>
<p>Students will be provided with practical employment skills and hands-on training in suitable employment areas.</p>			

Pre-requisite : TEP - 1000 :

**Term 3 (Winter Semester)**

			Course Credits (Total Credits:0)
<b>TEP</b>	<b>1040</b>	<b>Consumer Skills (1-2-0)</b> Students will establish skills needed for management of a self-sufficient lifestyle. Pre-requisite : TEP - 1000 :	<b>0</b>
<b>TEP</b>	<b>1050</b>	<b>Transition to Workplace II (1-2-0)</b> Students will examine personal opportunities toward obtaining gainful employment. Pre-requisite : TEP - 1000 :	<b>0</b>
<b>TEP</b>	<b>1060</b>	<b>Workplace Relations (1-2-0)</b> Students will develop skills to build and maintain employment relationships. Pre-requisite : TEP - 1000 :	<b>0</b>
<b>TEP</b>	<b>1120</b>	<b>Work Experience II (1-2-0)</b> Students will develop greater independence in practical hands-on training in suitable employment areas. Pre-requisite : TEP - 1000 : Pre-requisite : TEP - 1110 :	<b>0</b>

**Term 4 (Spring Semester)**

			Course Credits (Total Credits:0)
<b>TEP</b>	<b>1130</b>	<b>Work Practicum (1-2-0)</b> Students will complete their final work practicum off campus with minimal contact from Olds College staff. Students will perform work place skills independently. Pre-requisite : TEP - 1000 : Pre-requisite : TEP - 1120 :	<b>0</b>

**Graduation Requirements**

- Completion of all required courses as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

**Changes to this Program**

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# Turfgrass Management Certificate



## Description

The Olds College Turfgrass Management Certificate Program prepares its graduates to contribute within the turfgrass industry.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Apply structured inquiry processes to think critically about challenges in the turfgrass industry.
2. Communicate effectively in a workplace environment.
3. Apply team-building collaborative philosophies to complete daily activities and/or assignments.
4. Demonstrate an introductory understanding of turfgrass science.
5. Discover sound agronomic practices.

## Requirements:

### TERM 1

			Course Credits (Total Credits:21)
<b>TRF</b>	<b>1000</b>	<b>Succeeding in an Inquiry Based Learning Environment (3-0-0 hrs)</b>	<b>3</b>
Students assemble information, discover processes and apply techniques that prepare them for success in an inquiry based learning environment.			
<b>TRF</b>	<b>1620</b>	<b>Applying Environmental Principles for Pesticide Certification (3-0-0 hrs)</b>	<b>3</b>
Students achieve Federal Pesticide Assistant Certification through implementing safe handling, application and legislation of pesticides.			
<b>TRF</b>	<b>1660</b>	<b>Managing Sustainable Turfgrass Irrigation (3-0-0 hrs)</b>	<b>3</b>
Students discover, design and assemble irrigation components and systems implementing water conservation processes.			
<b>TRF</b>	<b>1210</b>	<b>Managing Turfgrass (3-0-0 hrs)</b>	<b>3</b>
Students discover the fundamental principles of turfgrass management identification, physiology and botany.			
<b>TRF</b>	<b>1730</b>	<b>Discovering Construction Principles (3-0-0 hrs)</b>	<b>3</b>
Students discover and implement fundamental construction and project management techniques.			
<b>COM</b>	<b>1020</b>	<b>Workplace Communication (3-0-0 hrs)</b>	<b>3</b>
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 as well as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.			
<b>TRF</b>	<b>1600</b>	<b>Developing Turfgrass Operational Strategies (3-0-0 hrs)</b>	<b>3</b>
Students develop operational strategies utilizing best management practices within the turfgrass industry.			

### TERM 2

Course Credits  
(Total Credits:9)



<b>TRF</b>	<b>1720</b>	<b>Golf Course Field School I: Assessing Equipment Inventories and Practices (0-6-0 hrs)</b>	<b>3</b>
		Students develop a plan to understand the equipment inventory and the individual roles that each piece of equipment has in golf course conditioning.	
<b>TRF</b>	<b>1740</b>	<b>Golf Course Field School II: Discovering Cultural Practices (0-6-0 hrs)</b>	<b>3</b>
		Students identify and analyze cultural practices as they relate to the golf course system. Pre-requisite : TRF - 1720 :	
<b>TRF</b>	<b>1760</b>	<b>Golf Course Field School III: Evaluating Playing Conditions (0-6-0 hrs)</b>	<b>3</b>
		Students develop best management practices of playing conditions as they relate to course set-up, player experience and maintenance standards. Pre-requisite : TRF - 1720 :and Pre-requisite : TRF - 1740 :	

## Graduation Requirements

- Completion of 30 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### Changes to this Program

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# Turfgrass Management Diploma



## Description

The Olds College Turfgrass Management Diploma Program prepares its graduates to contribute to the growth and development of the turfgrass industry.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Apply guided inquiry processes to think critically about probable solutions to industry challenges.
2. Communicate effectively in a workplace environment.
3. Articulate the environmental, economic and ethical implications of decisions and processes.
4. Demonstrate a deeper understanding of the turfgrass industry.
5. Analyze and assess sound agronomic practices.
6. Propose solutions to agronomic problems.
7. Apply self-directed learning activities to guide professional growth.
8. Apply team-building collaborative philosophies to complete daily activities and/or assignments.

## Requirements:

### TERM 1

			Course Credits (Total Credits:21)
<b>TRF</b>	<b>2420</b>	<b>Managing Agronomic Environments (3-0-0 hrs)</b>	<b>3</b>
Students develop strategies for turf care, related to management of a golf course, using data and observations collected from their field school activities.			
<b>TRF</b>	<b>2620</b>	<b>Procuring Pesticide Certification (3-0-0 hrs)</b>	<b>3</b>
Students investigate preventative and curative applications for turfgrass pest management and achieve full regional pesticide application certification.			
Pre-requisite : TRF - 1620 :			
<b>TRF</b>	<b>2640</b>	<b>Implementing Environmental Systems for Golf Courses (3-0-0 hrs)</b>	<b>3</b>
Students discover the principles of the Audubon Cooperative Sanctuary Program for Golf Courses.			
<b>TRF</b>	<b>2660</b>	<b>Evaluating Irrigation Environmental Efficiencies (3-0-0 hrs)</b>	<b>3</b>
Students assess irrigation environmental impacts through irrigation auditing and central control software.			
Pre-requisite : TRF - 1660 :			
<b>TRF</b>	<b>2730</b>	<b>Applying Golf Course Construction Techniques (3-0-0 hrs)</b>	<b>3</b>
Students discover, develop and implement golf course construction elements.			
Pre-requisite : TRF - 1730 :			
<b>TRF</b>	<b>2740</b>	<b>Evaluating Professional Standards (3-0-0 hrs)</b>	<b>3</b>
Students evaluate frameworks necessary to implement golf course operational standards.			
<b>TRF</b>	<b>2800</b>	<b>Managing Golf Course Soils (3-0-0 hrs)</b>	<b>3</b>
Students assemble information and discover processes that influence sustainable methods in golf course soil management.			

### TERM 2 - INTERNSHIP

			Course Credits (Total Credits:9)
<b>TRF</b>	<b>2810</b>	<b>Internship I: Evaluating Golf Course Infrastructure (0-6-0 hrs)</b> Students develop a plan to assess infrastructure requirements and the roles that infrastructure element has in the golf course system.	<b>3</b>
<b>TRF</b>	<b>2820</b>	<b>Internship II: Formulating Ecological System Diversification (0-6-0 hrs)</b> 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.	<b>3</b>
<b>TRF</b>	<b>2830</b>	<b>Internship III: Evaluating Golf Course Environmental Practices (0-6-0 hrs)</b> 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.  Pre-requisite : TRF - 2640 :	<b>3</b>

## Graduation Requirements

- Completion of 60 credits
- Completion of 30 credits from a Certificate program in a related field
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### Changes to this Program

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# Veterinary Medical Receptionist Certificate



## Description

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.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Explain veterinary procedures, protocols and materials.
2. Complete veterinary pharmaceutical procedures as directed by a veterinarian.
3. Explain infectious diseases and prevention.
4. Identify common breeds, behaviour and handling of selected species.
5. Identify the animal systems and components of Animal Health Management.
6. Interact professionally with clients and staff.
7. Utilize appropriate software.
8. Produce professional documents.
9. Provide veterinary customer service and client education. Communicate effectively within the animal health industry.

## Requirements:

### TERM 1

			Course Credits (Total Credits:15)
<b>VMR</b>	<b>1010</b>	<b>Animal Health Systems and Management (3-3-0 hrs)</b>	<b>3</b>
Students will use terminology in veterinary medicine. Students will describe emergency and animal health management principles and procedures.			
<b>VMR</b>	<b>1020</b>	<b>Animal Breeds, Handling and Behavior (3-1-0 hrs)</b>	<b>3</b>
Different breeds and natural behaviors will be studied and students will identify species and breeds of domestic animals. Students will perform safe handling and restraint techniques on domestic animals.			
<b>AHT</b>	<b>1050</b>	<b>Introduction to the Veterinary Profession (3-0-0 hrs)</b>	<b>3</b>
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 examine animal welfare and ethical issues. This course provides students with foundational veterinary medical terminology they will use throughout their career.			
<b>CMP</b>	<b>1100</b>	<b>Computer Applications I (3-0-0 hrs)</b>	<b>3</b>
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.			
<b>COM</b>	<b>1020</b>	<b>Workplace Communication (3-0-0 hrs)</b>	<b>3</b>
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 as well as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.			

**TERM 2**

Course Credits  
(Total Credits:12)

**VMR 1510 Infectious Diseases and Prevention (3-3-0 hrs) 3**

This course is a study of selected animal diseases, their treatments, and the duties performed in a pharmacy. Students will describe disease conditions of domestic animals and common pharmaceutical agents used in veterinary medicine. Students will review legislation regarding the use of pharmaceuticals. Students describe nutritional requirements for dogs and cats.

Pre-requisite : VMR - 1010 :

**VMR 1520 Veterinary Procedures Awareness (3-0-0 hrs) 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.

Pre-requisite : VMR - 1010 :and

Pre-requisite : VMR - 1020 :

**VMR 1530 Reception Procedures in Veterinary Medicine (3-0-0 hrs) 3**

Students will become familiar with appointment procedures commonly encountered in a veterinary practice. Students will demonstrate communication skills used in a variety of case studies unique to dealing with clients of a veterinary practice. They will describe protocols for inventory and marketing products and services and will explain services offered by specific animal health sectors.

Pre-requisite : AHT - 1050 :

**VMR 1550 Veterinary Practice Software (3-3-0 hrs) 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.

Pre-requisite : CMP - 1100 :

**TERM 3**

Course Credits  
(Total Credits:3)

**VMR 2950 Industry Practicum (1-0-0 hrs) 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.

Pre-requisite : Pass all required courses and have a cumulative GPA at or above that required for graduation.

**Graduation Requirements**

- Completion of 30 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

**Changes to this Program**

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# Veterinary Technical Assistant Certificate



## Description

This program focuses on providing education and training to people interested in providing support in an animal health setting.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Work confidently with small animals to provide care in a hospital setting.
2. Understand basic veterinary terminology.
3. Understand common medical and surgical procedures in veterinary medicine.
4. Identify, care for and maintain veterinary equipment and instruments.
5. Provide basic care and husbandry to cats/dogs.
6. Work professionally in a veterinary setting.

## Requirements:

### Required Courses

			Course Credits (Total Credits:15)
<b>AHT</b>	<b>1050</b>	<b>Introduction to the Veterinary Profession (3-0-0 hrs)</b>	<b>3</b>
<p>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 examine animal welfare and ethical issues. This course provides students with foundational veterinary medical terminology they will use throughout their career.</p>			
<b>VTA</b>	<b>6010</b>	<b>Small Animal Restraint and Handling (3-3-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>VTA</b>	<b>6020</b>	<b>Principles of Veterinary Clinical Procedures (3-0-0 hrs)</b>	<b>3</b>
<p>Students will describe principles of common small animal surgeries and clinical procedures routinely performed in veterinary practices.</p>			
<b>VTA</b>	<b>6030</b>	<b>Veterinary Equipment and Instrumentation (3-3-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>VTA</b>	<b>6040</b>	<b>Veterinary Patient Preparation and Husbandry (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			

## Graduation Requirements

- Completion of 15 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better

- Satisfactory completion of occupational experience and/or assignment, if required

#### **Changes to this Program**

Every effort has been made to ensure that information in this program is accurate at the time of publication. The College reserves the right to change programs if it becomes necessary so that program content remains relevant. In such cases, Olds College will provide clear and timely notice of the changes.

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Olds College

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Effective Date: 12/19/2013

Generated on: 7/11/2019 12:52:32 PM



# PROGRAM DATES and FEE SCHEDULE for 2018-2019

For CERTIFICATE, DIPLOMA, APPLIED DEGREE programs, OPEN STUDIES and TRANSITIONAL EMPLOYMENT



The College reserves the right to change, amend or alter this information as necessary without notice or prejudice. Please be aware tuition, fees and books are subject to adjustment each year.  
 \*January 2019 - subject to change

PROGRAM INFORMATION					PAYMENT DEADLINE	TUITION		FEES							BOOKS	TOTAL				
PROGRAM	YEAR	TERM	CALENDAR TERM	DATES FOR 2018-2019	LOCATION	PAYMENT DEADLINE BY TERM	TUITION - DOMESTIC	TUITION - INTERNATIONAL	OLDS COLLEGE FEES			SAOC FEES				BOOKS & SUPPLIES ESTIMATE	TOTAL - DOMESTIC	TOTAL - INTERNATIONAL		
									PROGRAM FEE	ADMIN FEE	REC FEE	SAOC FEE	BUILDING FUND FEE	SS & CE	YEARBOOK FEE				HEALTH DENTAL	
Agricultural and Heavy Equipment certificate	1	1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00												
		2	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$4,000.00	\$6,936.10	\$10,221.10		
Agricultural and Heavy Equipment diploma	2	1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$780.00	\$3,716.10	\$7,001.10		
		2	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$290.00	\$2,840.35	\$6,125.35		
Agricultural Management	1	1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$700.00	\$3,636.10	\$6,921.10		
		2	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$700.00	\$3,250.35	\$6,535.35		
	2	3	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$700.00	\$3,636.10	\$6,921.10		
		4	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$700.00	\$3,250.35	\$6,535.35		
Animal Health Technology Online (Summer 2016 Intake)	2	8	Summer	Jul 3-Aug 10	Off Campus Practicum															
Animal Health Technology (Fall 2017 Intake)	2	4	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00	\$656.67	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$500.00	\$3,742.77	\$7,027.77		
		5	Winter	Jan 7-Feb 15	Off Campus Directed Field Study	Jan 11	\$438.00	\$1,095.00									\$484.56	\$1,141.56		
Animal Health Technology (Winter 2018 Intake)	1	3	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,628.00	\$6,570.00	\$656.67	\$130.50	\$84.98	\$148.86	\$42.84	\$6.87	\$35.75	\$500.00	\$4,234.47	\$8,176.47		
		4	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00	\$656.67	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$350.00	\$500.00	\$3,707.02	\$6,992.02		
	2	5	Spring	May 6-Jun 14	Off Campus Directed Field Study	May 10	\$438.00	\$1,095.00		\$21.75	\$24.81						\$484.56	\$1,141.56		
Animal Health Technology (Summer 2018 Intake) Term 5 will be billed in the 2019-2020 academic year. Please reference a term 5 above for an estimate.	1	1	Summer	Jul 3-Aug 24	Online	Jul 6	\$876.00	\$2,190.00		\$43.50	\$49.62			\$35.75	\$350.00	\$100.00	\$1,454.87	\$2,768.87		
		2	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,628.00	\$6,570.00	\$656.67	\$130.50	\$84.98	\$148.86	\$42.84	\$6.87	\$350.00	\$500.00	\$4,198.72	\$8,140.72		
	2	3	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,628.00	\$6,570.00	\$656.67	\$130.50	\$84.98	\$148.86	\$42.84	\$6.87	\$350.00	\$500.00	\$4,198.72	\$8,140.72		
		4	Spring	May 6-Aug 16	Olds Campus	May 10	\$2,190.00	\$5,475.00	\$656.67	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$350.00	\$500.00	\$4,057.02	\$7,342.02		
Animal Health Technology (Fall 2018 Intake) Term 4 & 5 will be billed in the 2019-2020 academic year. Please reference a term 4 & 5 above for an estimate.	1	1	Fall	Oct 22-Dec 14	Online	Oct 26	\$876.00	\$2,190.00		\$43.50	\$49.62			\$35.75	\$350.00	\$100.00	\$1,454.87	\$2,768.87		
		2	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,628.00	\$6,570.00	\$656.67	\$130.50	\$84.98	\$148.86	\$42.84	\$6.87	\$350.00	\$500.00	\$4,198.72	\$8,140.72		
	3	Spring	May 6-Aug 16	Olds Campus	May 10	\$2,628.00	\$6,570.00	\$656.67	\$130.50	\$84.98	\$148.86	\$42.84	\$6.87	\$350.00	\$500.00	\$4,198.72	\$8,140.72			
Animal Health Technology (Winter 2019 Intake) Term 3, 4 & 5 will be billed in the 2019-2020 academic year. Please reference a term 3, 4 & 5 above for an estimate.	1	1	Winter	Mar 4-Apr 26	Online	Mar 8	\$876.00	\$2,190.00		\$43.50	\$49.62			\$35.75	\$350.00	\$100.00	\$1,454.87	\$2,768.87		
		2	Spring	May 6-Aug 16	Olds Campus	May 10	\$2,628.00	\$6,570.00	\$656.67	\$130.50	\$84.98	\$148.86	\$42.84	\$6.87	\$350.00	\$500.00	\$4,198.72	\$8,140.72		
Apparel Technology	both majors	1	1	Fall	Sep 4-Dec 14	Fashion Institute at Calgary Campus	Sep 7	\$2,190.00	\$5,475.00		\$108.75	\$124.05			\$350.00	\$1,220.00	\$3,992.80	\$7,277.80		
			2	Winter	Jan 7-Apr 26	Fashion Institute at Calgary Campus	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$124.05			\$350.00	\$655.00	\$3,077.80	\$6,362.80		
		2	3	Fall	Sep 4-Dec 14	Fashion Institute at Calgary Campus	Sep 7	\$2,190.00	\$5,475.00		\$108.75	\$124.05			\$350.00	\$550.00	\$3,322.80	\$6,607.80		
Costume Cutting and Construction major	2	4	Winter	Jan 7-Apr 26	Fashion Institute at Calgary Campus	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$124.05			\$350.00	\$730.00	\$3,152.80	\$6,437.80			
		3	Fall	Sep 4-Dec 14	Fashion Institute at Calgary Campus	Sep 7	\$2,190.00	\$5,475.00		\$108.75	\$124.05			\$350.00	\$930.00	\$3,702.80	\$6,987.80			
Arboriculture Technician	1	1	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$500.00	\$3,436.10	\$6,721.10	
		2	Spring	May 6-Aug 16	Olds Campus	Sep 7	\$2,628.00	\$6,570.00		\$130.50	\$84.98	\$148.86	\$42.84	\$6.87	\$35.75	\$350.00	\$500.00	\$3,927.80	\$7,869.80	
Bachelor of Applied Science - Agribusiness	4	1	DFS	varied dates	Off Campus Directed Field Study x 2	upon registration x 2	\$1,752.00	\$4,380.00		\$87.00	\$84.98	\$99.24	\$28.56	\$6.87	\$500.00	\$2,558.65	\$5,186.65			
		2	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$1,752.00	\$4,380.00		\$87.00	\$84.98	\$99.24	\$28.56	\$6.87	\$500.00	\$2,558.65	\$5,186.65			
		3	DFS	varied dates	Off Campus Directed Field Study x 2	upon registration x 2	\$1,642.50	\$4,106.25		\$108.75	\$124.05						\$1,875.30	\$4,339.05		
Bachelor of Applied Science - Golf Course Management	3	1	Fall	Oct 29-Dec 14	Online	Nov 2	\$1,314.00	\$3,285.00		\$65.25	\$74.43			\$35.75	\$350.00	\$250.00	\$2,089.43	\$4,060.43		
		2	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$3,066.00	\$7,665.00		\$152.25	\$84.98	\$173.67	\$42.84	\$6.87	\$250.00	\$3,776.61	\$8,751.61			
		4	DFS	varied dates	Off Campus Directed Field Study x 2	upon registration x 2	\$1,642.50	\$4,106.25		\$108.75	\$124.05						\$1,875.30	\$4,339.05		
Bachelor of Applied Science - Horticulture (Fall 2017 Intake)	3	4	Fall	Sep 4-Oct 26	Online	Sep 7	\$438.00	\$1,095.00		\$21.75	\$24.81						\$484.56	\$1,141.56		
		1	Fall	Oct 29-Dec 14	Online	Nov 2	\$1,314.00	\$3,285.00		\$65.25	\$74.43			\$35.75	\$350.00	\$250.00	\$2,089.43	\$4,060.43		
Bachelor of Applied Science - Horticulture (Fall 2018 Intake)	3	2	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$350.00	\$250.00	\$2,800.35	\$6,085.35		
		3	Spring	May 6-Jun 28	Online	May 10	\$438.00	\$1,095.00		\$21.75	\$24.81						\$484.56	\$1,141.56		
		4	DFS	varied dates	Off Campus Directed Field Study x 2	upon registration x 2	\$1,642.50	\$4,106.25		\$108.75	\$124.05						\$1,875.30	\$4,339.05		
Fall 2017 or Fall 2018 Intake	4	5	DFS	varied dates	Off Campus Directed Field Study x 2	upon registration x 2	\$1,642.50	\$4,106.25		\$108.75	\$124.05						\$1,875.30	\$4,339.05		
		1	1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00	\$407.50	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$500.00	\$3,843.60	\$7,128.60
		2	2	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00	\$407.50	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$500.00	\$3,457.85	\$6,742.85
			3	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00	\$407.50	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$500.00	\$3,843.60	\$7,128.60
Brewmaster and Brewery Operations Management	2	4	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00	\$407.50	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$500.00	\$3,957.85	\$6,242.85	
		1	1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00	\$407.50	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$500.00	\$3,843.60	\$7,128.60
Business Management certificate	1	1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$750.00	\$3,686.10	\$6,971.10	
		2	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$750.00	\$3,300.35	\$6,585.35	
Business Management diploma - General Management major	2	3	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$750.00	\$3,686.10	\$6,971.10	
		4	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$750.00	\$3,300.35	\$6,585.35	
Business Management diploma - General Management major ABM Cohort	2	3	Fall	Oct 1-Dec 14	Olds Campus	Pre-paid with Deposit	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$750.00	\$3,686.10	\$6,971.10	
		4	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$750.00	\$3,300.35	\$6,585.35	
		1	1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$750.00	\$3,686.10	\$6,971.10
Business Management diploma - Sports Management major	1	2	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$750.00	\$3,300.35	\$6,585.35	
		3	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$750.00	\$3,686.10	\$6,971.10	
	2	4	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$750.00	\$3,300.35	\$6,585.35	
		1	1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00	\$207.50	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$750.00</		

PROGRAM	YEAR	TERM	CALENDAR TERM	DATES FOR 2018-2019	LOCATION	PAYMENT DEADLINE BY TERM	TUITION - DOMESTIC	TUITION - INTERNATIONAL	PROGRAM FEE	ADMIN FEE	REC FEE	SAOC FEE	BUILDING FUND FEE	SS & CE	YEARBOOK FEE	HEALTH DENTAL	BOOKS & SUPPLIES ESTIMATE	TOTAL - DOMESTIC	TOTAL - INTERNATIONAL	
Farrier Science	1	1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00	\$82.50	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$3,375.00	\$6,393.60	\$9,678.60	
		2	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00	\$82.50	\$108.75	\$84.98	\$124.05	\$35.70	\$6.87				\$200.00	\$2,832.85	\$6,117.85
Heavy Equipment Operator (Fall 2018 Intake)	1	1	Fall	Sep 4-Nov 23	Drumheller	Sep 7	\$10,990.05	\$27,475.20		\$108.75							\$1,000.00	\$12,222.85	\$28,708.00	
Heavy Equipment Operator (Winter 2019 Intake)	1	1	Winter	Mar 11-May 31	Olds	Mar 15	\$10,990.05	\$27,475.20		\$108.75		\$124.05					\$1,000.00	\$12,222.85	\$28,708.00	
Horticulture Technician	1	1	Fall	Oct 1-Dec 14	Olds Campus	Oct 5	\$1,314.00	\$3,285.00		\$65.25	\$84.98	\$74.43	\$21.42	\$6.87	\$35.75	\$350.00	\$750.00	\$2,702.70	\$4,673.70	
		2	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,628.00	\$6,570.00		\$130.50	\$84.98	\$148.86	\$42.84	\$6.87			\$400.00	\$3,442.05	\$7,384.05	
		3	Spring	May 6-Jun 28	Off Campus Field Studies	May 10	\$438.00	\$1,095.00		\$21.75		\$24.81							\$484.56	\$1,141.56
Horticulture Technologist	2	1	Summer	Jul 3-Aug 24	Off Campus Field Studies	Jul 6	\$438.00	\$1,095.00		\$21.75		\$24.81							\$484.56	\$1,141.56
		2	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$1,314.00	\$3,285.00		\$65.25	\$42.49	\$74.43	\$14.28	\$6.87	\$35.75	\$350.00	\$400.00	\$2,303.07	\$4,274.07	
		3	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,628.00	\$6,570.00		\$130.50	\$84.98	\$148.86	\$42.84	\$6.87			\$400.00	\$3,442.05	\$7,384.05	
Hospitality and Tourism Management (Summer 2017 Intake)	2	5	Fall	Oct 1-Nov 5	Online and Olds Campus	Oct 5	\$438.00	\$1,095.00		\$21.75		\$24.81						\$484.56	\$1,141.56	
Hospitality and Tourism Management (Summer 2018 Intake) Accelerated Program	1	1	Summer	Aug 20-Sep 7	Olds Campus	Aug 24	\$876.00	\$2,190.00	\$800.00	\$43.50	\$42.49	\$49.62	\$14.28	\$6.87	\$35.75	\$350.00		\$2,218.51	\$3,532.51	
		2	Fall	Sep 10-Dec 14	Olds Campus	Sep 14	\$3,504.00	\$8,760.00		\$174.00	\$84.98	\$198.48	\$57.12	\$6.87			\$568.00	\$4,593.45	\$9,849.45	
		3	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$3,066.00	\$7,665.00	\$300.00	\$152.25	\$84.98	\$173.67	\$49.98	\$6.87			\$568.00	\$4,401.75	\$9,000.75	
Hospitality and Tourism Management (Summer 2018 Intake) Two year Program	2	4	Spring	Apr 29-Sep 27	Off Campus Work Experience	May 3	\$876.00	\$2,190.00		\$49.50		\$49.62						\$969.12	\$2,283.12	
		1	Summer	Aug 20-Sep 7	Olds Campus	Aug 24	\$438.00	\$1,095.00	\$800.00	\$21.75	\$42.49	\$24.81	\$7.14	\$6.87	\$35.75	\$350.00		\$1,726.81	\$2,383.81	
		2	Fall	Sep 10-Dec 14	Olds Campus	Sep 14	\$2,628.00	\$6,570.00		\$130.50	\$84.98	\$148.86	\$42.84	\$6.87			\$568.00	\$3,610.05	\$7,552.05	
Land Agent	1	3	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$1,752.00	\$4,380.00	\$300.00	\$87.00	\$84.98	\$99.24	\$28.56	\$6.87			\$568.00	\$2,926.65	\$5,554.65	
		1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$450.00	\$3,886.10	\$6,671.10	
		2	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87			\$450.00	\$3,000.35	\$6,285.35	
		3	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$450.00	\$3,886.10	\$6,671.10	
Land and Water Resources	2	4	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$450.00	\$3,000.35	\$6,285.35	
		1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$412.00	\$3,348.10	\$6,633.10	
		2	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$412.00	\$2,962.35	\$6,247.35	
		3	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$412.00	\$3,348.10	\$6,633.10	
Meat Processing (Fall 2018 Intake)	1	1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$600.00	\$3,536.10	\$6,821.10	
Meat Processing (Winter 2019 Intake)	1	1	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$600.00	\$3,536.10	\$6,821.10	
Meat Processing (Spring 2019 Intake)	1	1	Spring	May 13-Aug 23	Olds Campus	May 17	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$350.00	\$600.00	\$3,500.35	\$6,785.35		
Open Studies	1	1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$750.00	\$3,686.10	\$6,971.10	
		1	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$750.00	\$3,686.10	\$6,971.10	
Post-Diploma Certificate (dates may vary depending on area of interest)	1	1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87	\$35.75	\$350.00	\$750.00	\$3,686.10	\$6,971.10	
		2	Winter	Jan 7-Apr 26	Olds Campus	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87			\$750.00	\$3,300.35	\$6,585.35	
Pre-Employment Heavy Equipment Technician (Fall 2018 intake)	1	1	Fall	Sep 4-Nov 23	Olds Campus	50% Aug 7, 50% Sep 7	\$4,027.65	\$10,069.13		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87			\$290.00	\$4,678.00	\$10,719.48	
Pre-Employment Heavy Equipment Technician (Winter 2019 Intake)	1	1	Winter	Feb 25-May 17	Olds Campus	50% Jan 14, 50% Mar 1	\$4,027.65	\$10,069.13		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87			\$290.00	\$4,678.00	\$10,719.48	
Pre-Employment Motorcycle Mechanic	1	1	Winter	Jan 7-Mar 29	Olds Campus	50% Dec 10, 50% Jan 11	\$4,467.12	\$11,167.80		\$87.00	\$84.98	\$99.24	\$28.56	\$6.87			\$320.00	\$5,093.77	\$11,794.45	
Pre-Employment Welder (Fall 2018 Intake)	1	1	Fall	Sep 24-Dec 14	Olds Campus	50% Aug 27, 50% Sep 28	\$4,813.68	\$12,034.20		\$87.00	\$84.98	\$99.24	\$28.56	\$6.87			\$290.00	\$5,410.33	\$12,630.85	
Pre-Employment Welder (Winter 2019 Intake)	1	1	Winter	Feb 25-May 17	Olds Campus	50% Jan 14, 50% Mar 1	\$4,813.68	\$12,034.20		\$87.00	\$84.98	\$99.24	\$28.56	\$6.87			\$290.00	\$5,410.33	\$12,630.85	
Race Horse Groom Training	1	1	Winter	Feb 4-Apr 26	Olds Campus Feb 4-Mar 15, Race Track Century Mile Mar 16-Apr 26	Feb 8	\$570.00			\$87.00	\$84.98	\$99.24	\$28.56	\$6.87		\$350.00	\$417.50	\$1,644.15		
		2	Spring	Apr 29-May 17	Off Campus Practicum	May 3	\$142.50			\$21.75		\$24.81						\$189.06		
		1	Summer	Aug 20-Aug 31	Olds Campus	Aug 24	\$1,044.51	\$2,611.28	\$290.45	\$21.75	\$42.49	\$24.81	\$7.14	\$6.87	\$350.00	\$225.00	\$2,013.02	\$3,579.79		
Transitional Employment Program	1	2	Fall	Sept 4-Dec 7	Olds Campus	Sep 7	\$4,178.04	\$10,445.10		\$87.00	\$84.98	\$99.24	\$28.56	\$6.87				\$4,484.69	\$10,751.75	
		3	Winter	Jan 7-Jun 21	Olds Campus Jan 7-Apr 12, Off Campus Practicum Apr 15-Jun 21	Jan 11	\$5,222.55	\$13,056.38		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87		\$225.00	\$5,807.90	\$13,641.73		
		1	Spring	Jan 7-May 8	Olds Campus	Jan 11	\$3,066.00	\$7,665.00		\$152.25	\$84.98	\$173.67	\$42.84	\$6.87	\$35.75	\$350.00	\$400.00	\$4,319.50	\$8,918.50	
Turfgrass Management certificate	1	2	Spring	May 13-Oct 27	Off Campus Field Schools	May 17	\$1,314.00	\$3,285.00		\$65.25		\$74.43					\$1,453.68	\$3,424.68		
Turfgrass Management diploma	2	3	Winter	Jan 7-May 8	Olds Campus	Jan 11	\$3,066.00	\$7,665.00		\$152.25	\$84.98	\$173.67	\$42.84	\$6.87	\$35.75	\$350.00	\$400.00	\$4,312.36	\$8,911.36	
		4	Spring	May 13-Oct 27	Off Campus Internships	May 17	\$1,314.00	\$3,285.00		\$65.25		\$74.43						\$1,453.68	\$3,424.68	
Veterinary Medical Receptionist Online	1	1	Fall	Sep 4-Dec 14	Online	Sep 7	\$1,752.00	\$4,380.00		\$87.00		\$99.24				\$350.00	\$600.00	\$2,888.24	\$5,516.24	
		2	Winter	Jan 7-Apr 23	Online	Jan 11	\$1,752.00	\$4,380.00		\$87.00		\$99.24				\$200.00	\$2,138.24	\$4,766.24		
		3	Spring	Apr 29-Jul 19	Online Apr 29-Jun 14, Olds Campus Jun 17-21, Practicum Jun 24-Jul 19	May 3	\$876.00	\$2,190.00		\$49.50		\$49.62						\$969.12	\$2,283.12	
Veterinary Medical Receptionist On-campus	1	1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$28.56	\$6.87	\$35.75	\$350.00	\$600.00	\$3,528.96	\$6,813.96	
		2	Winter	Jan 7-May 31	Olds Campus Jan 7-Apr 29, Off Campus Practicum May 6-May 31	Jan 11	\$2,190.00	\$5,475.00		\$108.75	\$84.98	\$124.05	\$35.70	\$6.87			\$200.00	\$2,750.35	\$6,035.35	
Veterinary Technical Assistant	1	1	Fall	Sep 4-Dec 14	Olds Campus	Sep 7	\$2,190.00	\$5,475.00	\$400.00	\$108.75	\$84.98	\$124.05	\$28.56	\$6.87	\$35.75	\$350.00	\$400.00	\$3,728.96	\$7,013.96	

TUITION RATES	DOMESTIC	INTERNATIONAL
Tuition - Applied Degree Directed Field Study Courses	\$109.50/credit	\$273.75/credit
Tuition - Exercise Rider and Jockey Courses	\$67.86/credit	\$169.65/credit
Tuition - Heavy Equipment Operator Courses	\$732.67/credit	\$1831.68/credit
Tuition - Pre-Employment Heavy Equipment Technician Courses	\$268.51/credit	\$671.28/credit
Tuition - Pre-Employment Motorcycle Mechanic Courses	\$372.26/credit	\$930.65/credit
Tuition - Pre-Employment Welder Courses	\$401.14/credit	\$1002.85/credit
Tuition - Race Horse Groom Training Courses	\$47.50/credit	\$118.75/credit
Tuition - Transitional Employment Program Courses	\$348.17/credit	\$870.46/credit
Tuition - Apprenticeship	\$784.00/period	
Tuition - Audit	Regular Course Tuition Fees	
Tuition - Other Programs	\$146.00/credit	\$365.00/credit

ADDITIONAL FEES	
Application Fee	\$78.75
Challenge Exam Administration Fee (per 3 credit course)	\$75.00
Challenge Exam Course Fee	50% of tuition fee
Late Payment Fee	\$200.00
NSF/Returned Cheque Fee	\$50.00
Parchment Replacement Fee	\$60.00
Payment Plan Administration Fee	\$150.00
Prior Learning Assessment and Recognition Admin Fee (per 3 credits)	\$75.00
Prior Learning Assessment and Recognition Course Fee	50% of tuition fee
Replacement ID Card Fee	\$20.00
Transfer Credit (per 3 credit course)	\$75.00

## APPRENTICESHIP PERIOD DATES and FEE SCHEDULE 2018-2019

\*April 2018 - subject to change

### NOTES:

Fees below are estimates. Actual fees are due and payable upon registration for each period of training.  
Books and supplies are purchased directly by the student, and are not billed to the student account.

### CANCELLATION and WITHDRAWAL:

A cancellation of registration up to and including 10 days prior to the period will result in a full refund minus a \$150 cancellation fee.  
A cancellation of registration within 10 days prior to the period, or withdrawing once the period has started, will result in no refund of tuition and fees.

PROGRAM INFORMATION				TUITION and FEES				SAOC FEES			BOOKS & SUPPLIES ESTIMATE	TOTAL
PROGRAM	PERIOD	CALENDAR TERM	DATES FOR 2018-2019	TUITION	PROGRAM FEE	ADMIN FEE	REC FEE	SAOC FEE	BUILDING FUND FEE	SS&CE	BOOKS & SUPPLIES ESTIMATE	TOTAL
Agricultural Equipment Technician	1	Fall	Oct 22-Dec 14	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
		Winter	Jan 7-Mar 1	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
	2	Fall	Oct 22-Dec 14	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
		Winter	Jan 7-Mar 1	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
	3	Fall	Oct 22-Dec 14	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
		Winter	Jan 7-Mar 1	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
	4	Fall	Oct 22-Dec 14	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
		Winter	Jan 7-Mar 1	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
Heavy Equipment Technician	1	Fall	Oct 22-Dec 14	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
		Winter	Jan 7-Mar 1	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
	2	Fall	Oct 22-Dec 14	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
		Winter	Jan 7-Mar 1	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
	3	Fall	Oct 22-Dec 14	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
		Winter	Jan 7-Mar 1	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
4	Fall	Oct 22-Dec 14	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56	
Landscape Horticulturist	1	Fall	Oct 1-Nov 23	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
		Winter	Feb 4-Mar 29	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
	2	Fall	Oct 1-Nov 23	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
		Winter	Feb 4-Mar 29	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
	3	Fall	Oct 22-Dec 14	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
		Winter	Jan 7-Mar 1	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
4	Fall	Oct 22-Dec 14	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56	
Welder	1	Summer	Aug 27-Oct 19	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
	2	Fall	Oct 22-Dec 14	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56
	3	Winter	Jan 7-Mar 1	\$784.00	\$67.00	\$58.00	\$42.49	\$66.16	\$19.04	\$6.87	\$290.00	\$1,333.56

### ADDITIONAL FEES

Late Payment Fee	\$200.00
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NSF/Returned Cheque Fee	\$50.00
Replacement ID Card Fee	\$20.00
Parking, and On-campus Residence and Meal Plan	

## DEFINITIONS

**Tuition** - Fees Olds College has been authorized to collect by the Provincial Government under the Post-Secondary Learning Act [Sec. 61(1)] for the use of instruction in courses that are part of programs approved by Alberta Advanced Education (AAE) under the Program of Study Regulation (AR 91/2009).

**Program Fee** - Fees Olds College collects to cover the costs of materials and supplies that facilitate instruction in a program that are not included in tuition.

**Admin Fee** - Collected for purposes of offering services to students. These services include but are not limited to tutoring, transcripts, parchments, convocation ceremony, ID cards, printing services, and information technology services and maintenance.

**Rec Fee** - This fee is charged to students at the Olds campus for the purpose of providing recreation opportunities and facilities.

**SAOC Fee** - This fee is charged by the Students' Association of Olds College (SAOC) used to support a variety of student-focused services and initiatives such as student representation, events, a food bank, clubs, etc.

**Building Fund Fee** - This fee is charged to students at the Olds campus and held by the SAOC until such a time as it is needed. It is used for the maintenance and upkeep of campus buildings as well as a contribution to the construction of new buildings in the future.

**SS & CE Fee** - The Student Services and Community Engagement (SS&CE) fee is charged to students at the Olds campus to offer services not covered by the college. For example, proactive interview workshops, industry nights, etc... The SS&CE is also used to engage Olds College students in the community.

**Yearbook Fee** - This fee is not charged for apprenticeship programs. Students in apprenticeship may pre-order and purchase a yearbook by contacting the Students' Association.

**Health Dental** - This fee is not charged to apprenticeship programs. Students in apprenticeship may enroll in this plan by contacting the SAOC Student Benefits Plan Office.

# CALENDAR OF IMPORTANT DATES 2018-2019

## Add a course:

- A course may be added up to and including 6% through the course. The add date is specific to each course based on the course dates. Adding a course will result in additional fees

## Drop a course:

- A course dropped up to and including 12% through the course will not be recorded on the student transcript, will not impact the Grade Point Average (GPA), and will result in a refund.  
 - A course dropped 13 to 50% through the course will be recorded on the student transcript with a grade of 'W', will not impact the Grade Point Average (GPA), and will result in no refund.  
 - A course dropped after 50% through the course will be recorded on the student transcript with a grade of 'F', will impact the Grade Point Average (GPA), and will result in no refund.

## SUMMER 2018

July 2	Canada Day Observance	College Closed
July 3 to August 31	Summer Term	
August 6	Civic Holiday	College Closed
August 7 to 10	AHT Final Exam Period for Spring Terms 2 and 3	

## FALL 2018

September 3	Labour Day	College Closed
September 4 to December 14	Fall Term	
October 8	Thanksgiving	College Closed
November 12	Remembrance Day Observance	College Closed
December 10 to 14	Final Exam Period for Fall 15-week courses	
December 17 to January 4	Student Christmas Break	

## WINTER 2019

January 1	New Year's Day	College Closed
January 7 to April 26	Winter Term	
February 18	Family Day	College Closed
February 19 to 22	Reading Week break (not observed by Turfgrass Mgmt, Applied Degree Golf Course Mgmt, Apprenticeship, Pre-Employment programs, Exercise Rider and Jockey Training, Race Horse Groom Training, Hospitality and Tourism Mgmt, Meat Processing, Veterinary Medical Receptionist Online)	
April 19	Good Friday	College Closed
April 22	Easter Monday	College Closed
April 23 to 26	Final Exam Period for Winter 15-week courses	

## SPRING 2019

April 29 to June 28	Spring Term	
May 20	Victoria Day	College Closed
June 1	Convocation Ceremony	

# POLICY

<b>CATEGORY</b>	B. Financial and Administrative	
<b>SUBJECT</b>	Student Fees	
<b>POLICY NUMBER</b>	B12	
<b>CROSS REFERENCE</b>	Public Post-secondary Institutions' Tuition Fee Regulation Apprenticeship and Industry Training Act B27 Tuition Waiver – International Student Athletes D20 Graduation and Convocation Policy D27 Granting of Credit Policy D37 Student Fee Consultation	
<b>ADMINISTRATIVE SERVICES COMMITTEE</b>		<b>ACADEMIC COUNCIL</b>
March 19, 2018		
<b>POLICY STATEMENT</b>		
The purpose of the policy is to ensure fees are charged and refunded in a consistent manner, and in compliance with any regulatory requirements.		
<b>GUIDELINES</b>		
<p><b>Mandatory Instructional Fees:</b> The Olds College Board of Governors approves the mandatory instructional fees (tuition and program fees) for programs approved in the Provider &amp; Program Registry System (PAPRS) maintained by Alberta Advanced Education (AAE). These fees are established in accordance with the Public Post-secondary Institutions' Tuition Fees Regulation and policy D37 Student Fee Consultation. Annual updating of these fees is the responsibility of the Registrar in consultation with the Vice President responsible for Academics.</p> <p>Apprenticeship mandatory instructional fees (tuition and program fees) and annual increases, are set in accordance with the Apprenticeship and Industry Training Act, the Public Post-secondary Institutions' Tuition Fees Regulation and policy D37 Student Fee Consultation.</p> <p>Mandatory instructional fees for programs and courses not included in PAPRS, off-campus programs, and courses provided under a third party contract are set and maintained by the Manager, Continuing Education.</p> <p><b>Universal Mandatory Non-instruction Fees (MNIF's):</b> Universal Mandatory Non-instructional Fees (MNIF's) are recommended by the Registrar in consultation with the Vice President responsible for Academics and approved set by the Board of Governors in accordance with policy D37 Student Fee Consultation. MNIF's are charged only to programs approved in PAPRS.</p> <p><b>Students' Association of Olds College (SAOC ) Fees:</b> Students' Association of Olds College (SAOC) fees are recommended and approved by the SAOC Executive. SAOC fees are charged only to programs approved in PAPRS.</p> <p><b>Optional Fees:</b> Optional Fees are recommended by the Registrar in consultation with the Vice President Corporate Services and approved at Administrative Services Committee. Optional fees are charged as the specific service is utilized, and must be paid at the time of usage.</p> <p>Olds College reserves the right to place a hold on a student account and withhold any and all college services (including, but not limited to: application for admission, final grades, transcripts, parchments, campus services, etc.) until all indebtedness has been rectified. Indebtedness includes any monies owed to Olds College as well as any property owned by Olds College and not returned or left in satisfactory condition.</p> <p>Students are responsible for withdrawing from a course and/or program they no longer wish to attend.</p> <p>Any student withdrawn for behavioral reasons shall be ineligible for a refund.</p>		
<b>IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY</b>		
<b>VICE PRESIDENT Responsible for:</b>	Academics	
<b>REVIEW PERIOD:</b>	3 Years	

# PROCEDURE

SUBJECT AND POLICY NUMBER:	B12 Student Fees
VICE PRESIDENT Sign Off Date:	March 19, 2018

## **PART A: PROVIDER & PROGRAM REGISTRY SYSTEM (PAPRS) APPROVED PROGRAMS (EXCLUDING APPRENTICESHIP)**

The Office of the Registrar will produce a Fee Schedule of student tuition and fees, SAOC fees, and estimated books and supplies. This will be produced by May 1 of each year for the following academic year.

### **REGISTRATION AND FEE PAYMENT**

1. The Office of the Registrar is responsible for registration of students into courses and charging of fees.
2. The Registrar sets the fee deadline for instructional, mandatory non-instructional, SAOC, meal plan and housing fees.
  - a. Fees are billed per term, specific to each program.
  - b. Fees are due per term, on or before the first Friday of the term for the program.
  - c. Fees applied to students' accounts after the fee deadline, are due immediately.
3. The fee deadline is published on the Olds College website.
4. Payment options are available on the Olds College website. Payment plans and deferred payment requests are reviewed by the Office of the Registrar on an individual basis.
5. Students are responsible to refer to their My Olds College account for fee and registration information.
6. Students are responsible for full payment of fees by the deadline. A fee deferral may be approved on an individual basis pending proof of third party sponsorship (i.e. student loans, awards, RESP's, etc.)
7. International students will be assessed tuition fees equal to two and one-half times (250%) those assessed for Canadian Citizens, Landed Immigrants or Permanent Residents.
8. Instructors will review the class list available through Web for Faculty within the add period of each class. The instructor will advise any student not on the class list to contact the Office of the Registrar to inquire about registering for the course.

### **UNPAID FEES**

1. A \$200.00 late payment fee and a financial hold will be applied to overdue student accounts on the business day following the fee deadline (or 3 business days for fees applied after the deadline) for any outstanding fees.
  - a. The Office of the Registrar will communicate the late payment fee charge and subsequent consequence to the impacted students.
  - b. The Office of the Registrar will work with the Chair to contact students with outstanding fees.
2. A students' course registration, and residence contract (if applicable), will be cancelled by noon on the second Friday following the program start date (or 10 business days for fees applied after the deadline) for any outstanding balance.
  - a. Office of the Registrar will notify the student, Chair and residence (if applicable) of the cancelled registrations.
  - b. The Office of the Registrar will work with the Chair to ensure Instructors are notified and students are removed from their classes.
  - c. The Office of the Registrar will work with CHOC to ensure the student is removed from residence.
3. If the student account is paid in full, reinstatement of registration will be reviewed on an individual basis.
4. Financial holds will be removed from the student account once all fees are paid.
5. Residence ancillary fees, library fines and parking tickets will result in a financial hold on the student account, but will not result in a late payment fee charge, or cancellation of registration or residence.
6. Overdue accounts will be sent to a collection agency.
7. Account write offs and overdue accounts sent to the collection agency are approved by the Registrar in consultation with the Director, Business Services.

### **ADDING OR DROPPING COURSES, WITHDRAWAL AND REFUNDS**

1. Once registered in a course, it is the students' responsibility to drop the course if they wish to no longer attend.
2. The deadline to add a course is up to and including 6% through the course.
3. The deadline to drop a course with a refund is up to and including 12% through the course.
4. The deadline to drop a course with a grade of 'W' and no refund is 13% to 50% through the course.
5. A course dropped after 50% through the course will result in a grade of 'F' and no refund of fees.
6. If withdrawing from a program, a notice of withdrawal must be submitted to the Office of the Registrar and will be effective based on the submission date. Non-attendance, NSF cheques, stop payment on a cheque or credit card and non-compliance with a fee deferral arrangement or payment plan does not constitute notice of withdrawal. The program tuition deposit is non-refundable.
7. Withdrawal for compassionate reasons will be considered on an individual basis. The student must submit their request, including the reason with any supporting documentation and desired outcome, in writing to the Registrar who will make the final decision.
8. In the case of a refund, if the student received any form of government, sponsorship, or support funding, the funding organization will be refunded first. Any remaining funds will then be sent to the student.

### **PROGRAM CANCELLATIONS**

1. The decision to cancel a program must be made by the Registrar conjunction with the Dean and communicated to students at least 8 weeks prior to the start of the program. All fees are refunded including the application fee and tuition deposit.
2. If the student received any form of government, sponsorship, or support funding, the funding organization will be refunded first. Any remaining funds will then be sent to the student.

### **PART B: CONTINUING EDUCATION (NOT APPROVED BY PAPRS) (\*)**

#### **FEE PAYMENT**

1. All fees must be paid in full at the time of registration.
2. Registrations are processed on a first come first served basis
3. Payment options are available on the Olds College website.

#### **REFUNDS**

1. A student who withdraws from a program or a course three or more business days prior to the start of the course will receive a 100% refund of all fees minus the cancellation fee as set by the Manager, Continuing Education.
2. A student who withdraws from a program or a course within three business days prior to the start of the course will receive no refund of fees.
3. In the case of a refund, if the student received any form of government, sponsorship, or support fundings, the funding organization will be refunded first. Any remaining funds will then be sent to the student.
4. Withdrawal for extenuating circumstances or compassionate reasons will be considered on an individual basis. The student must submit their request, including the reason for the request and any supporting documentation, to the Manager, Continuing Education, who will make the final decision.

#### **CANCELLATIONS**

1. The decision to cancel a course or program that is 5 days or less in length must be made and communicated to students at least 5 days prior to the start date of the first class.
2. The decision to cancel a course or program that is more than 5 days in length must be made and communicated to students at least 2 weeks prior to the start date of the first class.
3. If the student received any form of government, sponsorship, or support funding, the funding organization will be refunded first. Any remaining funds will then be sent to the student.



\* Excludes courses and/or programs undertaken in partnership with other institutions such as Prairie Horticulture Certificate. These courses or programs will comply with the fee policies jointly agreed to by the participating institutions. If there is no jointly agreed fee policy, then the Olds College Fee Policy applies.

## **PART C: APPRENTICESHIP PROGRAMS**

### **REGISTRATION AND FEE PAYMENT**

1. Applications for registration will be processed on a first come, first served basis.
2. Applications for registrations will not be processed if there are outstanding fees or library holds on the student's account. The hold must be cleared prior to registration.
3. All mandatory instructional fees, mandatory non-instructional fees and SAOC fees must be paid in full upon registration.
4. All other remaining fees, including but not limited to parking, residence and meal plans, must be paid in full on or before the first day of class.
5. Payment options are available on the Olds College website.
6. On the first day of class the instructors will take attendance based on the class list available through Web for Faculty. This is done to ensure students attending the course have paid and registered for the course. The instructor will advise any student not on the list to contact the Office of the Registrar.

### **CANCELLATIONS, WITHDRAWALS AND REFUNDS**

1. A cancellation of registration up to and including 10 days prior to the technical training will result in a full refund minus a \$150 cancellation fee.
2. A cancellation of registration within 10 days prior to the technical training will result in no refund of mandatory instructional fees, mandatory non-instructional fees and SAOC fees.
3. Withdrawal once the training has started will result in no refund of mandatory instructional fees, mandatory non-instructional fees and SAOC fees. In the case of a refund, if the student received any form of government, sponsorship, or support funding, the funding organization will be refunded first. Any remaining funds will then be sent to the student.
4. Withdrawal for compassionate reasons will be considered on an individual basis. The student must submit their request, including the reason with any supporting documentation and desired outcome, in writing to the Registrar who, after consultation with the Chair will make the final decision.

### **TECHNICAL TRAINING CANCELLATIONS**

1. The decision to cancel a period of technical training must be made by the Chair and communicated to students at least 4 weeks prior to the start date of the first class.
2. If the student received any form of government, sponsorship, or support funding, the funding organization will be refunded first. Any remaining funds will then be sent to the student.

# Accommodation Guest Services Certificate



## Description

This five course Certificate will prepare successful students for entry level positions within the accommodation sector and will focus on providing quality service to guests and supporting guest satisfaction. This program will combine theory and practical skills and has industry work experience incorporated into it.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Communicate with stakeholders to achieve personal and organizational objectives.
2. Apply workplace skills to achieve personal and organization objectives.
3. Apply professional standards to achieve personal and organizational objectives.
4. Apply ethical standards to achieve personal and organizational objectives.

## Requirements:

### TERM 1

									Course Credits (Total Credits:15)
<b>HAT</b>	<b>6100</b>	<b>Introduction to the Accommodation Sector</b>							<b>3</b>
		Students will receive a broad overview and introduction to the lodging industry. This course will explore the history, sub-sectors, careers, and trends in accommodations.							
<b>HAT</b>	<b>6101</b>	<b>Front Office Operations</b>							<b>3</b>
		This course will present a systematic approach to front office procedures. Students will examine the flow of business throughout the guest cycle. Property Management Systems (PMS) will be explored.							
		Pre-requisite : HAT - 6100 :							
<b>HAT</b>	<b>6102</b>	<b>Quality Service Integration</b>							<b>3</b>
		This course explores ways to provide exceptional customer service at every opportunity through the guest cycle. Students will learn strategies to create, assess, and respond to, a variety of guest interactions in various situations.							
<b>HAT</b>	<b>6103</b>	<b>Work Experience</b>							<b>3</b>
		Students will gain 250 hours of practical, industry experience. They will apply and integrate academic knowledge in an Accommodation Front Office position by carrying out assigned daily duties in the workplace. The workplace and position (paid or unpaid) in a qualified organization must be approved by the instructor.							
		Pre-requisite : HAT - 6100 :							
		Pre-requisite : HAT - 6101 :							
		Pre-requisite : HAT - 6102 :							
		Pre-requisite : COM - 1020 :							

**COM 1020 Workplace Communication (3-0-0 hrs)**

**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 as well as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.

## Graduation Requirements

- Completion of 15 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better

### Changes to this Program

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# Accommodation Management Certificate



## Description

This 5 course program is designed for individuals who are currently employed within the accommodation sector and are looking for an opportunity to further develop and enhance their knowledge and advance their career potential. This Certificate is designed to ensure that learners will understand the human side of the Accommodation Management sector as they demonstrate effective planning, organizing, training, directing and evaluating employees and processes.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Communicate with stakeholders to achieve personal and organizational objectives.
2. Apply strategic leadership skills to achieve organization objectives.
3. Analyze business information to make strategic decisions.
4. Apply resource management skills to achieve organizational objectives.
5. Apply critical thinking skills to achieve organizational objectives.
6. Apply professional standards to achieve personal and organizational objectives.
7. Apply ethical standards to achieve personal and organizational objectives.
8. Utilize business technologies to perform workplace duties.
9. Demonstrate effective supervisory and leadership skills.

## Requirements:

### TERM 1

			Course Credits
			(Total Credits:15)
<b>HAT</b>	<b>6105</b>	<b>Front Office Management</b>	<b>3</b>
<p>This course takes a managerial and entrepreneurial approach to the accommodation industry to ensure a property's profitability while meeting the needs of guests. Key topics include: management functions, decision making and problem solving, cost and sales concepts, and yield management and control principles.</p> <p>Pre-requisite : HAT - 6109 :</p>			
<b>HAT</b>	<b>6104</b>	<b>Accommodation Sales and Marketing</b>	<b>3</b>
<p>This course defines the scope and segmentation of the accommodations market including rooms, meetings and conventions, business and leisure segments, individual and group markets. The marketing mix and effective selling strategies will be explored as it relates to products and services. Students will demonstrate application of key principles.</p>			
<b>HAT</b>	<b>6108</b>	<b>Integrated Communications for Effective Management</b>	<b>3</b>
<p>Students will identify and discuss elements of effective communication. They will prepare materials that will enhance communication practices and be an extension of their management techniques. The scope of this course will cover principles of written and verbal interactions, internal and external communications, meeting preparation, delivery and recordkeeping, training, presentations, leading meetings, soliciting and utilizing feedback, and the use of various technologies.</p>			
<b>HAT</b>	<b>6109</b>	<b>Principles of Supervision in Hospitality and Tourism</b>	<b>3</b>
<p>This course is designed to provide students with the principles of supervision as they apply specifically to the hospitality and tourism industry. While recognizing relevant Alberta employment and human rights legislation, students will explore, develop, and apply effective strategies for</p>			

onboarding, training, supervising, evaluating, engaging, and empowering employees.

**HAT**

**6110 Managing for Quality Service**

**3**

In this course students will assess guest needs and develop business strategies that result in service excellence. The scope of this course involves opportunities to generate ideas and create procedures that integrate quality service into all aspects of the guest experience.

## Graduation Requirements

- Completion of 15 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better

### Changes to this Program

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# Agronomy Certificate - Level I Certificate



## Description

The Olds College Agronomy Certificate Program prepares graduates to support the agri-service industry by providing practical training in crop production systems, nutrition and protection. "Train your employees as they work." This entry level certificate is designed to answer industry's call for trained crop scouts who possess basic agronomic skills. Interactive online discussion will be emphasized to meet the individual learner's needs and an on-campus field school will cap the program of study. The targeted student is the part-time learner who requires a blended learning opportunity while working within the crop inputs industry. They may have had previous post-secondary training but lack specific knowledge in agriculture or they may have agricultural experience in another country but require specific training in Western Canadian farming practices.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Explain production systems for selected agricultural crops.
2. Describe crop nutrition and fertility practices.
3. Document pest populations.
4. Explain integrated pest management.
5. Collect field data.
6. Use selected technologies.
7. Communicate clearly and concisely with agricultural stakeholders.

## Requirements:

### Required Courses

			Course Credits
			(Total Credits:18)
<b>AGN</b>	<b>6000</b>	<b>Crop Productions Systems</b>	<b>3</b>
An overview of basic botany and the production cycle for agricultural crops in Western Canada. Students will learn the steps of land preparation, seeding, harvesting, and storage of grains, oilseeds, pulses, and hay crops. Their identity, uses and markets will also be covered.			
<b>AGN</b>	<b>6005</b>	<b>Introductory Soils and Crop Nutrition</b>	<b>3</b>
Students will study the principles of soil formation, management and soil fertility. Students will also learn soil sampling strategies, the interpretation of soil test reports and basic fertilizer blending.			
<b>AGN</b>	<b>6115</b>	<b>Insect and Disease Management</b>	<b>3</b>
Become acquainted with the major insect and disease species affecting field crops in the Canadian prairies. Understand the concept of integrated pest management and practices utilized to prevent and manage outbreaks.			
<b>AGN</b>	<b>6110</b>	<b>Weed Fundamentals</b>	<b>3</b>
Gain the ability to identify common prairie weeds, understand their characteristics, and how these weeds impact various ecosystems. Understand the value of integrated weed management, and options for preventative, cultural and physical weed management.			
<b>AGN</b>	<b>6120</b>	<b>Field Scouting and Data Management</b>	<b>3</b>
This course will be an introduction to the technologies used in data collection for field scouting. This will include GPS, GIS, digital photography and data management systems.			
<b>AGN</b>	<b>6125</b>	<b>Field School</b>	<b>3</b>
This field school will be the capstone course of the Agronomy Certificate. In this course the student			

will demonstrate practical, hands-on application of competencies gained in the prerequisite courses.

Pre-requisite : AGN - 6000 :and

Pre-requisite : AGN - 6005 :and

Pre-requisite : AGN - 6110 :and

Pre-requisite : AGN - 6115 :and

Pre-requisite : AGN - 6120 :

## Graduation Requirements

- Completion of 18 credits
- Completion of all required courses and credits as per Program of study
- Cumulative program G.P.A. of 2.00 or better

### Changes to this Program

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# Artisan Weaver Professional and Continuing Education Certificate



## Description

This program will provide a student with a comprehensive set of hand weaving skills

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Explain and use popular weaving tools and techniques
2. Design and plan a variety of popular weaving projects
3. Recognize a variety of weaving structures
4. Identify major types of fibres
5. Build and communicate their own portfolio of weaving skills

## Requirements:

### Program Requirements

			Course Credits
			(Total Credits:12)
<b>MSW</b>	<b>6000</b>	<b>Master Weaver Level 1 (3-0-0 hrs)</b>	<b>3</b>
<p>This course demonstrates and practices the basic principles of weaving; tools, weaving process and structure, planning and designing for weaving, drafting and project calculations. This level also studies the characteristics of wool as a material for weaving and explores various resources for the weaver.</p> <p>Pre-requisite : Beginner Weaving or equivalent - must be able to independently warp a loom.</p>			
<b>MSW</b>	<b>6001</b>	<b>Master Weaver Level 2 (3-0-0 hrs)</b>	<b>3</b>
<p>This course builds on the knowledge gained from the Master Weaver Level 1 course. Plain weave and twill are explored in more detail and the overshot weave structure is introduced. This level also studies the characteristics of cotton as a material for weaving.</p> <p>Pre-requisite : MSW - 6000 :</p>			
<b>MSW</b>	<b>6002</b>	<b>Master Weaver Level 3 (3-0-0 hrs)</b>	<b>3</b>
<p>This course focuses on block weaves, profile drafting, and multi-shaft weaving. The use of linen and silk in weaving, complex looms, and different computer weaving programs will be discussed. Students will be competent to apply the profile draft to various weave structures, and execute true unit weave structures, non-unit weave structures, and grouped thread projects. Students will demonstrate understanding and competency of a multi shaft weaving project and demonstrate competency in the use of both linen and silk fibres in an appropriate way.</p> <p>Pre-requisite : MSW - 6001 :</p>			
<b>MSW</b>	<b>6003</b>	<b>Master Weaver Level 4 (3-0-0 hrs)</b>	<b>3</b>
<p>This course requires the student to use all the information learned thus far in the Master Weaver program to develop a personal language utilizing the fundamentals of design and colour as applied to the woven structure. The fundamentals of design will be covered as they relate to the whole, and then in relation to weaving. Colour theory will be covered and then practiced in class. The majority of the classroom work will be in theory and on paper.</p> <p>Pre-requisite : MSW - 6002 :</p>			



## Graduation Requirements

- Completion of 12 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better

### Changes to this Program

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Effective Date: 01/01/2018

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# Craft Distilling Certificate



## Description

This program prepares graduates for employment in the growing alcohol spirits distillation industry, or to support those already in the workplace. This program provides applicable and necessary hands-on training, and is committed to the promotion of sustainable production practices. Specific areas of instruction include fermentation theory and application, maturation and blending of spirits, sensory evaluation, and quality assurance and management in a distillery environment.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Use distillation and fermentation techniques to produce and package high quality spirits.
2. Evaluate the consistency, quality, and flavour of distilled spirits.
3. Adjust spirit recipes, ingredients, or production processes in response to quality or flavour concerns.
4. Create spirits that align with target market interests.
5. Establish and implement appropriate quality controls and processes throughout the production, packaging, and distribution of spirits.
6. Comply with applicable provincial, federal, and international regulatory and trade requirements to produce, package, and distribute spirits safely and legally.
7. Demonstrate effective communication and personal management skills in the workplace.

## Requirements:

### Program Requirements

			Course Credits (Total Credits:15)
<b>DST</b>	<b>1100</b>	<b>Theory of Distillery Operations (3-0-0)</b>	<b>3</b>
<p>Students will learn the theory of distillation, distillation process equipment, and basic distillery practices. This course provides the background knowledge and theory that is necessary for the hands-on application that is offered in DST 1200. Students will start their training in all aspects of the theory of distilled products.</p>			
<b>DST</b>	<b>1500</b>	<b>Practical Distilling (0-3-0)</b>	<b>3</b>
<p>Students will apply the distillery practices from the Craft Distilling program in a hands-on environment and in the production of commercial spirits. Students will be exposed to all aspects of production, from raw material processing through packaging.</p> <p>Pre-requisite : DST - 1100 :and</p> <p>Pre-requisite : DST - 1300 :and</p> <p>Pre-requisite : DST - 1400 :and</p> <p>Pre-requisite : DST - 1200 :</p>			
<b>DST</b>	<b>1300</b>	<b>Blending, Maturation, and Sensory (3-0-0)</b>	<b>3</b>
<p>This course addresses common sensory descriptors and provides training for accurately detecting positive flavor contributors as well as taints and off-flavors in distilled spirits. Sensory evaluation techniques will be discussed along the entire production spectrum from raw materials to final packaged product. Finishing spirits and flavor additions will be discussed along with the art of blending to achieve flavor targets. Students will also learn how the storage of spirits in wood and</p>			

other types of materials can affect the final flavour of the spirit, and the chemical changes that occur during aging distilled products.

**DST 1400 Fermentation Theory (3-0-0) 3**

In this course students will learn about the most common ingredients used in the production of distilled spirits. From the field to processing and through fermentation, the raw materials and their role in spirit production will be examined. Students will also learn about the microbiology of fermentation and the role different microorganisms play in the distillery.

**DST 1200 Distilling Quality Management (3-0-0) 3**

In this course, students will learn the basics for ensuring government compliance surrounding the production and sale of spirits. Quality management systems including hygiene and cleaning systems, their role in quality and profitability will also be discussed. Process control technology and automation in guaranteeing the quality of marketed products and branding will be addressed.

## Graduation Requirements

- Completion of 15 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better

### Changes to this Program

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Effective Date: 04/24/2017

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# Entrepreneurship and Social Enterprise Certificate



## Description

This program focuses on providing education and training to people interested in entrepreneurship and social enterprise.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Understand the basics of starting and running a small enterprise
2. Run a virtual small business
3. Design a marketing plan for a small enterprise
4. Evaluate financial strategies for small enterprises
5. Create a financial donation strategy
6. Develop a business plan for a social entrepreneurship initiative

## Requirements:

### Program Requirements

			Course Credits
			(Total Credits:12)
<b>ENT</b>	<b>6000</b>	<b>Entrepreneurship Essentials</b>	<b>3</b>
<p>This course will provide a broad introduction to entrepreneurship. Using a gamified iPad application, students will learn to recognize factors associated with successful entrepreneurship including various business models, a marketing plan, financial tools, and human resource requirements for a small enterprise.</p>			
<b>ENT</b>	<b>6001</b>	<b>Financial Literacy</b>	<b>3</b>
<p>This course provides an overview of financial literacy concepts critical to being a successful entrepreneur, small business owner, or non-profit enterprise. Topics will include: Effective management of personal finance techniques, and an overview of how small businesses track financial transactions, gain access to capital, evaluate investment options, and develop financial donation strategies.</p>			
<b>ENT</b>	<b>6002</b>	<b>Social Entrepreneurship Strategies</b>	<b>3</b>
<p>This course covers the various ways that entrepreneurs with a social conscience and non-profit enterprises can use business models to solve social and environmental issues. Topics will include foundations, corporate social responsibility, and a comparison of social enterprises and for-profit enterprises. Students will evaluate potential social entrepreneurship initiatives and develop a business plan.</p>			
<b>MKG</b>	<b>1021</b>	<b>Marketing Principles (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			

## Graduation Requirements

- Completion of 12 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better

### Changes to this Program

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Effective Date: 04/12/2017 to Present

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# Master Spinner Certificate



## Description

To provide students with a comprehensive set of hand spinning skills with all major types of fibres, yarns, and end uses of spun yarns.

## Requirements:

### Program Requirements

			Course Credits (Total Credits:18)
<b>MSP</b>	<b>6001</b>	<b>Master Spinner Level 1</b>  This course provides an introduction to the basic principles of spinning yarns; the nature and characteristics of wool; selection, processing and spinning of wool; and nature dyeing.  Pre-requisite : A beginner spinning course or equivalent - must be comfortable with a spinning wheel.	<b>3</b>
<b>MSP</b>	<b>6002</b>	<b>Master Spinner Level 2</b>  This course explores advanced spinning techniques such as plying, blending, spinning to specifics and advanced wheel operations. In addition to wool students will learn to spin silk, llama, alpaca, mohair, camel and camel down.  Pre-requisite : MSP - 6001 :  Corequisite : MSP - 6001 :	<b>3</b>
<b>MSP</b>	<b>6003</b>	<b>Master Spinner Level 3</b>  This course focuses on spinning cotton and silk fibres; more advanced spinning techniques with wool and more complicated nature dyeing techniques.  Pre-requisite : MSP - 6002 :  Corequisite : MSP - 6002 :	<b>3</b>
<b>MSP</b>	<b>6004</b>	<b>Master Spinner Level 4</b>  This course focuses on spinning and dyeing of cellulose fibres such as ramie, cotton and flax; protein fibres-silk, mohair, camel, cashmere and wool fibres; and acid dyeing.  Pre-requisite : MSP - 6003 :  Corequisite : MSP - 6003 :	<b>3</b>
<b>MSP</b>	<b>6005</b>	<b>Master Spinner Level 5</b>  This course focuses on spinning of cellulose and manmade fibres; spinning to measured specifications and for special purposes; and fibre reactive dyeing of cellulose fibres.  Pre-requisite : MSP - 6004 :  Corequisite : MSP - 6004 :	<b>3</b>
<b>MSP</b>	<b>6006</b>	<b>Master Spinner Level 6</b>  This course focuses on using silk, dyeing with indigo, spinning to specific requirements and an in-depth study.  Pre-requisite : MSP - 6005 :  Corequisite : MSP - 6005 :	<b>3</b>

## Graduation Requirements

- Completion of 18 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better

### Changes to this Program

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# Master Weaver Professional and Continuing Education Certificate



## Description

This program will provide a student with a comprehensive set of hand weaving skills

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Explain and use popular weaving tools and techniques
2. Design and plan a variety of popular weaving projects
3. Recognize a variety of weaving structures
4. Identify major types of fibres
5. Build and communicate their own portfolio of weaving skills
6. Demonstrate an advanced understanding of hand weaving history and industry
7. Demonstrate an ability to generate independent contributions to the hand weaving industry

## Requirements:

### Program Requirements

			Course Credits
			(Total Credits:15)
<b>MSW</b>	<b>6000</b>	<b>Master Weaver Level 1 (3-0-0 hrs)</b>	<b>3</b>
<p>This course demonstrates and practices the basic principles of weaving; tools, weaving process and structure, planning and designing for weaving, drafting and project calculations. This level also studies the characteristics of wool as a material for weaving and explores various resources for the weaver.</p> <p>Pre-requisite : Beginner Weaving or equivalent - must be able to independently warp a loom.</p>			
<b>MSW</b>	<b>6001</b>	<b>Master Weaver Level 2 (3-0-0 hrs)</b>	<b>3</b>
<p>This course builds on the knowledge gained from the Master Weaver Level 1 course. Plain weave and twill are explored in more detail and the overshot weave structure is introduced. This level also studies the characteristics of cotton as a material for weaving.</p> <p>Pre-requisite : MSW - 6000 :</p>			
<b>MSW</b>	<b>6002</b>	<b>Master Weaver Level 3 (3-0-0 hrs)</b>	<b>3</b>
<p>This course focuses on block weaves, profile drafting, and multi-shaft weaving. The use of linen and silk in weaving, complex looms, and different computer weaving programs will be discussed. Students will be competent to apply the profile draft to various weave structures, and execute true unit weave structures, non-unit weave structures, and grouped thread projects. Students will demonstrate understanding and competency of a multi shaft weaving project and demonstrate competency in the use of both linen and silk fibres in an appropriate way.</p> <p>Pre-requisite : MSW - 6001 :</p>			
<b>MSW</b>	<b>6003</b>	<b>Master Weaver Level 4 (3-0-0 hrs)</b>	<b>3</b>
<p>This course requires the student to use all the information learned thus far in the Master Weaver program to develop a personal language utilizing the fundamentals of design and colour as applied to the woven structure. The fundamentals of design will be covered as they relate to the whole, and then in relation to weaving. Colour theory will be covered and then practiced in class. The majority of the classroom work will be in theory and on paper.</p>			



Pre-requisite : MSW - 6002 :

**MSW**

**6004 Master Weaver Level 5 (3-0-0 hrs)**

**3**

Master Weaver Level 5 is the capstone course for the Master Weaver Program. Students will plan, develop and present an in-depth weaving research project of their own design. Students will develop a research proposal with their selected project including research objectives, design methods. Once approved, students will demonstrate relevant cultural and historical knowledge of their selected topic, implement their methodology, and assess their project results. A final project report will be required.

Pre-requisite : MSW - 6003 :

## Graduation Requirements

- Completion of 15 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better

### Changes to this Program

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Effective Date: 10/17/2017 to Present

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# Prairie Horticulture - Fruit and Vegetable Production Certificate



## Description

This program focuses on providing education and training to people interested in fruit and vegetable production.

Three western Canadian institutions - Assiniboine Community College (ACC), University of Saskatchewan (UofS) and Olds College (OC) have joined together to offer the Prairie Horticulture Certificate Program. Each school has developed courses for the certificate program in their areas of expertise.

## Requirements:

### Requirements

Course Credits  
(Total Credits:33)

### Required Courses:

#### **PUS 7000 Applied Botany 5**

Course offered at the University of Saskatchewan

#### **PUS 7005 Soils for Horticulture 5**

Course offered by University of Saskatchewan

#### **PAS 7004 Postharvest Handling of Food Crops 3**

Course offered by Assiniboine Community College

**ELECTIVE: Course from approved electives 'A' list below**

**ELECTIVE: Courses from approved elective 'A' List below**

**ELECTIVE: Course from approved elective 'A' list below**

**ELECTIVE: Course from approved elective 'B' list below**

**ELECTIVE: Course from approved elective 'B' list below**

**ELECTIVE: Course from approved elective 'A' or 'B' or 'C' list below**

**ELECTIVE: Course from approved elective 'A' or 'B' or 'C' list below (only if needed to meet graduation standards)**

**Approved Electives 'A':**

Course Credits  
(Total Credits:33)

**POL 6009 Integrated Plant Management 5**

Plants grow in relationship both to each other and to the environment, responding favorably or negatively to the conditions to which they are subjected. This course is an introduction to the basics of a holistic approach to plant care. This includes identifying and monitoring plant needs, defending and responding to threats to plant health, and developing one's own philosophy and strategies to achieve the desired health and quality of horticultural crops.

**POL 6001 Basics of Horticultural Marketing 3**

This course introduces marketing basics to those interested in marketing within the horticulture industry. You will gain an understanding of the fundamental marketing elements of the Canadian and prairie horticultural industry, basic principles of marketing and consumer behaviour, price setting, elements of the sales process, distribution channels in domestic and global markets, and the marketing plan and its components.

**POL 6000 Basics of Horticultural Business Management 3**

This course introduces business management basics to those who are interested in operating a small business within the horticulture industry. The learner will gain an understanding of the characteristics of a small business and the principles of small business organization, financial performance in a small business, small business budgeting, and human resources management for the small business.

**PAS 7002 Safe Work/Pesticide Application 3**

Course Offered by Assiniboine Community College

**Approved Electives 'B':**

Course Credits  
(Total Credits:33)

**PUS 7002 Fruit Production 3**

Course Offered By University of Saskatchewan

**POL 6008 Plant Propagation 5**

This course provides the theoretical and practical information necessary for understanding the physiological and physical processes involved in propagation and the required skills to carry out various propagation techniques.

**PUS 7007 Vegetable Crop Production 3**

Course Offered by The University of Saskatchewan

## Approved Electives 'C':

Course Credits  
(Total Credits:33)

**POL 6010 Arboriculture 3**  
 This course will cover the fundamental biology, selection, installation, establishment and maintenance of woody trees, shrubs, and vines commonly utilized for landscaping purposes in the Prairies.

**POL 6002 Field Production of Floral Crops 3**  
 This course takes you through the steps to plan and establish a production field for floral crops. You will gain sufficient knowledge to make practical decisions about what to grow and how to establish, maintain, and harvest selected floral crops.

### **PUS 7001 Floral Design 3**

Course offered by the University of Saskatchewan

**POL 6003 Greenhouse Crop Production 5**  
 This course gives the learner the basic skills in greenhouse production including an overview of the prairie greenhouse industry, production economics, chemical and biological pest control and the production of bedding plants, potted and flowering plants and vegetables.

**POL 6004 Greenhouse Structures and Environments 3**  
 This course will give the learner the fundamentals of greenhouse construction, maintenance and specialized features of greenhouse structures and environmental controls.

**POL 6005 Herbaceous Landscape Plants 3**  
 This course leads you through a study of herbaceous plants and their use in prairie landscapes. You will learn to identify selected plants, plan for their care and make the most of their unique features in ornamental gardens. The course also focuses on the theory and practice of garden design with herbaceous plants as well as the essential aspects of annual and perennial garden preparation, planting and maintenance.

### **PAS 7000 Human Resource Management 5**

Course offered by Assiniboine Community College

### **PUS 7003 Indoor Landscaping 5**

Course offered by University of Saskatchewan

**POL 6006 Landscape Construction 3**  
 In this course, you will learn about the use of segmental pavement, water features, retaining walls, low-voltage lighting, wooden decks and fences in residential and commercial landscapes. You will be introduced to the selection of construction materials, and installation and care procedures for these hard landscape features.

**POL 6007 Landscape Design 5**  
 Develop the skills you need to produce a simple landscape design for a client. This course covers explaining the design process, identifying client needs, producing a series of preliminary site plans and a design program using drafting equipment, and producing a basic landscape design in "plan view".

### **PUS 7004 Medicinal & Aromatic Plants 3**

Course offered by University of Saskatchewan

**PAS 7001 Nursery Crop Production 3**

Course offered by Assiniboine Community College

**PAS 7003 Turfgrass Production & Management 5**

Course offered by Assiniboine Community College

**PUS 7006 Woody Landscape Plants 3**

Course offered by University of Saskatchewan

**Graduation Requirements**

- Completion of a minimum of 33 credits totaling 360 hours
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A of 2.00 or better

**Changes to this Program**

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# Prairie Horticulture - Greenhouse Crop Production Certificate



## Description

This program focuses on providing education and training to people interested in Greenhouse Crop Production.

Three western Canadian institutions - Assiniboine Community College (ACC), University of Saskatchewan (UofS) and Olds College (OC) have joined together to offer the Prairie Horticulture Certificate Program. Each school has developed courses for the certificate program in their areas of expertise.

## Requirements:

### Requirements

Course Credits  
(Total Credits:35)

#### Required Courses:

<b>POL</b>	<b>6003</b>	<b>Greenhouse Crop Production</b>	<b>5</b>
		This course gives the learner the basic skills in greenhouse production including an overview of the prairie greenhouse industry, production economics, chemical and biological pest control and the production of bedding plants, potted and flowering plants and vegetables.	
<b>POL</b>	<b>6004</b>	<b>Greenhouse Structures and Environments</b>	<b>3</b>
		This course will give the learner the fundamentals of greenhouse construction, maintenance and specialized features of greenhouse structures and environmental controls.	

#### **PUS 7000 Applied Botany 5**

Course offered by the University of Saskatchewan

#### **PUS 7005 Soils for Horticulture 5**

Course offered by the University of Saskatchewan

**ELECTIVE: Course from approved electives 'A' list below**

**ELECTIVE: Course from approved electives 'A' list below**

**ELECTIVE: Course from approved electives 'A' list below**

**ELECTIVE: Course from approved electives 'B' list below**

**ELECTIVE: Course from approved electives 'A' or 'B' or 'C' list below**

**Approved Electives 'A'**

Course Credits  
(Total Credits:35)

**POL 6009 Integrated Plant Management 5**

Plants grow in relationship both to each other and to the environment, responding favorably or negatively to the conditions to which they are subjected. This course is an introduction to the basics of a holistic approach to plant care. This includes identifying and monitoring plant needs, defending and responding to threats to plant health, and developing one's own philosophy and strategies to achieve the desired health and quality of horticultural crops.

**POL 6000 Basics of Horticultural Business Management 3**

This course introduces business management basics to those who are interested in operating a small business within the horticulture industry. The learner will gain an understanding of the characteristics of a small business and the principles of small business organization, financial performance in a small business, small business budgeting, and human resources management for the small business.

**POL 6001 Basics of Horticultural Marketing 3**

This course introduces marketing basics to those interested in marketing within the horticulture industry. You will gain an understanding of the fundamental marketing elements of the Canadian and prairie horticultural industry, basic principles of marketing and consumer behaviour, price setting, elements of the sales process, distribution channels in domestic and global markets, and the marketing plan and its components.

**PAS 7002 Safe Work/Pesticide Application 3**

Course offered by Assiniboine Community College

**Approved Electives 'B':**

Course Credits  
(Total Credits:35)

**POL 6008 Plant Propagation 5**

This course provides the theoretical and practical information necessary for understanding the physiological and physical processes involved in propagation and the required skills to carry out various propagation techniques.

**PUS 7003 Indoor Landscaping 5**

Course offered by the University of Saskatchewan

**Approved Electives 'C':**

Course Credits  
(Total Credits:35)

**POL 6010 Arboriculture 3**

This course will cover the fundamental biology, selection, installation, establishment and maintenance of woody trees, shrubs, and vines commonly utilized for landscaping purposes in the

Prairies.

**POL 6002 Field Production of Floral Crops 3**

This course takes you through the steps to plan and establish a production field for floral crops. You will gain sufficient knowledge to make practical decisions about what to grow and how to establish, maintain, and harvest selected floral crops.

**PUS 7001 Floral Design 3**

Course offered by the University of Saskatchewan

**PUS 7002 Fruit Production 3**

Course offered by the University of Saskatchewan

**POL 6005 Herbaceous Landscape Plants 3**

This course leads you through a study of herbaceous plants and their use in prairie landscapes. You will learn to identify selected plants, plan for their care and make the most of their unique features in ornamental gardens. The course also focuses on the theory and practice of garden design with herbaceous plants as well as the essential aspects of annual and perennial garden preparation, planting and maintenance.

**PAS 7000 Human Resource Management 5**

Course offered by Assiniboine Community College

**POL 6006 Landscape Construction 3**

In this course, you will learn about the use of segmental pavement, water features, retaining walls, low-voltage lighting, wooden decks and fences in residential and commercial landscapes. You will be introduced to the selection of construction materials, and installation and care procedures for these hard landscape features.

**POL 6007 Landscape Design 5**

Develop the skills you need to produce a simple landscape design for a client. This course covers explaining the design process, identifying client needs, producing a series of preliminary site plans and a design program using drafting equipment, and producing a basic landscape design in "plan view".

**PUS 7004 Medicinal & Aromatic Plants 3**

Course offered by the University of Saskatchewan

**PAS 7001 Nursery Crop Production 3**

Course offered by the Assiniboine Community College

**PAS 7004 Postharvest Handling of Food Crops 3**

Course offered by the Assiniboine Community College

**PAS 7003 Turfgrass Production & Management 5**

Course offered by the Assiniboine Community College



### **PUS 7007 Vegetable Crop Production 3**

Course offered by the University of Saskatchewan

### **PUS 7006 Woody Landscape Plants 3**

Course offered by the University of Saskatchewan

## **Graduation Requirements**

- Completion of a minimum of 35 credits totaling 360 hours
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A of 2.00 or better

### **Changes to this Program**

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# Prairie Horticulture - Landscaping and Arboriculture Certificate



## Description

This program focuses on providing education and training to people interested in Landscaping and Arboriculture.

Three western Canadian institutions - Assiniboine Community College (ACC), University of Saskatchewan (UofS) and Olds College (OC) have joined together to offer the Prairie Horticulture Certificate Program. Each school has developed courses for the certificate program in their areas of expertise.

## Requirements:

### Requirements

Course Credits  
(Total Credits:33)

### Required Courses:

#### **PUS 7000 Applied Botany 5**

Course offered by the University of Saskatchewan

#### **PUS 7005 Soils for Horticulture 5**

Course offered by the University of Saskatchewan

#### **PUS 7006 Woody Landscape Plants 3**

Course offered by the University of Saskatchewan

#### **POL 6010 Arboriculture**

**3**

This course will cover the fundamental biology, selection, installation, establishment and maintenance of woody trees, shrubs, and vines commonly utilized for landscaping purposes in the Prairies.

**ELECTIVE: Course from approved electives 'A' list below**

**ELECTIVE: Course from approved electives 'A' list below**

**ELECTIVE: Course from approved electives 'A' list below**

**ELECTIVE: Course from approved electives 'B' list below**

**ELECTIVE: Course from approved electives 'B' list below**

**ELECTIVE: Course from approved electives 'A' or 'B' or 'C' list below (only if needed to meet graduation standards)**

**Approved Electives 'A':**

Course Credits  
(Total Credits:33)

<b>POL</b>	<b>6009</b>	<b>Integrated Plant Management</b>	<b>5</b>
<p>Plants grow in relationship both to each other and to the environment, responding favorably or negatively to the conditions to which they are subjected. This course is an introduction to the basics of a holistic approach to plant care. This includes identifying and monitoring plant needs, defending and responding to threats to plant health, and developing one's own philosophy and strategies to achieve the desired health and quality of horticultural crops.</p>			
<b>POL</b>	<b>6001</b>	<b>Basics of Horticultural Marketing</b>	<b>3</b>
<p>This course introduces marketing basics to those interested in marketing within the horticulture industry. You will gain an understanding of the fundamental marketing elements of the Canadian and prairie horticultural industry, basic principles of marketing and consumer behaviour, price setting, elements of the sales process, distribution channels in domestic and global markets, and the marketing plan and its components.</p>			
<b>POL</b>	<b>6000</b>	<b>Basics of Horticultural Business Management</b>	<b>3</b>
<p>This course introduces business management basics to those who are interested in operating a small business within the horticulture industry. The learner will gain an understanding of the characteristics of a small business and the principles of small business organization, financial performance in a small business, small business budgeting, and human resources management for the small business.</p>			

**PAS 7002 Safe Work/Pesticide Application 3**

Course offered by Assiniboine Community College

**Approved Electives 'B':**

Course Credits  
(Total Credits:33)

<b>POL</b>	<b>6007</b>	<b>Landscape Design</b>	<b>5</b>
<p>Develop the skills you need to produce a simple landscape design for a client. This course covers explaining the design process, identifying client needs, producing a series of preliminary site plans and a design program using drafting equipment, and producing a basic landscape design in "plan view".</p>			
<b>POL</b>	<b>6006</b>	<b>Landscape Construction</b>	<b>3</b>
<p>In this course, you will learn about the use of segmental pavement, water features, retaining walls, low-voltage lighting, wooden decks and fences in residential and commercial landscapes. You will be introduced to the selection of construction materials, and installation and care procedures for these hard landscape features.</p>			

**PUS 7003 Indoor Landscaping 5**

Course offered by the University of Saskatchewan

**PAS 7003 Turfgrass Production & Management 5**

Course offered by Assiniboine Community College

**POL 6005 Herbaceous Landscape Plants 3**

This course leads you through a study of herbaceous plants and their use in prairie landscapes. You will learn to identify selected plants, plan for their care and make the most of their unique features in ornamental gardens. The course also focuses on the theory and practice of garden design with herbaceous plants as well as the essential aspects of annual and perennial garden preparation, planting and maintenance.

**Approved Electives'C':**

Course Credits  
(Total Credits:33)

**POL 6002 Field Production of Floral Crops 3**

This course takes you through the steps to plan and establish a production field for floral crops. You will gain sufficient knowledge to make practical decisions about what to grow and how to establish, maintain, and harvest selected floral crops.

**PUS 7001 Floral Design 3**

Course offered by the University of Saskatchewan

**PUS 7002 Fruit Production 3**

Course offered by the University of Saskatchewan

**POL 6003 Greenhouse Crop Production 5**

This course gives the learner the basic skills in greenhouse production including an overview of the prairie greenhouse industry, production economics, chemical and biological pest control and the production of bedding plants, potted and flowering plants and vegetables.

**POL 6004 Greenhouse Structures and Environments 3**

This course will give the learner the fundamentals of greenhouse construction, maintenance and specialized features of greenhouse structures and environmental controls.

**PAS 7000 Human Resource Management 5**

Course offered by Assiniboine Community College

**PUS 7004 Medicinal & Aromatic Plants 3**

Course offered by the University of Saskatchewan

**PAS 7001 Nursery Crop Production 3**

Course offered by Assiniboine Community College

**POL 6008 Plant Propagation 5**

This course provides the theoretical and practical information necessary for understanding the

physiological and physical processes involved in propagation and the required skills to carry out various propagation techniques.

### **PAS 7004 Postharvest Handling of Food Crops 3**

Course offered by Assiniboine Community College

### **PUS 7007 Vegetable Crop Production 3**

Course offered by the University of Saskatchewan

## **Graduation Requirements**

- Completion of a minimum of 33 credits totaling 360 hours
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A of 2.00 or better

### **Changes to this Program**

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# Prairie Horticulture - Nursery Crop Production Certificate



## Description

This program focuses on providing education and training to people interested in Nursery Crop production.

Three western Canadian institutions - Assiniboine Community College (ACC), University of Saskatchewan (UofS) and Olds College (OC) have joined together to offer the Prairie Horticulture Certificate Program. Each school has developed courses for the certificate program in their areas of expertise.

## Requirements:

### Requirements

Course Credits  
(Total Credits:33)

#### Required Courses:

**PUS 7000 Applied Botany 5**

Course offered by the University of Saskatchewan

**PUS 7005 Soils for Horticulture 5**

Course offered by the University of Saskatchewan

**PAS 7001 Nursery Crop Production 3**

Course offered by Assiniboine Community College

**POL 6008 Plant Propagation**

**5**

This course provides the theoretical and practical information necessary for understanding the physiological and physical processes involved in propagation and the required skills to carry out various propagation techniques.

**ELECTIVE: Course from approved electives 'A' list below**

**ELECTIVE: Course from approved electives 'A' list below**

**ELECTIVE: Course from approved electives 'A' list below**

**ELECTIVE: Course from approved electives 'B' list below**

**ELECTIVE: Course from approved electives 'A' or 'B' or 'C' list below**

### Approved Electives 'A'

Course Credits  
(Total Credits:33)

<b>POL</b>	<b>6009</b>	<b>Integrated Plant Management</b>	<b>5</b>
<p>Plants grow in relationship both to each other and to the environment, responding favorably or negatively to the conditions to which they are subjected. This course is an introduction to the basics of a holistic approach to plant care. This includes identifying and monitoring plant needs, defending and responding to threats to plant health, and developing one's own philosophy and strategies to achieve the desired health and quality of horticultural crops.</p>			
<b>POL</b>	<b>6000</b>	<b>Basics of Horticultural Business Management</b>	<b>3</b>
<p>This course introduces business management basics to those who are interested in operating a small business within the horticulture industry. The learner will gain an understanding of the characteristics of a small business and the principles of small business organization, financial performance in a small business, small business budgeting, and human resources management for the small business.</p>			
<b>POL</b>	<b>6001</b>	<b>Basics of Horticultural Marketing</b>	<b>3</b>
<p>This course introduces marketing basics to those interested in marketing within the horticulture industry. You will gain an understanding of the fundamental marketing elements of the Canadian and prairie horticultural industry, basic principles of marketing and consumer behaviour, price setting, elements of the sales process, distribution channels in domestic and global markets, and the marketing plan and its components.</p>			

### **PAS 7002 Safe Work/Pesticide Application 3**

Course offered by Assiniboine Community College

### Approved Electives 'B':

Course Credits  
(Total Credits:33)

<b>POL</b>	<b>6006</b>	<b>Landscape Construction</b>	<b>3</b>
<p>In this course, you will learn about the use of segmental pavement, water features, retaining walls, low-voltage lighting, wooden decks and fences in residential and commercial landscapes. You will be introduced to the selection of construction materials, and installation and care procedures for these hard landscape features.</p>			
<b>POL</b>	<b>6007</b>	<b>Landscape Design</b>	<b>5</b>
<p>Develop the skills you need to produce a simple landscape design for a client. This course covers explaining the design process, identifying client needs, producing a series of preliminary site plans and a design program using drafting equipment, and producing a basic landscape design in "plan view".</p>			

### **PUS 7006 Woody Landscape Plants 3**

Course offered by the University of Saskatchewan

### Approved Electives 'C':

**POL 6010 Arboriculture 3**  
 This course will cover the fundamental biology, selection, installation, establishment and maintenance of woody trees, shrubs, and vines commonly utilized for landscaping purposes in the Prairies.

**POL 6002 Field Production of Floral Crops 3**  
 This course takes you through the steps to plan and establish a production field for floral crops. You will gain sufficient knowledge to make practical decisions about what to grow and how to establish, maintain, and harvest selected floral crops.

**PUS 7001 Floral Design 3**

Course offered by the University of Saskatchewan

**PUS 7002 Fruit Production 3**

Course offered by the University of Saskatchewan

**POL 6003 Greenhouse Crop Production 5**  
 This course gives the learner the basic skills in greenhouse production including an overview of the prairie greenhouse industry, production economics, chemical and biological pest control and the production of bedding plants, potted and flowering plants and vegetables.

**POL 6004 Greenhouse Structures and Environments 3**  
 This course will give the learner the fundamentals of greenhouse construction, maintenance and specialized features of greenhouse structures and environmental controls.

**POL 6005 Herbaceous Landscape Plants 3**  
 This course leads you through a study of herbaceous plants and their use in prairie landscapes. You will learn to identify selected plants, plan for their care and make the most of their unique features in ornamental gardens. The course also focuses on the theory and practice of garden design with herbaceous plants as well as the essential aspects of annual and perennial garden preparation, planting and maintenance.

**PAS 7000 Human Resource Management 5**

Course offered by Assiniboine Community College

**PUS 7003 Indoor Landscaping 5**

Course offered by the University of Saskatchewan

**PUS 7004 Medicinal & Aromatic Plants 3**

Course offered by the University of Saskatchewan

**PAS 7004 Postharvest Handling of Food Crops 3**

Course offered by Assiniboine Community College

**PAS 7003 Turfgrass Production & Management 5**



Course offered by Assiniboine Community College

**PUS 7007 Vegetable Crop Production 3**

Course offered by the University of Saskatchewan

**Graduation Requirements**

- Completion of a minimum of 33 credits totaling 360 hours
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A of 2.00 or better

**Changes to this Program**

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# Rural Finance & Entrepreneurship Certificate



## Description

The Rural Finance and Entrepreneurship Certificate is designed to advance the business operations of rural enterprises which promote conventional and non-conventional agriculture.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Communicate professionally with stakeholders
2. Develop enterprise goals and plans
3. Apply business principles to achieve organization goals
4. Assess local and global market opportunities
5. Manage financial information and physical records for decision making
6. Implement marketing strategies
7. Implement risk management strategies
8. Analyze financial statements
9. Assess the financial strength of an agri-business
10. Assess the payment capacity of an agri-business
11. Appraise strategic aspects of an agri-business
12. Evaluate the strategic management practices of an agri-business

## Requirements:

### Program Requirements

			Course Credits (Total Credits:12)
<b>MKG</b>	<b>1021</b>	<b>Marketing Principles (3-0-0 hrs)</b>	<b>3</b>
<p>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.</p>			
<b>AMT</b>	<b>1035</b>	<b>Agricultural Business Management Principles (3-0-0 hrs)</b>	<b>3</b>
<p>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. Micro and Macro economic theory will be learned and applied as they relate to the agricultural industry.</p>			
<b>AMT</b>	<b>1335</b>	<b>Agribusiness Accounting (3-3-0 hrs)</b>	<b>3</b>
<p>The learner generates financial records and statements using Canadian accounting standards for agribusinesses. Industry software is used and attention to unique industry issues is emphasized.</p>			
<b>AMT</b>	<b>2035</b>	<b>Agribusiness Financial Management (3-0-0 hrs)</b>	<b>3</b>
<p>This is a course on business management practices and processes for decision making in agribusiness. The impact of financial management on agribusiness performance is examined through the application of selected budgeting and financial processes, as well as through agribusiness risk assessments.</p>			
<p>Pre-requisite : AMT - 1335 :</p>			

**Must choose atleast one elective:**

Course Credits  
(Total Credits:3)

<b>AMT</b>	<b>6033</b>	<b>Commodity Marketing Fundamentals</b>	<b>3</b>
<p>This course will prepare a learner to create and apply a portfolio of selected marketing strategies for their commodity production. Learners will investigate current price risk management choices, within their chosen sector, specific to potential performance and overall outcomes. A "Solution Based Philosophy" will be emphasized as part of the portfolio creation and this will involve learning how to use the right terminology as well as how to critique/rank various pricing/delivery solutions specific to the goals of their business.</p>			
or			
<b>AMT</b>	<b>2630</b>	<b>Agribusiness Planning and Management (3-2-0 hrs)</b>	<b>3</b>
<p>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.</p> <p>Pre-requisite : AMT - 1035 :and Pre-requisite : AMT - 1335 :and Pre-requisite : MKG - 1021 :</p>			

**Graduation Requirements**

- Completion of 15 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better

**Changes to this Program**

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Effective Date: 04/12/2017 to Present

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# *Tourism Business and Services Management Certificate*



## Description

This 5 course program is designed for individuals who are currently employed within the tourism businesses and the tourism service sector and are looking for an opportunity to further develop and enhance their knowledge and advance their career potential. This Certificate is designed to ensure that learners will understand the human side of the tourism industry as they demonstrate effective planning, organizing, training, directing and evaluating employees and processes.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Communicate with stakeholders to achieve personal and organizational objectives.
2. Apply strategic leadership skills to achieve organization objectives.
3. Analyze business information to make strategic decisions.
4. Apply resource management skills to achieve organizational objectives.
5. Apply critical thinking skills to achieve organizational objectives.
6. Apply professional standards to achieve personal and organizational objectives.
7. Apply ethical standards to achieve personal and organizational objectives.
8. Utilize business technologies to perform workplace duties.
9. Demonstrate effective supervisory and leadership skills.

## Requirements:

### TERM 1

			Course Credits
			(Total Credits:15)
<b>HAT</b>	<b>6106</b>	<b>Principles of Tourism Operations</b>	<b>3</b>
<p>This course exposes students to the global tourism industry and the important role it plays in our economy. Students will study the scale and impact of the industry while applying principles and best practices that affect cultural, social, and economic influences.</p>			
<b>HAT</b>	<b>6107</b>	<b>Analysing Tourism Businesses and Services</b>	<b>3</b>
<p>Students will analyze local, regional and global tourism facilities, operations and services. Students will identify best practices as well as develop and propose strategies for improved products, operations and services. Key topics include: management functions; marketing and sales concepts; cost and yield management principles; and planning and development considerations.</p>			
<b>HAT</b>	<b>6108</b>	<b>Integrated Communications for Effective Management</b>	<b>3</b>
<p>Students will identify and discuss elements of effective communication. They will prepare materials that will enhance communication practices and be an extension of their management techniques. The scope of this course will cover principles of written and verbal interactions, internal and external communications, meeting preparation, delivery and recordkeeping, training, presentations, leading meetings, soliciting and utilizing feedback, and the use of various technologies.</p>			
<b>HAT</b>	<b>6109</b>	<b>Principles of Supervision in Hospitality and Tourism</b>	<b>3</b>
<p>This course is designed to provide students with the principles of supervision as they apply</p>			

specifically to the hospitality and tourism industry. While recognizing relevant Alberta employment and human rights legislation, students will explore, develop, and apply effective strategies for onboarding, training, supervising, evaluating, engaging, and empowering employees.

**HAT**

**6110 Managing for Quality Service**

**3**

In this course students will assess guest needs and develop business strategies that result in service excellence. The scope of this course involves opportunities to generate ideas and create procedures that integrate quality service into all aspects of the guest experience.

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Effective Date: No date provided.

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# Turf Science Certificate



## Description

This program addresses general and specialized aspects of the science, current cultural systems and construction practices for the turf industry. It provides practical applications relevant to parks, sports turf, golf course, professional lawn care, sod production and turf-related sales/ service sectors. Learners new to the industry, along with those wanting formal education to match or broaden their professional expertise are able to select a focus in Parks and Sports Turf or Golf Course Turf after gaining a grounding in common turf science principles.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Explain turfgrass biology in relation to the growing environment.
2. Explain aspects of the soil ecosystem in relation to turf health and cultural practices.
3. Explain principles of soil drainage as they relate to turfgrass ecosystem.
4. Describe procedures for planting and establishing turf for selected purposes.
5. Choose turfgrass species for selected uses.
6. Explain selection and operation of irrigation systems and related components.
7. Explain principles and procedures related to turfgrass nutrition in selected cultural systems.
8. Explain general and specialized cultural management practices.
9. Explain principles of Integrated Pest Management and strategies used to manage selected weed, insect, disease, and vertebrate pests and abiotic disorders.
10. Perform selected turfgrass maintenance calculations.
11. Explain principles and procedures for the design, development and management of selected types of sports fields.
12. Explain design, construction and maintenance procedures for selected park and utility turf scenarios.
13. Explain specialized cultural and equipment operation procedures for cool season turf on golf courses.
14. Explain principles and procedures for construction of selected golf course features.

## Requirements:

### Program Requirements

			Course Credits
			(Total Credits:6)
<b>TRF</b>	<b>6004</b>	<b>Turf Science Level 1</b>	<b>3</b>
<p>This course is an introduction to the science of turf establishment and maintenance practices for golf courses, sports fields, and parks. Students will learn the basics of turfgrass biology and the physical properties of soils. Various methods of turfgrass establishment, basic cultural practices (mowing, irrigation and fertilization), drainage systems, and integrated weed and wildlife pest management are also covered.</p>			
<b>TRF</b>	<b>6005</b>	<b>Turf Science Level 2</b>	<b>3</b>
<p>This course builds on competencies gained in TRF 6004, exploring the use of different grasses for parks, sports turf, and golf course applications. Students will learn selected aspects of turfgrass physiology, and the growing environment and soil chemistry as they relate to turf health. Fertilizer application and fertility programs, specialized cultural practices (thatch management, aeration and topdressing), the management of insect pests, and an overview of turf diseases are also covered.</p> <p>Pre-requisite : TRF - 6004 :</p>			

**Choose atleast one elective:**

Course Credits

(Total Credits:3)

**TRF 6006 Turf Science for Sports and Recreation 3**

Focusing on turf for specialized sports and recreational use, this course addresses the design, construction and renovation of selected sports fields and park areas. Cultural practices unique to each area are addressed. Field safety and preparation for play for selected sports is also covered.

Pre-requisite : TRF - 6004 :and

Pre-requisite : TRF - 6005 :

or

**TRF 6007 Turf Science for Golf Courses 3**

This course focuses on turf for golf courses, including maintenance practices unique to cool season turf, related calculations, and specialized mower operation. Annual bentgrass management, winter protection for greens, and an overview of the construction of greens, tees, fairways, and bunkers are also covered.

Pre-requisite : TRF - 6004 :and

Pre-requisite : TRF - 6005 :

## Graduation Requirements

- Completion of 9 credits
- Completion of all required courses as per Program of Study
- Cumulative program G.P.A. of 2.00 or better

### Changes to this Program

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Effective Date: 06/09/2016 to Present

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# Veterinary Practice Management Professional and Continuing Education Certificate



## Description

The Veterinary Practice Management program at Olds College produces graduates who can effectively and efficiently manage a veterinary practice.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Demonstrate effective communication and personal management skills in the workplace.
2. Apply basic management skills in the supervision of employees.
3. Evaluate the effectiveness of marketing plans in attracting and retaining veterinary clients.
4. Adhere to legal and ethical obligations for veterinary clinics operations.
5. Manage the human resource requirements of the veterinary practice.
6. Evaluate financial data to optimize the practice of profitability.
7. Manage the daily operations of the veterinary clinic.
8. Utilize selected business software.

## Requirements:

### SEMESTER 1

				Course Credits (Total Credits:18)
<b>VPM</b>	<b>6020</b>	<b>Veterinary Marketing</b>	Support business success by developing a strategic marketing plan for a veterinary clinic. Analyze factors that affect clients' perceptions, develop a client retention program, and identify your options for external marketing, including the use of social media. Learn how marketing is part of every client interaction and how to evaluate marketing efforts to generate the greatest value for your dollar.	<b>3</b>
<b>VPM</b>	<b>6030</b>	<b>Veterinary Human Resources</b>	Learn how to effectively develop and manage the clinic's most important resource - the staff. Determine staffing requirements, create job descriptions, interview and recruit, coach and mentor your team effectively. Examine best practices for negotiation, performance evaluation and improvement, and successful team leadership.	<b>3</b>
<b>VPM</b>	<b>6230</b>	<b>Veterinary Financial Management</b>	Confidently manage all financial aspects of a veterinary practice. Gain an understanding of accounting principles, the ability to evaluate Key Performance Indicators and overall financial performance, as well as select the appropriate tools to control clinic expenses and monitor clinic financials. Choose the most appropriate strategies to manage cashflow, develop internal protections to avoid embezzlement, and successfully compose a concise financial summary for presentation to your supervisor.	<b>3</b>
<b>VPM</b>	<b>6260</b>	<b>Veterinary Communications</b>	Learn the art of actively addressing situations to obtain the best possible outcome. Gain a greater understanding of the importance of effective communication to your success as a practice manager. Acquire the knowledge, skills and strategies that will assist you to utilize appropriate written, verbal, intrapersonal and interpersonal communications to facilitate success with clients, staff, and other stakeholders. During this course, you will have the opportunity to apply the skills that will make you	<b>3</b>



a more effective team leader within your team, and build your confidence handling a variety of situations that arise, including those that require conflict resolution skills.

**VPM 6270 Veterinary Systems and Operating Procedures 3**

Acquire the skills to evaluate the business systems and operation procedures in a clinic and support positive changes that improve business outcomes. Become familiar with all types of documents, agreements and contracts that are utilized within the veterinary business. Positively impact the clinic you work in through a comprehensive understanding of the legislative, compliance, and reporting requirements, as well as the ethical implications of various policies.

**CMP 6120 Computer Applications for Industry (3-0-0 hrs) 3**

Students will improve upon computer application skill sets, including varied operations in the Microsoft Office suite. Students learn how to integrate the various components and use available technology for efficient, effective, and creative business management and marketing purposes. Students will also become more confident in sharing this knowledge with the rest of their industry team. Materials and instruction are supported for both the Windows and Mac platforms, so this course is effective for all those utilizing computer systems in the workplace.

## Graduation Requirements

- Completion of 18 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better

### Changes to this Program

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