

# President's Welcome

Welcome to Olds College!

We offer our students unlimited opportunities for learning and success, and invite you to discover what Olds College can do for you. Founded in 1913, Olds College has long provided quality education and training to launch successful careers for generations of learners. And as we draw closer to our Centennial anniversary, we remain every bit as committed to real-life, hands-on learning as we did nearly a century ago. Today, I'm proud to say that Olds College is working harder than ever to further enhance our comprehensive programming and deliver education in new and innovative ways through our newly expanded facilities.

As part of the Community Learning Campus (CLC), Olds College and partners including Chinook's Edge School Division have recently opened the Ralph Klein Centre, housing Olds High School, a Health and Wellness Centre, Central Alberta Child and Family Services, Alberta Employment, Immigration and Industry, an Integrated Career Centre and health services. Olds College is also responding boldly to student and industry needs with our new riding arena and expanded facilities within the Canadian Equine Centre of Innovation.

The CLC's offerings are rounded out by the recently completed Fine Arts and Multimedia Centre, housing TransCanada Theatre. And with our soon to be expanded Calgary Campus, we will be increasing our unique programming and learning opportunities right in the heart of downtown.

This expansion of facilities, together with the technical expertise of our partner Bell Canada, greatly enhances our world-class learning environment and creates untold opportunities for learning in our classrooms or through online courses such as our Fashion and Animal Health Technology programs. As well, the existing facilities that have helped make Olds College an educational leader are currently receiving \$5.8 million in upgrades. With the assistance of federal and provincial infrastructure renewal grants, we are ensuring that all of Olds College's instructional buildings continue to be excellent, modern learning centres.

Much of this is simply a result of remaining focused on our vision; to be the premier integrated learning and applied research community specializing in agriculture, horticulture, land and environmental management. This goes hand in hand with our commitment to the creation of centres of excellence, the furthering of applied research and an unwavering emphasis on sustainability and good regional stewardship as outlined in our business plan.

Ultimately, the focus and priority of Olds College has always been the success of our students. Our progressive approach to learning links our students with cutting-edge technology, exceptional facilities and expert instructors who are leaders in their field. We work closely with community, business and industry to continually refine our curriculum in response to industry trends, so that our students receive the skills that are in demand in the current workforce. In this way Olds College graduates are highly employable and begin their careers at the top of the list.

Each day we strive to provide the best student experiences available anywhere. Olds College is a friendly and inviting campus, with small class sizes and instructors who care. Our campus is vibrant, with dozens of student clubs and activities including recreation, competitive athletic leagues and our award-winning rodeo club. The Olds College experience is rich and rewarding, making us your home away from home.

Let us know how we can assist you, as you explore your options. The entire Olds College community is waiting to welcome you!

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

## Catalog Home

# Welcome to the 2012-2013 Olds College Academic Calendar!

This is the fourth year we have placed our entire academic calendar on-line in this linkable format.

Not only will you find it easier to use, but we will also save a lot of unnecessary use of paper.

Here are a few quick links to commonly accessed areas:

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

Admission requirements can be found by going to the program of study information page.

We welcome your feedback and comments.

# **Courses by Category**

## **Accounting**

## **Accounting**

**ACT 1000 - Recordkeeping**

**ACT 1011 - Accounting Principles I**

**ACT 1012 - Accounting Principles II**

**ACT 1100 - Business Bookkeeping**

**ACT 2010 - Managerial Accounting**

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

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

## **Agricultural Business**

## **Agricultural Business**

**AGB 1000 - Agricultural Value and Practices**

**Agricultural Economics**

**Agricultural Economics**

**AGEC 210 - Farm Management**

**AGEC 211 - Federal Farm Law**

**AGEC 220 - Farm Finance**

**AGEC 245 - Advanced Farm Accounting**

**AGEC 246 - Farm Income Tax**

**AGEC 333 - Commodity Risk Management**

**Agronomy**

**Agronomy**

**AGN 1010 - Vegetation of Western Canada**

**AGN 1340 - Principles of Agronomy**

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

**AGN 2340 - Annual Crop Production**

**AGN 2440 - Perennial Crop Production**

**AGN 2740 - Environmental Farm Management**

**AGN 2840 - Crop Nutrition and Protection**

**AGRN 100D - Crop Production Systems**

**AGRN 105D - Introductory Soils and Crop Nutrition**

**AGRN 110D - Weed Fundamentals**

**AGRN 115D - Insect and Disease Management**

**AGRN 120 - Data Management**

**Ag & Heavy Equipment**

**Ag & Heavy Equipment**

**TEC 1000 - Technician Basics**

**TEC 1026 - Braking and Trailer Systems**

**TEC 1100 - Hydraulic and Electrical Basics**

**TEC 1133 - Agricultural Equipment I**

**TEC 1404 - Engine Fundamentals and Systems**

**TEC 1504 - Engine Service and Repair**

**TEC 1522 - Starting and Charging Systems**

**TEC 1604 - Diesel Fuel Systems**

**TEC 2126 - Hydraulic Shift Transmissions**

**TEC 2218 - Steering and Suspension**

**TEC 2226 - Off Road Systems**

**TEC 2305 - Hydraulics II**

**TEC 2338 - HVAC Systems**

**TEC 2433 - Agricultural Equipment II**

**TEC 2436 - On Road Power Trains**

**TEC 2705 - Hydraulics III**

**TEC 2722 - Electrical and Electronic Diagnostics**

**TEC 2733 - Agricultural Equipment Repair**

**TEC 2749 - Heavy Equipment Repair**

**Agricultural Issues**

**Agricultural Issues**

**AGRI 200 - Global Agricultural Issues**

**AMT 6035 - Agricultural Management Principles**

**AMT 6135 - Agribusiness Accounting**

**AMT 6235 - Agribusiness Financial Management**

**Agricultural Management**

**Agricultural Management**

**AMT 1035 - Agricultural Management Principles**

**AMT 1040 - Survey of Agribusiness**

**AMT 1335 - Agribusiness Accounting**

**AMT 1360 - Agribusiness Information Technology**

**AMT 2020 - Advanced Product Marketing**

**AMT 2033 - Commodity Risk Management**

**AMT 2035 - Agribusiness Financial Management**

**AMT 2050 - Agribusiness Wealth Management**

**AMT 2600 - Agricultural Asset Valuation**

**AMT 2630 - Agribusiness Planning and Management**

**LAW 1111 - Agricultural Law**

**LAW 3000 - Agricultural Law**

**LVS 2570 - Livestock Breeding Strategies**

**MEC 2060 - Precision Cropping Systems**

**Animal Health Technology**

**Animal Health Technology**

**AHT 1010 - Introduction to Veterinary Laboratory Procedures**

**AHT 1020 - Introduction to Animal Health Industry**

**AHT 1030 - Animal Anatomy and Physiology**

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

**AHT 1050 - Client Relations in Animal Health Care**

**AHT 1510 - Applied Veterinary Lab Procedures**

**AHT 1520 - Veterinary Diagnostic Imaging**

**AHT 1530 - Animal Nutrition**

**AHT 1540 - Animal Health Pharmacology**

**AHT 2010 - Client Relations in Animal Health**

**AHT 2020 - Veterinary Anesthesiology**

**AHT 2030 - Clinical Veterinary Lab Procedures**

**AHT 2040 - Introduction to Veterinary Surgery and Dentistry**

**AHT 2050 - Introduction to Clinical Procedures**

**AHT 2060 - Introduction to Animal Welfare and Veterinary Ethics**

**AHT 2510 - Small Animal Disorders**

**AHT 2520 - Large Animal Disorders**

**AHT 2530 - Applied Veterinary Surgical and Dental Procedures**

**AHT 2540 - Large Animal Clinical Procedures**

**AHT 2550 - Small Animal Clinical Procedures**

**AHT 2950 - Industry Practicum**

**Animal Science**

**Animal Science**

**ANSC 123 - Livestock Survey**

**VPM 6010 - Basic Management Skills**

**VPM 6020 - Veterinary Marketing**

**VPM 6030 - Veterinary Human Resources**

**VPM 6210 - Employee Retention and Growth**

**VPM 6220 - Communication**

**VPM 6230 - Veterinary Financial Management**

**VPM 6240 - Veterinary Laws and Ethics**

**VPM 6250 - Veterinary Practice Organization**

**VTA 6010 - Small Animal Restraint and Handling**

**VTA 6020 - Principles of Veterinary Clinical Procedures**

**VTA 6030 - Veterinary Equipment and Instrumentation**

**VTA 6040 - Veterinary Patient Preparation and Husbandry**

**Arboriculture**

**Arboriculture**

**EAB 1000 - Utility Arboriculture**

**EAB 1010 - Ground Operations**

**EAB 2020 - Tree Climbing**

**EAB 2021 - Pruning Practices**

**EAB 2030 - Tree Value and Risk Assessment**

**EAB 2050 - Report Writing for Arborists**

**EAB 2621 - Aerial Operations**

**Bioprocessing and Distribution**

**Bioprocessing and Distribution**

**BPD 1380 - Bioprocessing and Distribution**

**BPD 2280 - Warehouse and Distribution Management**

**BPD 2380 - Bioprocess Management**

**BPD 2480 - Food Process Management**

**BPD 2580 - Food Safety Management**

**BPD 2680 - Quality Assurance Management**

**Business**

## **Business**

**BUS 1050 - Business Mathematics**

**BUS 2000 - Business Statistics**

**MGT 3333 - Agriculture Innovation and Leadership**

**SPM 1000 - Principles of Sport Management**

**SPM 1200 - Introduction to Coaching**

**SPM 2200 - Introduction to Coaching - Level 2**

**SPM 2300 - Facility Management**

**SPM 2400 - Industrial Relations of Sports**

**SPM 2500 - Event Planning**

**Computer Aided Drafting**

**Computer Aided Drafting**

**CAD 1000 - Site Assessment Methods**

**CAD 1051 - Golf Course Design Methods**

**Costume Cutting and Construction**

**Costume Cutting and Construction**

**CCC 1000 - Pattern Design for Menswear**

**CCC 2050 - Costume Cutting and Construction**

**CCC 2160 - Couture for Stage**

**CCC 2200 - Costuming Workshops**

**CCC 2300 - Men's Tailoring**

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

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

**Chemistry**

**Chemistry**

**CHE 1020 - Environmental Chemistry**

**Computing**

**Computing**

**CMP 1100 - Computer Applications I**

**CMP 1250 - Business Software I**

**CMP 2100 - Computer Applications for Land Administration**

**CMP 2750 - Business Software II**

**CMP 2800 - Business Software III**

**CMP 6110 - Computer Applications I**

**VMR 1030 - Veterinary Business Software**

**Communications**

**Communications**

**BUS 1020 - Business Communications**

**COM 1005 - Communication and Career Preparation**

**COM 1010 - Communications and Personal Management**

**COM 1050 - Business Communications**

**COM 2020 - Advanced Communications**

**COM 6105 - Communication and Career Preparation**

**Directed Field Studies**

**Directed Field Studies**

**DFST 679 - Directed Field Studies**

**Design**

**Design**

**DSN 6121 - Visual Design and Merchandising**

**Economics**

## **Economics**

**ECN 1010 - Microeconomics**

**ECN 1020 - Macroeconomics**

## **Entomology**

## **Entomology**

**ELM 2660 - Landscape Pest Management**

**PRH 2560 - Production Pest Management**

**PRH 2560 - Production Pest Management**

**TRF 1710 - Turf Pest Management**

## **Equine**

## **Equine**

**EQN 1000 - Equine Anatomy and Physiology**

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

**EQN 1020 - Farm Equipment Operation**

**EQN 1030 - Interacting with Horses**

**EQN 1230 - Managing Equine Health**

**EQN 1240 - Horse Care Lab**

**EQN 2000 - Massage Therapy**

**EQN 2010 - Riding and Starting an English Horse**

**EQN 2011 - Riding and Starting a Western Horse**

**EQN 2020 - Riding the English Horse**

**EQN 2021 - Riding the Western Horse**

**EQN 2030 - Riding and Coaching Specifications**

**EQN 2040 - Artificial Breeding Techniques**

**EQN 2300 - Conditioning for Performance**

**EQN 2310 - Driving the Draft Horse**

**EQN 2310 - Driving the Draft Horse**

**EQN 2320 - Advanced Training Techniques**

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

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

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

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

**EQN 2360 - Starting the Young Horse**

**EQN 2401 - Breeding Management**

**EQN 2402 - Foaling and Foal Management**

**EQN 2403 - Breeding Management Practicum**

**EQN 2404 - Foaling Management Practicum**

**EQN 2406 - Event Management Procedures**

**EQN 2407 - Advanced Equine Marketing**

**EQN 2408 - Event Production Practicum**

**EQN 2409 - Equestrian Instructional Skills**

**EQN 2410 - Equestrian Instructional Skills Practicum**

**EQN 2420 - Analyzing Performance**

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

**EQN 2500 - Enterprise Management Practicum I**

**EQN 2501 - Enterprise Management Practicum II**

**EQN 2520 - Equine Nutrition**

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

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

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

**EQN 2950 - Industry Practicum**

**EQN 6020 - Rodeo Techniques I**

**EQN 6030 - Rodeo Techniques II**

**EQN 6040 - Rodeo Techniques III**

**EQNE 126 - Rodeo Techniques I**

**EQNE 326 - Rodeo Techniques II**

**EQNE 426 - Rodeo Techniques III**

**Environmental Science**

**Environmental Science**

**EVS 1210 - Applied Ecology**

**EVS 1730 - Land Reclamation and Ethics**

**EVS 1730 - Land Reclamation and Ethics**

**EVS 2330 - Oilfield Reclamation**

**EVS 2400 - Bioremediation and Biometrics**

**EVS 2710 - Wildlife Management and Biometrics**

**EVS 2730 - Managing Contaminated Sites**

**EVS 2880 - Global Sustainability**

**Exercise Rider and Jockey**

**Exercise Rider and Jockey**

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

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

**ERJ 6003 - Rider Preparation**

**ERJ 6004 - Exercising the Flat Racer**

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

**Farrier**

**Farrier**

**DFS 1550 - Directed Field Studies I**

**DFS 2550 - Directed Field Study II**

**FAR 1000 - Introduction to Trimming and Keg Shoeing**

**FAR 1100 - Introduction to Blacksmithing**

**FAR 1200 - Equine Anatomy**

**FAR 1250 - Horse Handling**

**FAR 1500 - Blacksmithing**

**FAR 1600 - Horseshoeing**

**FAR 2000 - Performance Shoeing**

**FAR 2100 - Farrier Welding, Machining and Fabrication**

**FAR 2200 - Advanced Forging and Horseshoeing**

**FAR 2300 - Advanced Therapeutic and Corrective Horseshoeing**

**FAR 2400 - Advanced Keg Shoe Modifications**

**Fashion Apparel Technology**

**Fashion Apparel Technology**

**APT 1100 - Apparel Construction I**

**APT 1120 - Textiles**

**APT 1160 - History of Clothing**

**APT 1200 - Apparel Construction II**

**APT 1240 - Apparel Design**

**APT 1740 - Pattern Design for Upper Torso**

**APT 1745 - Pattern Design for Lower Torso**

**APT 2340 - Designing with Knits**

**APT 2400 - Tailoring**

**APT 2450 - Couture and Specialty Fabrics**

**FAP 2450 - Couture and Specialty Fabrics**

**Fashion**

**Fashion**

**DSN 1210 - Visual Design and Merchandising**

**FAP 2440 - Advanced Pattern Design**

**FAP 2445 - Computerized Pattern Design**

**FAP 2470 - Digital Media for Fashion**

**FAP 2530 - Apparel Industry Practices**

**FAS 1050 - Garment Analysis**

**FAS 1110 - Fashion Research and Career Analysis**

**FAS 2010 - Introduction to Image Consulting**

**FAS 6105 - Garment Analysis**

**FAS 6111 - Fashion Research and Career Analysis**

**FAS 6201 - Introduction to Image Consulting**

**Finance**

**Finance**

**FIN 2135 - Financial Lending**

**FIN 2600 - Finance**

**FIN 2900 - Applied Corporate Finance**

**Geographic Information Systems**

## **Geographic Information Systems**

**GIS 1010 - Site Maps and Interpretation**

**GIS 1300 - GIS Tools**

## **Geospatial Technology**

## **Geospatial Technology**

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

## **Groom Training**

## **Groom Training**

**GRM 6001 - Introduction to the Horse**

**GRM 6003 - Training and Racing**

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

**GRM 6005 - Personal Development and Employability**

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

**Heavy Equipment Operator**

**Heavy Equipment Operator**

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

**HEO 6002 - Introduction to Earthmoving**

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

**HEO 6004 - Fieldwork and Jobsite Fundamentals**

**HEO 6005 - Earthmoving Operational Techniques**

**Horticulture**

**Horticulture**

**BHO 3100 - Research Methods**

**BHO 3300 - Project Management Principles**

**BHO 3800 - Plant Environment Systems**

**BHO 4000 - Integrated Project**

**BHO 4710 - Ethics and Pest Management**

**HRT 1300 - Plant Selection**

**PLS 1310 - Ecological Principles and Weed Management**

**PRH 2250 - Diseases of Horticultural Crops**

**PRH 3530 - Technology Applications in Production Horticulture**

**TRF 2760 - Turfgrass Diseases**

**Human Resources Management**

**Human Resources Management**

**HRM 1010 - Human Resources Management**

**MGT 3400 - Human Resources Management**

**Land**

## **Land**

**CMP 6210 - Computer Applications for Land Administration**

**LND 1000 - Land Documentation**

**LND 1001 - Surface Rights and Regulations**

**LND 1002 - Oil and Gas Industry Evolution**

**LND 1003 - Energy Fundamentals**

**LND 1004 - Alberta Crown Lands**

**LND 1005 - Managing Alberta's Lands**

**LND 1009 - Land Documents & Compensation**

**LND 1010 - Other Land Acquisition Types**

**LND 1410 - Petroleum Industry Fundamentals**

**LND 2000 - Advanced Land Documentation**

**LND 2002 - Advanced Regulations**

**LND 2006 - Stakeholder Consultation**

**LND 2350 - Land Negotiations and Ethics**

**LND 2460 - Reclamation Fundamentals**

**LND 2500 - Land Negotiation Simulation**

**LND 2501 - Land Agent Licensing**

**LND 6100 - Land Documentation**

**LND 6101 - Surface Rights and Regulations**

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

**LND 6141 - Petroleum Industry Fundamentals**

**LND 6200 - Advanced Land Documentation**

**LND 6202 - Advanced Regulations**

**LND 6206 - Stakeholder Consultation**

**Land Use Planning**

**Land Use Planning**

**LUP 1620 - Land Systems and Legislation**

**LUP 2010 - Land Planning and Appraisal**

**LUP 2020 - Land-use Planning Systems**

**LUP 2030 - Rural Development Practices**

**LUP 2620 - Applied Land-use Planning**

**Landscape Management**

**Landscape Management**

**ELM 1000 - Landscape Graphics**

**ELM 1010 - Fundamentals of Landscape Construction**

**ELM 1600 - Diseases of Landscape Plants**

**ELM 2020 - Landscape Maintenance Operations**

**ELM 2040 - Urban Forestry**

**ELM 2500 - Landscape Design**

**ELM 2510 - Landscape Construction Operations**

**ELM 2600 - Landscape Pest Management**

**ELM 2710 - Landscape Project Management**

**ELM 3500 - Presentation Graphics**

**ELM 4500 - Sustainable Sites**

**Livestock**

**Livestock**

**LVS 1370 - Principles of Animal Agriculture**

**LVS 2070 - Beef Cattle Management**

**LVS 2370 - Livestock Nutrition**

**LVS 2380 - Livestock Enterprise Management**

**LVS 2470 - Livestock Health and Disease**

**Meat Processing**

**Meat Processing**

**MEAT 110 - Butchering**

**MEP 1006 - Livestock Slaughter**

**MEP 1007 - Meat Cutting**

**MEP 1008 - Value Added Processing**

**MEP 1009 - Food Safety and Sanitation**

**MEP 1010 - Meat Industry Communication**

**MEP 1500 - Meat Business Management**

**MEP 2006 - Meat Merchandising and Marketing**

**MEP 2008 - Advanced Food Safety Management**

**MEP 2009 - Advanced Meat Processing**

**Mechanics**

**Mechanics**

**In this course stude 6003 - Basic Electical Theory and Circuits**

**MEC 1050 - Machinery and Technology**

**MEC 1490 - Farmstead Management**

**MECH 137D - Used Machinery Appraisal**

**Management**

**Management**

**LDR 1000 - Personal Leadership**

**LDR 2000 - Community Leadership**

**MGMT 320 - Intergenerational Farm Transition**

**MGT 1000 - Principles of Management**

**MGT 1060 - Business Law**

**MGT 1200 - Organizational Behaviour**

**MGT 1410 - Retail Management**

**MGT 1510 - Professional Practice**

**MGT 2010 - Production and Operations Management**

**MGT 2040 - Advanced Computer Applications**

**MGT 2060 - Managing Information Systems**

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

**MGT 2800 - Business Strategy**

**MGT 3000 - Small Business Planning and Management**

**MGT 3100 - Financial Management**

**MGT 3200 - Project Management for Agriculture**

**MGT 3300 - Leadership**

**MGT 3500 - Applied Research**

**MGT 4000 - Strategic Business Management**

**MGT 6120 - Organizational Behaviour**

**MGT 6141 - Retail Management**

**Marketing**

**Marketing**

**MKG 1020 - Principles of Marketing**

**MKG 1021 - Marketing Principles**

**MKG 1510 - Fashion Promotions**

**MKG 2020 - Personal Selling/Customer Relationship Management**

**MKG 2680 - E-marketing**

**MKG 2690 - E-commerce**

**MKG 3000 - Marketing**

**MKG 3500 - International Marketing**

**MKG 6102 - Principles of Marketing**

**MKG 6151 - Fashion Promotions**

**Office Administration**

**Office Administration**

**OFA 1000 - Office Procedures**

**OFA 1100 - Proofreading and Editing**

**OFA 1200 - Document Processing**

**OFA 1220 - Keyboarding**

**OFA 2500 - Office Procedures Practicum**

**OFA 2600 - Workplace Communication**

**OFA 2700 - Advanced Document Processing**

**OFA 2700 - Advanced Document Processing**

**OFA 2720 - Advanced Keyboarding**

**Plant Science**

**Plant Science**

**PLS 1010 - Plant Science Principles**

**PLS 1320 - Weed Ecology and Management**

**PLS 1510 - Native Plants of Alberta**

**PLS 2410 - Native Plants of Alberta**

**PLS 2510 - Integrated Weed Management**

**Production Horticulture**

**Production Horticulture**

**HRT 2500 - Horticulture Post-Harvest Handling and Processing**

**PRH 1020 - Production Horticulture Fundamentals**

**PRH 1520 - Fall Greenhouse Crops**

**PRH 1620 - Field Production of Floristry Crops**

**PRH 1720 - Fruit Production**

**PRH 1820 - Nursery Production**

**PRH 1920 - Vegetable Production**

**PRH 2020 - Winter Greenhouse Crops**

**PRH 2200 - Diseases of Horticultural Crops**

**PRH 2300 - Plant Applications**

**PRH 2500 - Arthropod Management in Production Systems**

**PRH 3520 - Crop Modeling**

**PRH 3540 - Biotechnology**

**Soils**

**Soils**

**SOI 1000 - Fundamentals of Soil Science**

**SOI 1410 - Urban Soils**

**SOI 2340 - Soil Classification and Mapping**

**SOI 2410 - Urban Soil Applications**

**SOI 2411 - Advanced Golf Course Soils**

**SOI 2500 - Sustainable Soil Management**

**SOIL 100 - Soil Investigations**

**Study Skills**

**Study Skills**

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

**CSS 1000 - College Success Skills**

**Trades**

**Trades**

**CRP 1160 - Basic Wood Frame Construction**

**CRP 1260 - Basic Cabinet Construction**

**PEC 6001 - Safety**

**PEC 6002 - Building Materials**

**PEC 6003 - Hand and Power Tools**

**PEC 6004 - Site Preparation and Building Layout**

**PEC 6005 - Foundation**

**PEC 6006 - Floor Frame**

**PEC 6007 - Estimating and Plans**

**PEH 6001 - Safety, Materials and Tools**

**PEH 6002 - Suspensions, Wheels and Systems**

**PEH 6003 - Hydraulic Brake Systems**

**PEH 6004 - Electrical and Electronics**

**PEH 6005 - Hydraulics Systems**

**PEH 6006 - Air Brakes**

**PEM 6001 - Shop Safety, Equipment and Materials**

**PEM 6002 - Trade Tools and Shop Procedures**

**PEM 6003 - Basic Electrical Theory and Circuits**

**PEM 6004 - Motorcycle Assembly and Pre-Delivery**

**PEM 6005 - Basic Tune-Up and Manufacturer's Service**

**PEM 6006 - Two and Four Stroke Engine Theory**

**PEM 6007 - Wheel and Tire Maintenance**

**PEM 6008 - Mechanical and Hydraulic Brake Systems**

**PEW 6001 - Safety, Tools, Weld Faults and Oxy-Acetylene Welding**

**PEW 6002 - SMAW 1**

**PEW 6003 - GMAW, FCAW and SAW**

**PEW 6004 - Trade Math**

**PEW 6005 - SMAW Practical**

**PEW 6006 - GMAW Practical**

**PEW 6007 - Oxy Cutting Practical**

**PHS 6001 - Safety Personal and Professional Development**

**PHS 6002 - Client Services**

**PHS 6003 - Facility and Equipment**

**PHS 6004 - Properties of Hair & Scalp**

**PHS 6005 - Draping, Shampooing and Treatments**

**PHS 6006 - Haircutting**

**PHS 6007 - Hairstyling**

**PHS 6008 - Chemical Texturing**

**PHS 6009 - Hair Colouring**

**WLD 1167 - Introductory Welding**

**WLD 2167 - Intermediate Welding**

## **Transitional Vocational**

## **Transitional Vocational**

**TVP 1010 - Transition to College Life**

**TVP 1020 - Personal and Financial Management**

**TVP 1030 - Workplace Communications**

**TVP 1040 - Transition to Workplace**

**TVP 1050 - Consumer Skills**

**TVP 1060 - Employment Search**

**TVP 1070 - Workplace Relations**

**TVP 1110 - Work Experience I**

**TVP 1120 - Work Experience II**

**TVP 1130 - Work Practicum**

**Turf**

**Turf**

**CAD 1050 - Introduction to Golf Course Design Methods**

**TRF 1200 - Introductory Turfgrass Management**

**TRF 2100 - Turf Equipment Maintenance**

**TRF 2300 - Golf Course Management**

**TRF 2400 - Advanced Turfgrass Management**

**TRF 2600 - Golf Course Design**

**TRF 2700 - Principles of Golf Course Construction**

**TRF 2710 - Turf Pest Management**

**TRF 2720 - Golf Course Pesticide Application**

**TRF 4000 - Golf Course Master Planning**

**TRF 4100 - Environmental Management for Golf Courses**

**Veterinary Medical Receptionist**

**Veterinary Medical Receptionist**

**VMR 1010 - Animal Health Systems and Management**

**VMR 1020 - Animal Breeds, Handling, Behaviour and Welfare**

**VMR 1510 - Infectious Diseases and Prevention**

**VMR 1520 - Veterinary Procedures Awareness**

**VMR 1530 - VMR Office Procedures**

**VMR 2950 - Industry Practicum**

**Water**

**Water**

**WTR 1330 - Water Fundamentals**

**WTR 1430 - Introductory Golf Course Irrigation**

**WTR 1530 - Production Irrigation**

**WTR 2030 - Landscape Irrigation**

**WTR 2031 - Sustainable Irrigation Practices**

**WTR 2330 - Water Quality**

**WTR 2630 - Watershed Management**

**WTR 2730 - Advanced Golf Course Irrigation**

**Work Experience**

**Work Experience**

**BAS 4999 - Directed Field Study**

**Other Courses**

**Other Courses**

**COM 1010 - Communications and Personal Management**

**COM 1020 - Workplace Communication**

**COM 1030 - Workplace Professionalism**

**COM 2020 - Advanced Communications**

**MCH 1142 - Basic Machining Techniques**

# General Admission Policy

## General Admission Policy

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

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

## Admission Categories

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

### STANDARD ADMISSION

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

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

### ALTERNATE ADMISSION STATUS

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

Alternate Admission Status students:

- May be required to meet specific program admission requirements
- Will be admitted based on the approval of the Program Coordinator and the Student Recruitment Office

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

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

Students entering under this category are strongly recommended to register for STDY100 – College Success Skills held the week before classes begin in the Fall.

For registration information on College Success, please contact a Student Services Officer at 1-800-661-6537.

### EXCHANGE STUDENT STATUS

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

### CITIZENSHIP STATUS

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

### **REGISTRATION STATUS**

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

### **TIME STATUS**

- Full-time students are those taking nine or more credits within an academic semester.  
The Fall and Winter Semesters are 15 weeks each.
- Students receiving student loans should work closely with their program coordinators to ensure their full-time status is retained when scheduling classes.
- Part-time students are those taking 8 credits or less within an academic semester.

### **EARLY ADMISSION**

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

### **TUITION DEPOSITS**

Tuition deposits are required for most Olds College programs. (Exception: Academic Upgrading & Transitional Vocational Program. Deposits are credited to students' accounts.

### **OVERSUBSCRIBED PROGRAMS**

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

# General Academic Information

## General Academic Information

### Course Outlines

Students are encouraged to access current and complete course outlines online at <http://www.oldscollge.ca/programs/CourseOutlines/index.htm>

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

The course outlines includes:

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

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

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

## **Campus Life**

# **Campus Life**

**Students are the lifeblood of Olds College!**

**The services we provide enhance your stay at Olds College.**

**On-campus housing just makes sense!**

### **FRANK GRISDALE HALL**

Living on-campus allows students to save valuable time and allows convenient access to classes, faculty, library and the many services provided on-campus. Living on-campus is an easy way to make friends, become involved in extracurricular activities and live an unforgettable experience. We offer an invaluable built-in network of supports, experience and encouragement to help students succeed while at Olds College.

<http://www.gobroncos.ca> Our resident assistants are campus leaders in other significant ways as well. They contribute to the community through a variety of projects and initiatives such as Christmas Angels, food drives, fund-raising events for charities and environmental initiatives. The Residence Life program provides many opportunities for students to become involved in the residence community. On-Campus Housing in Frank Grisdale Hall offers you more.

Frank Grisdale Hall includes the main cafeteria, gymnasium, Health Services and Campus Security. Time Square is the gathering area in the main foyer; and has wireless internet and a cozy fireplace for students to enjoy.

Olds College Residence strives to accommodate the individual lifestyle needs of our clients. Residents can choose accommodation on floors ranging from active to 24-hour quiet, as well as cable rooms all in a smoke free facility. Students share a dorm style room with another student; however a limited number of single rooms are available.

Each dorm room includes a bed, desk, chair, dresser, closet and bookshelf for each student. Students can make arrangements for telephone or Internet service. Men's and Women's washrooms are located in centralized areas on each floor. Campus Security personnel monitor the Residence from 4:00 p.m. until morning and 24 hours during the weekends.

Students get healthy convenient meals. Just think...no grocery shopping, no preparation and no cleanup after meals. The Fitness Center is only steps away with recreational programming and all this is located only 200m away from the Olds Aquatic Center. Students living on-campus have everything literally at their door step.

Students who live in Frank Grisdale Residence are required to be on a meal plan. Frank Grisdale Hall is not designed to equip 400 plus students to cook independently as the fully furnished dorm rooms do not have kitchen facilities and consequently students are offered a room and board program.

For details on the dining program developed for students living in Frank Grisdale Hall please contact the Housing Department directly at (403) 556-8375 or [housing@oldscollege.ca](mailto:housing@oldscollege.ca)

Please refer to the Residence Fee Schedule for your individual program/residence costs included in your acceptance package. For details of housing options on-line visit [www.oldscollege.ca/studentresidence/](http://www.oldscollege.ca/studentresidence/) where an on-line fee schedule can be downloaded, or call (403) 556-8375.

## **TOWNHOUSES**

Priority for the townhouses is given to second-year students. Each townhouse includes four single bedrooms, two bathrooms, kitchen, living room and utility room/storage area. Each unit is fully furnished with a stove, fridge, washer and dryer, freezer, living room furniture, kitchen table and chairs. Each bedroom has a bed, desk, closet, chair, bookshelf and cable outlet. Each bedroom also contains two telephone jacks. Students who live in a townhouse have kitchen facilities to prepare their own meals. Students who live in the townhouses are required to sign a license agreement prior to move-in of either 6, 7 or 8 months in length.

For details on fees for students living in the Townhouses please contact the Housing Department directly at (403) 556-8375 or [housing@oldscollege.ca](mailto:housing@oldscollege.ca)

## **APPLICATION FOR ON-CAMPUS HOUSING**

A housing application form along with more detailed information regarding living on-campus will be sent to students once they have been accepted into an academic program. The housing application must be completed and returned with a \$200.00 performance deposit. All students who live on-campus are also required to pay a \$15.00 Residence Life Fee per semester.

## **CANCELLATIONS**

If a student cancels their housing application at least 30 days prior to the start date of their academic program, a refund of \$150.00 from their \$200.00 performance deposit will be returned to them. If a student cancels the housing application less than 30 days prior to the start date of their academic program, a refund of \$50.00 from their \$200.00 performance deposit will be returned to them. If a student does not notify residence prior to their scheduled move-in date they will not receive a refund from their performance deposit.

To cancel please contact the Housing Office directly at (403) 556-8375.

Students are encouraged to apply for on-campus accommodations as soon as possible to ensure that room is available.

For further information about on-campus housing, contact our Housing Office at (403) 556-8375, visit [www.oldscollege.ca](http://www.oldscollege.ca) or E-mail: [housing@oldscollege.ca](mailto:housing@oldscollege.ca).

## **FOOD SERVICES**

Grisdale's Dining Hall located in the main residence building Frank Grisdale Hall, features a wide selection of breakfast items, salads, homemade soups, grill items, sub-sandwich bar, pizza, hot entrees, desserts and a wide selection of beverages. Students who live in the townhouses or off-campus can pay for items on a cash basis or can purchase a food card. Students who live in Frank Grisdale Hall are required to be on a Residence Meal Plan (see housing section). A smaller cafeteria is also located in the Land Science building. For further information about food services, please contact the Housing Office at (403) 556-8375 or e-mail: [housing@oldscollege.ca](mailto:housing@oldscollege.ca).

## **CAMPUS BOOKSTORE**

**The Olds College Campus Bookstore is located just below the Library, carries everything from quality books and course materials to stationary supplies, gifts, greeting cards, confectionery items, magazines, Olds College souvenirs and clothing. The Bookstore is arranged by program area to make it easy to find supplies and course materials. The Bookstore staff are on-hand for friendly advice or direction on the vast inventory they have accumulated. Payment options include cash, cheque, Visa, Master Card, or Interac. There is a book buy-back program at the Bookstore at the end of each semester to provide students with the option of selling used textbooks back for cash.**

**Hours of operation are:**

**Monday – Thursday: 8:30 a.m. – 5:30 p.m.**

**Friday: 8:30 a.m. – 4:30 p.m.**

**Please contact (403) 556-4630 for more information.**

## CAMPUS RECREATION

PLEASE SEE ATHLETICS AT <http://www.gobroncos.ca/>

## CLUBS

There is a wide selection of clubs at Olds College which are run through the Students' Association. If you don't find one to interest you, start your own! Program clubs like the Ag Mech, Fashion, Turf, Land Agent, etc. offer opportunities to get to know your classmates, share industry information or raise funds for special club events. Sports enthusiasts can join the Snowriders Club or the Rodeo Club (which competes at the intercollegiate level) etc. Other clubs include the Intersarsity Christian Club, 4-H Alumni Club, International Club, World Culture Club, Ecological Preservation Society, Rainbow Pride Club, and the Judging Club. The Judging Club has been very successful in provincial and national judging competitions. Some scholarships are available as a result of participation in such clubs.

## OLDS COLLEGE STUDENTS' ASSOCIATION (OCSA)

OCSA is your association. Run by students – for students. Every on-campus student who pays fees or has fees paid for them for credit courses are automatically members of the Students' Association. This fee provides financial support for the administration of all Olds College Students' Association activities and operations. These fees are collected by Olds College for the Olds College Students' Association.

Our purpose is to provide a voice for students within the College through student representation on several College committees, and with the provincial government through the Alberta Colleges and Technical Institutes Student Executive Council (ACTISEC). We also offer information and assistance on any educational issues that may affect you on campus. Cultural awareness activities such as Alcohol Awareness Week, Christmas Angels Society, Campus Safety, etc., as well as a full range of social events put on by the clubs and the Association are provided. Some of the publications we offer are the annual yearbook, the student newsletter – Grass Roots, the campus daytimer/handbook and an Off-Campus Housing List.

Elections for President and Executive – Academic, Activities and Campus Life Vice Presidents – take place each spring. Program Representatives are selected to sit on the Student Board of Directors by the students in their program area each fall.

## OCSA STUDENT HEALTH AND DENTAL PLANS

As a full-time Olds or Calgary campus student you will be automatically enrolled in and charged for the health and dental insurance plan. These fees are collected by Olds College for Great West Life Insurance who provides this coverage. The plan will give you a full year's coverage from the start date of your program. If you already have coverage you can either use this program to enhance your existing coverage or request to waive the benefits, in which case a waiver form must be completed and received by the applicable deadline with documentation of alternate coverage. Documentation of alternate coverage could be a copy of your current policy membership card, current claims statement, pay direct drug card or verification letter from an employer clearly showing the name of the insurance company and the policy number.

Students on the plans may purchase coverage for a spouse and/or dependents. The family add-on form and payment of the additional fees must be submitted prior to the applicable deadline.

**Check the Website:**

[www.gallivan.ca/studentnetworks/members/ocsa](http://www.gallivan.ca/studentnetworks/members/ocsa) for additional information regarding deadlines, plan details, to print a waiver form and to learn where to go on-campus for assistance.

Health and Wellness Services

Our Registered Nurse, located Health Services department , Frank Grisdale Hall Residence assists students in maintaining a high level of physical and mental wellness. Services include initial care for injuries and illnesses as well as health, wellness and lifestyle counseling and programs. The Nurse also coordinates appropriate community referrals in order to provide further physical and mental supports for students.

#### Vocational Counseling

Faculty and program coordinators provide students with first level vocational counseling. Student Services Officers in the Registrar's area can also be consulted regarding alternate Olds College program offerings.

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

#### PARKING

We provide approximately 1,300 parking stalls across campus, (with and without plug-ins) which are shared equitably between students and staff. Parking permits are issued on a yearly basis and an annual charge is applied at the time of registration. Accepted students will be provided with parking regulations, map and an application form for parking and are encouraged to apply as soon as they receive their application. Parking regulations are always available at the Information Kiosk in the Duncan Marshall Place building. The map on page 4 clearly outlines the parking lots and how they are designated. It is a student's responsibility to be aware and adhere to the parking regulations. Parking fees are collected by and for Olds College.

#### CAMPUS SECURITY

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

#### TOWN OF OLDS

Olds is located on Highway 2 less than an hour north of Calgary and just an hour and a half from Banff in the heart of the Canadian Rockies. Edmonton is about a two-hour drive with Red Deer only 40 minutes away. Some of the major connecting highways include Highway #27 (east/west), Highway #2 and #2A (north/south) and the Trans-Canada Highway #1 is 40 minutes away. There is a Greyhound bus station and you can also consider carpooling.

Recreational facilities include two indoor ice surfaces, **three** fitness centres (one on-campus), two riding arenas (one on-campus), a bowling alley, curling rink, ball diamonds, soccer field, horseshoe pits, 18-hole golf course (five others within a 20 minute drive), tennis and basketball courts and an indoor pool. There is also Junior "A" hockey at its finest with the Olds Grizzlys, movies at the downtown theatre and billiards. Olds also offers saloons, dance and night clubs and a wide selection of lounges.

Olds offers three drugstores, three major supermarkets, two 24-hour convenience stores, clothing stores, jewelry and gift stores, **Walmart and Canadian Tire**, specialty stores and boutiques. There are over 20 restaurants and fast food outlets including Wendy's, Tim Hortons, McDonalds, A & W, Dairy Queen, Quiznos, Subway and Boston Pizza. Olds is a friendly, small town that offers the best of urban living in the heart of the country.

#### CONFERENCE SERVICES

**Consider Olds College for your next conference or meeting.**

**The success of your conference or meeting often depends upon the excellence of your surroundings and the enjoyment of your delegates.**

**Olds College offers its beautiful campus as your next meeting place. Many conference organizers have found the relaxing atmosphere, the college environment and the rural setting an invigorating change of pace from urban life. Consider Olds College for your next religious gathering, sport camp, family reunion or meeting.**

**Our past guests have generously praised us for:**

- **The relaxing, small town atmosphere**
- **Our friendly, helpful staff**
- **Our residence**
- **Our ability to keep your costs to a minimum**
- **Our attention to the smallest details for your comfort**
- **Great food and facilities**

**We also offer several unique features:**

- **The summer favourite – picnic in our gazebo or barbecue in the Atrium**
- **Botanical Garden**
- **Townhouse units**
- **Town of Olds Aquatic Centre**

**Our facilities at your disposal:**

**Student Alumni Centre seats several hundred and is admirably suited for banquets or meetings. Meeting rooms are available for groups from 2 – 500 people with the latest in audio-visual and equipment. The residence accommodates 485 (based on double occupancy). The cafeteria prepares home-style meals at an affordable cost with special services for catering to banquets, picnics, barbecues, and a variety of receptions. The townhouse units are fully self-contained four bedroom units.**

**If you or your group are interested in our small, relaxing, centrally located campus, the Coordinator of Conference Services will be glad to answer your questions and provide information on our costs. Simply phone or write:**

**Conference Services  
Olds College  
4500 - 50th Street  
Olds, AB T4H 1R6**

**Phone: (403) 556-8330  
E-mail: [conferenceserv@oldscollege.ca](mailto:conferenceserv@oldscollege.ca)**

# Olds College Fees and Refunds

## Olds College Fees and Refunds

### Tuition and Fees for 2012 -2013

#### Fees for Instruction

Visit the Olds College website at [www.oldscollege.ca/fees](http://www.oldscollege.ca/fees) for a detailed Fee Schedule for each program.

#### **Fees for Instruction**

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

All students accepted for admission into the college will be required to remit total tuition and fees payable for their first semester on or before Registration Day. (See Registration Procedures) Fees for the second semester (Winter) are due on the deadline date provided by the Registrar's Office. (See Late Payment Fees) No exception is made for students awaiting student loans.

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

Non-payment of outstanding tuition, residence and other college fees may result in a termination and is non-appealable.

#### **Additional Course Costs**

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

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

#### **Tuition Deposits**

All Olds College programs require a tuition deposit to confirm enrollment (Exceptions are Academic Upgrading and Transitional Vocational Program).

#### **Late Payment Fee**

Tuition and residence fees must be paid by the due date. An Olds College fee of \$50.00 charge will be levied if the tuition and/or residence fees are not paid by the due date provided. No exceptions will be made for students awaiting student loans.

#### **Recreation Fee**

Olds College and the Students' Association collectively received approval to assess a Recreation Fee of \$84.00 per Semester to all full-time students. This fee is for the purpose of providing improved recreation facilities and programs for the future. A pool fee of \$21.00 per semester is built into this fee providing full-time students access to the Town of Olds Swimming Pool at designated times.

### **Administrative Fee**

This Olds College fee is assessed at \$15.00 per semester to all full-time students and is for the purpose of supporting administrative and printing costs which are increasing yearly.

### **ID Card Fee**

All students will be assessed an annual Olds College fee of \$10.00 for their identification card. Replacement cost for a lost or stolen ID card is \$20.00.

### **Olds College Students' Association Fees (OCSA)**

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

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

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

### **Building Fund Fee**

This fee provides financial support for the operation of the Student Alumni Centre and for new capital projects. This fee is collected by Olds College for the Olds College Students' Association.

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

A yearbook fee of \$35.75 (includes GST) per year is levied for most full-time students and entitles them to receive a yearbook. Part-time students (registered in less than 9 credits) may purchase a yearbook by contacting the Olds College Students' Association. A yearbook fee is not charged for Calgary Campus programs, Transitional Vocational or Academic Upgrading program. This fee is collected by Olds College for the Olds College Students' Association.

### **Program Material Costs**

Costs of books, supplies and materials for the various programs are estimated on the Fee Schedule.

Students specializing in Agricultural & Heavy Equipment will be required to have a hand tool set. Tool lists are available from the Registrar's Office.

### **Field Trips**

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

## **Transcript of Marks**

Requests for additional copies of an "Official" transcript mailed directly to the institution or agency will be mailed from the Registrar's Office upon receipt of a written request signed by the student identified with that record and the Olds College processing fee of \$5.00 per copy. (Note: five copies = \$25.00). Students must specify required quantity on the written request. The college transcript will record the entire academic achievement of each student. Unofficial transcripts are available on-line at the student's MyOldsCollege account.

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

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

# **Residence and Meal Plan Fees**

## **RESIDENCE FEES**

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

When applying for residence a reservation deposit of \$200.00 is required. Once the Residence Contract is signed, the reservation deposit becomes a performance (damage) deposit. Damages over and above the deposit will be assessed where warranted. Students withdrawing from residence are subject to the terms of the Residence Contract.

An additional Residence Life fee, (Olds College Students' Association (OCSA) fee) of \$15.00 per semester, per resident, is also levied. This entitles residents to access Residence Council services. More specifically, this Association fee is used to help fund residence life activities and to pay for the student use of TV's, DVD players, ironing boards and irons, etc. and effective community programming.

## **FRANK GRISDALE HALL**

Approximate costs of room and board for Frank Grisdale Residence (based on an eight-month academic year) ranges from \$5424 to \$5688 (without cable) depending on which food plan and type of dorm room chosen. All accepted applicants will be provided with a detailed information package for the current academic year. Please contact the Residence Office at (403) 556-8375 for specific information.

## **TOWNHOUSES**

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

**Townhouse Fees:** (Assessed per semester)

\$2,880.00 approximately for 6 months

\$3,235.00 approximately for 7 months

\$3,360.00 approximately for 8 months

Total performance deposit for Townhouses is \$300.00 and a deposit of \$300.00 is due with application.

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

# **Other Ancillary Fees**

1. **International Student Fees for Instruction**

International students pay a fee differential equal to one and one quarter times (1.25 x's) the normal fees for instruction for their program of studies.

2. **Auditing a Course Normal**

Course Fee – based on per credit basis. International fee differential applies.

3. **Challenge Examination Fee**

\$50.00 non-refundable

See Challenge Examinations under the Prior Learning Assessment and Recognition Policy for Ag Finance Certificate: \$20.00 per credit per course

4. **Deferred Final Exam**

\$20.00 per exam

5. **Document Replacement Fees:**

Identification Card Fee – \$20.00

Duplicate Transcripts – \$5.00 each

Parchments – \$55.00

6. **Graduation Fee**

\$25.00 – Levied at the start of the first semester

7. There is a NSF charge of \$30.00 per returned cheque

**NOTE:** A student who has had three or more cheques returned NSF will forfeit all cheque writing privileges at Olds College.

8. **Parking Fines**

\$30.00 per offense

\$20.00 if paid within seven days

9. **Parking Fees**

Plug-ins – \$16.80 per month

(\$16.00 + GST)

No plug-in – \$8.40 per month

(\$8.00 + GST)

**Towing Charges**

\$60.00 – cars & light trucks

\$70.00 – trucks over 1/2 ton

\$30.00 extra if dollies or drive shaft disconnect is required

Storage fees \$20.00 per day

All charges subject to GST. Pick up after 8:00 p.m. may include call out fee.

10. **Prior Learning Assessment of Experiential Learning**

\$30.00/credit to a maximum of \$100.00 per course.

11. **Supplemental Examination Fee**

\$20.00 per supplemental exam

12. **Tuition Deposits**

There is a \$200 to \$500 tuition deposit required for all programs for first year students that is credited to each student's account.

Please check the website: <http://oldscollege.ca/admit/tuition-deposit-program-list.htm>

This deposit is due 45 days after admission for all other programs except Academic Upgrading and TVP programs and part-time studies unless circumstances warrant a change to the deadline for a deposit.

13. **Student Identification Card**

\$10.00 per academic year

\$20.00 replacement fee for lost or stolen ID cards

*NOTE: Tuition and other fees may be changed without notice.*

## Indebtedness

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

## Refunds

### REGULAR FULL-TIME PROGRAMS

- a) Prior to the start of any course or during the 10 days after Registration Day, a student who withdraws will receive a 100% refund of all fees relating to that instruction.
- b) After this time period, a student who drops a course or withdraws from the College shall receive no refund of fees relating to that instruction.
- c) Withdrawal for compassionate reasons will be considered on an individual basis.

# International Student Admission and Information

## TRADITIONAL INTERNATIONAL STUDENTS

Students seeking admission to Olds College should try and apply at least four to six months in advance of the semester in which they wish to commence studies. International students are required to attend on a full-time basis (nine credits or more per semester) and are not eligible for part-time studies.

A valid Study Permit must be submitted to the Student Recruitment Office on or before Registration Day.

## APPLICATION PROCEDURES

- Applicants must submit the following documentation to the Student Recruitment Office by mail, scan and email to [admit@oldscollege.ca](mailto:admit@oldscollege.ca) or fax to 403 556-4711
  - o Completed application form (submit on paper or on-line)
  - o A clear indication of a program of study
  - o Educational transcripts for all high schools and post secondary institutions attended (or currently attending).
- § Transcripts must be submitted in their original language and a certified translated copy in English (if the original is not in English).
- § If admitted, students will be asked to produce the original official documents prior to or on Registration Day. Official transcripts must bear original authorized signatures and the stamp or seal of the institution.
- Applicants must submit a Credential Evaluation Fee. This fee will be used to conduct an assessment of your coursework and educational qualifications to compare them to the Alberta admission requirements. The results of this evaluation will be used to assess your eligibility for admission to Olds College only. Applications will not be processed until this fee has been received. This requirement will be waived for students who have completed their education in the United States and United Kingdom or upon the discretion of the Student Recruitment Office.
- Students whose first language is not English will have to present proof on English competency (see English Language Requirements below).

## NOTES

Applications will remain pending until ALL required documentation is received.

Applications are not carried over from one year to the next. You must submit a new application form along with all other necessary documentation each time you apply for admission to Olds College.

## ENGLISH LANGUAGE REQUIREMENTS

**The language of instruction at Olds College is English. Unless noted elsewhere, Olds College program applicants must demonstrate English language competence in order to be eligible for admission to the program. Applicants whose first language is other than English must demonstrate they have completed at least three years of academic study conducted in the English language. Applicants who do not meet this requirement may demonstrate language proficiency through successful completion of a recognized English language assessment test.**

English language assessments and the corresponding scores recognized by Olds College are as follows:

1. Test of English as a Foreign Language (TOEFL) Internet Based score of at least 79
2. International English Language Testing System (IELTS) score of at least 6.0
3. Canadian Academic English Language Assessment (CAEL) score of at least 60
4. Canadian Language Benchmark Assessment (CLBA) score of at least 8.0

### **ADMISSION REQUIREMENTS**

International applicants must meet the following admission requirements to be admitted for a program of study.

1. Specific admission requirements for the desired program of study
2. English language requirements

### **FEES**

International students pay 1.5 times the fees for instruction plus all other fees associated with their stay at Olds College.

### **ADMITTED INTERNATIONAL STUDENTS**

Admitted applicants are responsible for all of their visa, study permit, travel and financial arrangements. A valid Study Permit and original official educational transcripts must be presented on or before Registration Day. To apply for a Study Permit please check the current requirements from the Citizenship and Immigration Canada web site.

NOTE: International students who are required to complete work experience relevant to their program must also obtain the appropriate work visa. Further clarification on international student employment may be obtained from Citizenship and Immigration Canada, Canada Immigration Centers or from the International Office.

### **INTERNATIONAL VISITING STUDENTS**

This category of international students is designed to provide an opportunity for students in a college of agriculture to enroll in another agricultural college for up to one-year of their program. Students will receive credit for study at the host college and ultimately graduate or receive their certificate, diploma or degree from their home institution. The purpose is to provide students with a broadened education through travel and international cultural experience and specialized training opportunities.

It is the responsibility of the individual student and their home institution to determine a suitable program of study at the host college and to agree on the amount of credit to be given towards the diploma requirements of the home institution. Travel, tuition, living expenses and health insurance would remain the responsibility of the student.

It is the home college's prerogative to set standards for participation in the program and to screen applicants. Because of possible gaps in the student's education, which may result from the exchange, applicants must demonstrate a high academic standing and be strongly motivated.

### **INTERNATIONAL VISIT STUDENT ADMISSION REQUIREMENTS**

**Complete an application for admission. Provide written authorization from a responsible officer of the applicant's home institution indicating current student registration or affiliation with the home institution by means of graduation or employment. English is the language of instruction at Olds College. All students are expected to possess an adequate knowledge of written and spoken English. All non-English speaking students will be evaluated/tested for English competencies upon arrival at Olds College. Once English competency levels have been established, students who do not demonstrate adequate levels will be required to participate in an English for Agriculture course, while attending the academic portion of their program.**

OR

Complete an ESL program prior to registration at Olds College.

Contact the International Office at Olds College for more information (403) 556-8365 or e-mail [jbuchholz@oldscollege.ca](mailto:jbuchholz@oldscollege.ca)

Students who do not possess the appropriate English requirement as stipulated above may be allowed to audit classes, however, all fees remain the same. Students who audit a course are not permitted to submit assignments, participate in tests or be graded in the course they audit. However, International visiting audit students may be eligible to challenge an examination according to the College RPL Policy.

Acceptable applicants must submit their course selection to the Registrar's Office at Olds College five-months prior to Registration Day (end of April for those programs starting in September). Course selection requests will be accommodated provided all course prerequisites have been met and class sizes and quotas allow.

Applicants who submit their course selection late may be considered, however, they will be given lower priority with reference to seats in a given class. All international students must present a valid Student Visa or Study Permit upon registration.

**NOTE:** No formal institutional agreement need be in place for students to attend Olds College as an international visiting student.

#### **INTERNATIONAL TRANSFER STUDENTS**

Graduates of specific programs at specific institutions will be granted block credit towards a specific program at another specific institution. These are formal agreements worked out in detail between two institutions.

Please refer to [www.oldscollege.ca/recruitment/apply-for-admission/transfers-exchanges.html](http://www.oldscollege.ca/recruitment/apply-for-admission/transfers-exchanges.html) for more information on existing transfer agreements.

#### **INTERNATIONAL DEPARTMENT**

The International Department provides support for International students. If students have questions regarding health, culture, college policy or other issues, students are directed to come into the International Office for assistance. Full-time international students in credit programs are able to apply for an Off-Campus Work Permit after six months of continuous enrollment in an Olds College program. The International Office will provide assistance in making this application. Contact the International Office for more information: (403) 556-8365 or e-mail [jbuchholz@oldscollege.ca](mailto:jbuchholz@oldscollege.ca).

# Recognition of Previous Learning

## Recognition of Previous Learning (RPL)

Recognition of Previous Learning (RPL) is a process by which the student can demonstrate competencies in a particular Olds College course(s) based on a review of course(s) or experiential learning/work experience that they have already completed. The student must demonstrate that they have achieved the competencies of the course through other means.

Recognition of Previous Learning can be reviewed using any one or possibly a combination of the following (depending on the individual students' circumstance):

1. Transfer Credit (internal or external)
2. Work Experience/Experiential Learning
3. Challenge Examination
4. With the exception of dual credit coursework and Green Certificate coursework, high school courses are not acceptable for RPL.

There is no guarantee that credit will be awarded.

### TRANSFER CREDIT

Transfer Credit is a process of receiving credit for courses at Olds College from courses taken at other post secondary institutions (external transfer credit) or previously taken at Olds College (internal transfer credit). The course(s) must meet the minimum transfer credit guidelines and be applicable to the program.

### PROCESS FOR TRANSFER CREDIT

Any post secondary transcripts that you submit to Olds College will be reviewed for potential Transfer Credit. You will be notified of the outcome by letter or email, depending on when the transcript arrived. You may be required to submit further documentation such as course outlines and/or course descriptions upon request. Transfer credit will only be considered when the applicant demonstrates on their transcript that they have a minimum grade of either a C- (60-64 percent) or four (4) on a nine-point system or two (2) on a four-point system for the course(s) in question. The evaluation process may take up to four weeks.

### WORK EXPERIENCE/EXPERIENTIAL LEARNING

DEADLINE FOR APPLICATIONS: August 1 for courses to be taken September - December  
November 1 for courses to be taken January - April  
April 1 for courses to be taken May - August

Work Experience/Experiential Learning may be granted if applicants provide proof that they have acquired the competencies of a course by assessing the skills and knowledge they have acquired through work experience or experiential learning. This may include but is not limited to conferences, professional development and courses offered outside the regular classroom or certification.

### PROCESS FOR WORK EXPERIENCE/EXPERIENTIAL LEARNING

- Complete the Work Experience/Experiential Learning application form and submit it with a letter outlining the rationale for why you are requesting this review.
- You will be contacted by the Associate Registrar outlining further details.  
You may be required to provide specific information in a portfolio format.

This information may include but is not limited to:

- A personal resume

- Performance test
- Letters of reference
- Photos/videos
- Work assessment report or performance appraisal
- Non-credit certificate(s)

and/or

- An interview
- The associate registrar will work with the appropriate program coordinator and arrange the review setup and interview if required.
- The associate registrar will notify the student of the result.
- Pay the appropriate fee to the cashier upon successful application.

**The evaluation process will take up to four weeks to complete.**

## **CHALLENGE EXAMINATION**

**DEADLINE FOR APPLICATIONS: First week of classes**

### **CHALLENGE EXAMINATION PROCESS**

If a student feels they have the course competencies from previous learning, they may choose the Work Experience/Experiential Learning or the Challenge Examination option. Students may not use both methods of review for one course; students must choose one of the review options.

The Challenge Examination process must be discussed with the Instructor and may involve an exam and or the submission of assignments. The testing process will determine whether the competencies of that course have been met.

Challenge Examination is a process of receiving credit for an Olds College course by challenging the competencies of the course. The instructor will determine the challenge process (exam, assignment or both).

### **WHY GO THROUGH THIS PROCESS?**

Receiving credit at Olds College may reduce both the time and the cost of your education and provide opportunities to take other courses while completing your program of study.

### **COST**

- **Transfer Credit** – no fee required
- **Challenge Examination** – there is a \$50.00 fee
- **Experiential Learning** - \$30 per credit per course

**RPL Notes:** It is the student's responsibility to initiate the process and must ensure that the appropriate form has been completed and that all supporting documents have been submitted for the review process. It is also the student's responsibility to understand the outcome of the review and make any necessary adjustments to their schedule of classes.

### **RESIDENCY REQUIREMENTS**

In order to be eligible to graduate from any program offered by Olds College, you must complete no less than 25 percent of the program while enrolled in Olds College courses.

For further information on any of these processes, please contact Ceri Vitanov, Associate Registrar, at 1 800 661-6537 or 403 556-8286 or [cvitanov@oldscollege.ca](mailto:cvitanov@oldscollege.ca)

# Olds College Student Policies

## Olds College Student Policies

All college policies are accessible through <http://www.oldscollege.ca/policies/index.htm>.

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

### **TOBACCO USE – POLICY A5**

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

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

Full policies details are available at [http://www.oldscollege.ca/policies/listpages/a-general/A5\\_Tobacco\\_Use.pdf](http://www.oldscollege.ca/policies/listpages/a-general/A5_Tobacco_Use.pdf).

### **HARASSMENT - POLICY A6**

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

This policy applies to all members of the college community including but not limited to students, academic and non-academic staff, visiting academics, volunteers, consultants and service and supply contractors and their employees while they are engaged in activities related to their contracts with the college.

Full policy details are available at [http://www.oldscollege.ca/policies/listpages/a-general/A6\\_Harassment\\_Policy.pdf](http://www.oldscollege.ca/policies/listpages/a-general/A6_Harassment_Policy.pdf).

### **CAMPUS PARKING – POLICY A14**

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

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

Full policies details are available at [http://www.oldscollege.ca/policies/listpages/a-general/A14\\_%20Campus\\_Parking.pdf](http://www.oldscollege.ca/policies/listpages/a-general/A14_%20Campus_Parking.pdf).

### **CODE OF CONDUCT – POLICY A25**

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

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

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

### **Conduct Towards Others**

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

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

### **Personal Conduct**

I will demonstrate a high standard of personal conduct by:

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

### **Conduct Towards Property**

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

- theft, vandalism or damage of property

- unauthorized use or entry to any space or property
- violation of civil or criminal statutes

### **Conduct Towards Animals**

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

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

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

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

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

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

Full policy details are available at [http://www.oldscollege.ca/policies/listpages/a-general/A25\\_Code\\_of\\_Conduct.pdf](http://www.oldscollege.ca/policies/listpages/a-general/A25_Code_of_Conduct.pdf).

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

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

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

Full policy details are available at [http://www.oldscollege.ca/policies/listpages/c-humanresources/C15\\_Occupational\\_Health\\_and\\_Safety.pdf](http://www.oldscollege.ca/policies/listpages/c-humanresources/C15_Occupational_Health_and_Safety.pdf).

### **ATTENDANCE – POLICY D10**

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

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

Full policy details are available at [http://www.oldscollege.ca/policies/listpages/d-studentacademic/D10\\_Attendance.pdf](http://www.oldscollege.ca/policies/listpages/d-studentacademic/D10_Attendance.pdf).

## **WARRANTY OF COURSE COMPETENCIES – POLICY D12**

Olds College warrants education and training so that, if a graduate or an employer is unsatisfied that the graduate can demonstrate competencies in courses required for graduation in the program, the learner will not be required to pay tuition fees while in retraining.

Full policy details are available at [http://www.oldscollege.ca/policies/listpages/d-studentacademic/D12\\_Course\\_Compencies.pdf](http://www.oldscollege.ca/policies/listpages/d-studentacademic/D12_Course_Compencies.pdf).

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

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

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

Full policy details are available at [http://www.oldscollege.ca/policies/listpages/d-studentacademic/D13\\_Prior\\_Learning.pdf](http://www.oldscollege.ca/policies/listpages/d-studentacademic/D13_Prior_Learning.pdf).

## **DEFERRED EXAMINATIONS – POLICY D33**

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

Full policy details are available at [http://www.oldscollege.ca/policies/pdf/D33\\_EvaluationPolicy.pdf](http://www.oldscollege.ca/policies/pdf/D33_EvaluationPolicy.pdf).

## **DISABILITIES – POLICY D18**

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

Full policy details are available at [http://www.oldscollege.ca/policies/listpages/d-studentacademic/D18\\_Disabilities.pdf](http://www.oldscollege.ca/policies/listpages/d-studentacademic/D18_Disabilities.pdf).

## **GRADING – POLICY D19**

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

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

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

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

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

Full policy details are available at [http://www.oldscollege.ca/policies/listpages/d-studentacademic/D19\\_Grading.pdf](http://www.oldscollege.ca/policies/listpages/d-studentacademic/D19_Grading.pdf).

## GRADUATION – POLICY D20

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

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

### **Residency**

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

### **Graduation Standards for Provincially Approved Credentials**

#### **Applied Degree**

- Cumulative GPA of 2.50 or better
- Completion of all required courses and credits
- Successful completion of the College Writing Proficiency Exam
- Satisfactory completion of 30 credits of Directed Field Studies in an approved employment environment.

#### **Diploma**

- Cumulative GPA of 2.0 or better (or as specified by a program)
- Completion of required courses and credits
- Successful completion of the College Writing Proficiency Exam
- Satisfactory completion of occupational experience and/or assignment, if required.

#### **Certificate**

- Cumulative GPA of 2.0 or better
- Completion of required courses and credits
- Successful completion of the College Writing Proficiency Exam, with the exception of the Meat Processing Certificate and Transitional Vocational Programs
- Satisfactory completion of occupational experience and/or assignment, if required

**Post Graduate Diploma**- Successful completion of all planned program components

- Successful completion of the College Writing Proficiency Exam
- Cumulative GPA of 2.50 or better

#### **Program Completion**

Students who have a break in study of one-year within the five-year period will fall under the program requirements for the calendar year they re-apply.

Students requesting credit for courses previously taken at Olds College more than five-years prior will be required to apply

through the Prior Learning and Assessment Recognition Policy.

### **Second Parchment**

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

### **Multiple Majors**

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

Full policy details are available at [http://www.oldscollege.ca/policies/listpages/d-studentacademic/D20\\_Graduation.pdf](http://www.oldscollege.ca/policies/listpages/d-studentacademic/D20_Graduation.pdf).

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

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

[http://www.oldscollege.ca/policies/pdf/D31\\_AcademicIntegrity.pdf](http://www.oldscollege.ca/policies/pdf/D31_AcademicIntegrity.pdf)

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

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

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

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

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

Full policy details are available at [http://www.oldscollege.ca/policies/pdf/D32\\_AcademicStanding.pdf](http://www.oldscollege.ca/policies/pdf/D32_AcademicStanding.pdf)

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

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

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

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

Full policy details are available at [http://www.oldscollege.ca/policies/pdf/D30\\_ComplaintsandAppeals.pdf](http://www.oldscollege.ca/policies/pdf/D30_ComplaintsandAppeals.pdf)

## Services

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

- STUDENT SERVICES/OFFICE OF THE REGISTRAR
- STUDENT RECRUITMENT
- COLLEGE RECEPTION
- EMPLOYMENT WEBSITE
- FINANCIAL ASSISTANCE
- AWARDS – BURSARIES and SCHOLARSHIPS
- IDENTIFICATION CARD
- GREEN CERTIFICATE ADMINISTRATION
- TOURS AND VISITS
- STUDENT RESOURCE WRITING CENTRE
- LIBRARY SERVICES
- CAMPUS BOOKSTORE
- LOCKERS
- CAMPUS RECREATION
- COMMUNITY LEARNING CAMPUS (CLC)
- ATHLETICS
- SERVICES FOR STUDENTS WITH SPECIAL NEEDS
- ALUMNI ASSOCIATION
- PARKING
- CAMPUS SECURITY

## Student Services/Office of the Registrar and Student Recruitment

Our Student Services/Office of the Registrar and Student Recruitment Departments in Duncan Marshall Place and the Library offer services geared towards meeting a variety of needs of students such as maintaining academic records, processing financial assistance needs and administering awards and scholarships.

The Student Services/Office of the Registrar in the Library includes both Student Services Officers and Registrarial Staff. Please contact (403) 556-8299 to book appointments with Student Services personnel, or drop by the department in the Library between 8:15 a.m. and 4:30 p.m. Monday to Friday. Students are always welcome to visit and ask for information.

All Olds College students can contact the Student Services/Office of the Registrar or Student Recruitment departments for assistance in the following areas:

- **STUDENT RECRUITMENT**
- General information and direction
- General program inquiries
- College campus tours

- Recruitment activities
- FOIP Coordinator - concerning requests for information
- Awards, Bursaries and Scholarships
- Employment
  - See the job postings database <http://www.oldscollege.ca/employment/index.htm> or the Receptionist in DMP
- Admissions
  - Application processing, advising, acceptance status
- **STUDENT SERVICES/OFFICE OF THE REGISTRAR**
- 
- Financial Assistance
- Budgeting, funding information and processing
- Information and registration for Continuing Education programs or courses Recognition of Prior Learning
- Process mentoring and Advanced Standing
- Recognition of Previous Learning
- Academic Policy, Interpretations and Student Records
- Grades, official transcripts, advising, parchments, identification cards, Add/Drop forms, withdrawals, assistance with web access to "MyOldsCollege" for student timetables, grades and unofficial transcripts.
- Registrar
- Policy interpretation
- Student concerns
- Administration of scheduling and timetabling
- Graduation, parchments, access to "My Olds College"
- Government statistical research & reporting

## College Reception

### MAIN CAMPUS

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

You will be pointed in the right direction if you need information on the college's many events or student activities. Get to know the people-in-the-know at the Information Kiosk soon; browse through our home page at [www.oldscollege.ca](http://www.oldscollege.ca), or phone 1-800-661-OLDS.

**Olds College staff are there to help!**

### CALGARY CAMPUS

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

## Employment Website

Housed within Student Recruitment area, Olds College subscribes to the website <http://www.oldscollege.ca/employment/index.htm> as a source for posting employment opportunities.

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

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

## Financial Assistance

The following is a list of some of the more common types of financial assistance available to students attending Olds College:

### GOVERNMENT FINANCIAL ASSISTANCE

Eligible students can obtain a loan through provincial, territorial and federal governments. Students attending Olds College on a full-time basis normally apply for student loans through their province of residency. Students applying for student loans are often assessed to receive grants and bursaries based on their level of financial need.

Alberta students attending Olds College may be eligible for financial aid in the form of Alberta Student Loans and Canada Student Loans. Alberta Student Loan application packages are available on-line at [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca).

If you have exceptional circumstances, apply on a paper application and attach relevant documentation. Paper applications may be picked up at Olds College Student Services.

### IN OTHER PROVINCES

The following is a list of Students Finance Offices or equivalent for each province:

British Columbia

[www.aved.gov.bc.ca/studentaidbc/welcome.htm](http://www.aved.gov.bc.ca/studentaidbc/welcome.htm)

Manitoba

[www.studentaid.gov.mb.ca](http://www.studentaid.gov.mb.ca)

Newfoundland

[www.edu.gov.nf.ca/studentaid/](http://www.edu.gov.nf.ca/studentaid/)

Northwest Territories

[www.nwtsfa.gov.nt.ca](http://www.nwtsfa.gov.nt.ca)

Nova Scotia

[www.studentloans.ednet.ns.ca](http://www.studentloans.ednet.ns.ca)

Nunavut Territory

[www.gov.nu.ca/education/eng/adult/fans/index.htm](http://www.gov.nu.ca/education/eng/adult/fans/index.htm)

Ontario

[www.osap.gov.on.ca](http://www.osap.gov.on.ca)

Prince Edward Island

[www.studentloan.pe.ca](http://www.studentloan.pe.ca)

Quebec

[www.afe.gouv.qc.ca](http://www.afe.gouv.qc.ca)

Saskatchewan

[www.student-loans.sk.ca](http://www.student-loans.sk.ca)

Yukon

[www.education.gov.yk.ca](http://www.education.gov.yk.ca)

### **GOVERNMENT TRAINING ALLOWANCES**

Alberta Works Applications - Ralph Klein Centre

Phone (403) 556-8351 or e-mail [jheistad@oldscollege.ca](mailto:jheistad@oldscollege.ca)

### **NON-EMPLOYMENT INSURANCE GRANT**

- For adult students enrolled full-time in upgrading programs such as Olds College's Career & Academic Preparation program.
- Amount of grant is based on financial need.

### **EMPLOYMENT INSURANCE GRANT**

- For students enrolled full-time in programs of less than 12 months in length.
- Students must be Employment Insurance (EI) eligible or have been on EI within the previous three years.
- Students must meet with authorized counsellor (Learning Resource Centre - Room 825) at Olds College.

## **Other Forms of Government Assistance**

### **APPRENTICESHIP GRANTS**

Apprentices can apply for grant funding through Alberta Employment, Immigration and Industry. Application forms are available at Olds College, or on-line at [www.employment.gov.ab.ca](http://www.employment.gov.ab.ca).

The package specifically indicates that the forms are for apprentices only. Students complete the form and mail it to the Edmonton address on the package. The school is not required to complete or sign these forms.

### **PART-TIME FUNDING**

Both federal and provincial government funding is available to students who are enrolled on a part time basis. A part-time loan usually covers tuition and supply costs, but not cost of living expenses while you are a student.

Application forms are available from Olds College. If you reside in a province other than Alberta, contact your provincial or territorial assistance office for application forms.

## **Awards - Bursaries and Scholarships**

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

### **OLDS COLLEGE AWARDS**

Information on Entrance Awards, Scholarships, and Bursaries can be found in the Olds College Awards Guide. This guide is also available on the Olds College website [www.oldscollege.ca](http://www.oldscollege.ca).

### **APPLICATION PROCEDURES**

Application procedures are easy and user friendly.

Once you are registered as a full-time student (minimum of 9 credits per semester), simply access the online application form through any computer on-campus. Complete all the required information.

It will be necessary for you to supply complete financial information as background which assists in the selection of bursaries. Specific eligibility details are outlined in the Awards Guide.

## **TYPES OF AWARDS**

### **Entrance Scholarships:**

Selected primarily on the basis of academic standing in high school.

### **Entrance Bursaries and other Bursaries:**

Selected primarily on the basis of financial need.

### **Scholarships:**

Selected primarily on the basis of academic achievement which is assessed according to the student's cumulative Grade Point Average (GPA) as of December 31.

### **Prize/Award:**

An award given in recognition of a specific outstanding accomplishment or contribution. Prizes may be in the form of gifts, plaques, subscriptions or money.

## **APPROXIMATE TIMELINES**

### **Entrance Bursaries & Scholarships**

- apply before October 15
- awarded in late Fall

### **Winter Scholarships and Bursaries**

- apply before December 31
- awarded in March

For further information on Olds College Awards contact the Student Awards Administrator in the Learning Resource Centre at [cscott@oldscollege.ca](mailto:cscott@oldscollege.ca) or phone (403) 556-4734.

## **EXTERNAL AWARDS**

There are several awards available to students that are administered by external organizations. Some of these awards are listed in the Olds College Awards Guide. You are also encouraged to check with your local service clubs (i.e. 4-H, Elks, Legion etc.) organizations or employers to which you or your parents belong, including high school or municipality. Contact the Student Awards Administrator for assistance with external awards at (403) 556-4734 or [snotley@oldscollege.ca](mailto:snotley@oldscollege.ca).

## **ALBERTA HERITAGE SCHOLARSHIP FUND**

Various awards are available to people in all walks of life to continue their education, whether they are students, athletes, recreational leaders or in the work force. For more information, call (403) 427-8640.

# Identification Card

Identification cards are issued on the official date of registration. At the Olds Campus the student identification card serves as a library card and provides access to the cafeterias.

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

An Olds College fee of \$10.00 per card is levied on an annual basis. There is a \$20.00 replacement fee for lost or stolen cards.

# Green Certificate Administration

The Green Certificate program is administered by the Green Certificate Regional Coordinator housed in the Student Recruitment Department at (403)507-7912 or [hcarnota@oldscollege.ca](mailto:hcarnota@oldscollege.ca).

Administration of the Green Certificate program is provided on a part-time basis.

# Tours and Visits

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

**Personal Visits** are available and you will receive a campus tour and other information to help you experience your area of interest.

**Program Preview Days** are set up at different times throughout the year and are specific to certain program areas. As our special guest you will receive a campus tour, lunch on us and program specific information.

**Open House** is held annually and is another great way for you to experience Olds College. The day is full of a wide variety of events and specific program activities suited to prospective and admitted students, community members and friends.

**Discover your passion day** is also an annual event and a great opportunity for you to discover what we have to offer. Staff, instructors and current students are happy to show guests why Olds College is such a great place to learn.

To register for any of these events, please call us at (403) 507-7715 or register on-line at [www.oldscollege.ca/visit](http://www.oldscollege.ca/visit).

# The Learning Centre

Located in Room 204 in Duncan Marshall Place, the Learning Centre serves all students by helping them refresh and develop the study skills required for success in college.

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

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

# Library Services

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

information.

The Library offers workshops throughout the year to help students understand how the facility is organized, which resources are available and how to make the most of your research. The Library is part of NEOS, a 23-member library consortium which offers students access to a shared database of over 4,000,000 books.

In addition to its book collection, the Library offers CD-ROM resources, magazines, newspapers, AGDEX materials, government documents, college calendars and Internet access. The Library Information Commons, a 30-station full productivity computer lab is available for access during the hours the library is open.

The loan period for most materials is two-weeks. Books can be renewed a limited number of times by phone or in person unless required by other students or staff. A Microfiche reader/printer is available for back issues of many magazines kept in this format. Photocopying service is also available for a fee. Interlibrary loan service is available.

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

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

For further information on Library Services, please contact (403) 556-4600.

## **Campus Bookstore**

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

The Bookstore is arranged by program area to make it easy to find supplies and course materials. The Bookstore staff are on-hand for friendly advice or direction on the vast inventory they have accumulated. Payment options include cash, cheque, Visa, Master Card, or Interac. There is a book buy-back program at the Bookstore at the end of each semester to provide students with the option of selling used textbooks back for cash.

Please contact (403) 556-4630 for more information.

## **Lockers**

Book lockers are located throughout the Olds and Calgary campuses for student use. Students are responsible to have their own combination lock and to remove it at year end.

Fitness lockers in the dressing rooms at the Olds Campus are reserved for off-campus students, staff and community card holders. Locks and towel service are available for a small fee.

## **Campus Recreation**

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

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

Get active and get involved!

### **Intramural Programs**

- Basketball
- Volleyball
- Dodgeball
- Floor Hockey
- Ice Hockey
- Badminton
- Softball
- Indoor Soccer (Futsal)

### **Leisure Pursuits**

- Hiking in Banff
- West Edmonton Mall Excursions
- Olds Grizzly Games
- Red Deer Rebels Games
- Christmas Green Craft Course

### **College/Community Classes**

- Spin Class
- Yoga
- Belly Dancing

### **Fitness Center in the Ralph Klein Centre**

Olds College students have full access to our Fitness Center with certified staff ready to assist you with your fitness program.

Our facility offers:

- Treadmills
- Step Machines
- Stationary Bikes (Spin Classes)
- Elliptical Trainers
- (Cybex and Apex Equipment)
- Free Weights and Dumbbells

### **Town of Olds Aquatic Centre**

The Town of Olds indoor swimming pool is located adjacent to the campus. Full-time students have access to the pool throughout the year through a mandatory \$20.00 (+GST) per semester fee collected by Olds College for the Town of Olds.

# **Community Learning Campus (CLC)**

The Community Learning Campus (CLC) is open. The facilities include the TransCanada Fine Arts & Multi-Media Center, The Bell eLearning Center, The Ralph Klein Centre and the Olds High School.

The CLC is located on the south end of the Olds College Campus. These exciting new facilities include a Health and Wellness Facility and a Core High School. The Health and Wellness Facility is the focal point for our athletic programs at Olds College. This facility features three gyms, an indoor running track, a fitness centre, three courts and multipurpose rooms.

Student athletes will have the opportunity to train year round and become involved in leadership roles within the college and community.

## Athletics

Olds College is committed to enhancing its athletic programming. The focus of each athletic program will be a model of continuous improvement. <http://www.gobroncos.ca/>

For additional information, please contact the Director of Health and Wellness Services, Greg Lendvay at [glendvay@oldscollege.ca](mailto:glendvay@oldscollege.ca) or call (403) 556-4703.

Please fill out an on-line recruitment form at <http://www.oldscollege.ca/athletics/index.htm> and select the Recruitment tab.

## Services for Students With Special Needs

Olds College attempts to accommodate students with special needs. Applicants are encouraged to identify any academic, emotional or physical disability on the Special Needs Assessment form. This form is available to all accepted students.

Assessment documentation from a qualified professional will be required. Frequently a student has unique needs and response must often be made on an individual basis. Dealing with these needs may require the student to liaise with a number of provincial funding services or agencies, as well as Olds College personnel in order to confirm and/or discuss financial assistance options.

Special equipment or specialized services frequently must be funded through agencies outside the college. Arranging or confirming financial assistance and/or specialized services may take minimum of up to 12 weeks so please plan in advance.

Questions or concerns about special needs should be directed to the Access Advisor at [cbellamy@oldscollege.ca](mailto:cbellamy@oldscollege.ca) or call (403) 507-7945 or fax (403)556-4211.

## Alumni Association

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

The Olds College Alumni Association will be relevant, visible and respected by attracting and developing volunteers, communicating effectively, responding to change and stewarding resources. All graduates of Olds College become Olds College Alumni and are encouraged to stay in contact with the Alumni Association.

Contact the Alumni Association at [AlumniAssociation@oldscollege.ca](mailto:AlumniAssociation@oldscollege.ca) or by phone at (403) 507-7952 or visit the Alumni Museum, Room 721 in the Learning Resource Centre.

## Parking

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

Parking permits are issued on a yearly basis and an annual charge is applied at the time of registration. Accepted students will be provided with parking regulations which includes a map and an application form for parking and are encouraged to apply as soon as they receive their application.

Parking regulations are always available at the Information Kiosk in the Duncan Marshall Place building and in the Library.

The map on our website clearly outlines the parking lots and how they are designated. It is a student's responsibility to be aware and adhere to the parking regulations.

Parking fees are collected by and for Olds College.

## **Campus Security**

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

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

# College Personnel

## College Personnel

### EXECUTIVE

Thompson, Dr. H. J. (Tom), Ed.D., B.Ed., M.Ed., **President and CEO**

Cleland, Jordan, **Vice President, Office of Advancement**

MacNabb, Stewart, C.M.A., **Vice President, Student and Support Services**

Dewling, Jason, **Vice President, Academic and Research**

Thompson, Janice, **Executive Assistant to the President**

Jamieson, Kim , **Executive Assistant to the Board of Governors**

Sotnikow, Jacqueline, **Executive Assistant to the Vice President - Academic and Research and**

**Executive Assistant to the Vice President - Student and Support Services**

## Other Departments

Williamson, Ms Toby, **Program Manager, CIRE**

Abiola, Dr. Abimbola, **Director of Applied Research & Lead Scientist**

Reksten, Jane, **Manager, Botanic Gardens and Wetland Treatment Facility**

### OFFICE OF ADVANCEMENT

Cleland, Jordan, **Vice President, Advancement**

Dixon, Barb, **Executive Assistant**

Turnquist, Dean, **Communications Coordinator**

## Fund Development

Risi, Ken, **Director of Development**

Adkens-Weiler, Charlotte, **Senior Development Officer**

Ingoldsby, Jim, **Senior Development Officer**

Everingham, Aaron, **Senior Development Officer**

Chicoine, Laurie, **Senior Development Officer**

Viney, Karen, **Financial Administrator**

Gleason, Tracey, **Database Coordinator**

# Marketing

Page, Deidra, Graphic Design and Multimedia Coordinator  
Armitage, Dianna, Special Events Coordinator

## BUSINESS SERVICES

Phillips, Terri, Conference Services Coordinator  
Joyes, Tracey, Accounts Payable/Receivable Supervisor  
Kroetsch, Ken, Accounts Payable Clerk  
Vacant, Reconciliation & Budget Coordinator  
, Accounts Payable Clerk  
Reid, Joyce, Payroll Administrator  
Ridley, Kathleen, Bookstore Administrator  
Jones, Sherry Cashier/Accounts Receivable Clerk  
Schmautz, Val, Book Buyer & Sales Clerk

# HUMAN RESOURCES

McMullen, Marie, BA (Sociology), HR Dip., Director  
Lobe, Anita, Human Resources Assistant  
Bauer, Lisa, Human Resources Assistant  
McAdam, Joanne, Human Resources Officer  
Zarelli, Irene, Human Resource Officer

# INFORMATION SYSTEMS SERVICES

## Information Technology

Gooch, Tyler, B.Sc. Director, Information Technology  
Bibeau, Peter, Network Support Specialist Diploma, Service Technician  
Guenther, Joe, Network Administrator  
Lulchak, Dale, Database Administrator  
McGee, Dennis, Systems Analyst - Enterprise Applications  
Wareman, Michael, Video Conferencing Administrator  
Zacharias, Jeff, Computer Management Diploma, Systems Analyst - Enterprise Computing

## Library Services

Minion, Robin, M.L.S., B.A., Director  
McKay, Scott, Library Technician  
McKenzie, Peggy, Library Assistant  
Tester, Paulette, Library Technician  
Landeem, Sherry, CESD, Library Technician

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

**Minion, Robin, M.L.S., B.A., Registrar/Director-Student Services**  
**Risi, Rachel, Administrative Assistant**  
**Latimer, Nancy, Continuing Education Administrator**  
**Elmhurst, Danielle, Scheduling Administrator**  
**Wiebe, Bev, Continuing Education Registration Assistant**  
**Notley, Sharon, Sec. Arts Cert., Student Services Officer**  
**Poulsen, Cheryl, Sec. Arts Cert., Student Services Officer**  
**Vitanov, Ceri, Associate Registrar, Systems & Research**

## **STUDENT RECRUITMENT**

**Czarnota, Henry, Green Certificate Regional Coordinator, FOIP Coordinator**  
**Mackie, Lawna, Administrative Assistant**  
**Ross, Stephen, Webmaster/Coordinator**  
**Griffin, Sandra, Student Enrollment Administrator**  
**Knight, Olivia, Student Services Officer, Temp.**  
**Scott, Cathy, Student Awards Administrator**  
**Turnbull, Jody, B.P.E., Student Services Officer**  
**Rovensky, Bobby-Joe, Student Enrollment Officer**  
**Watt, Shelley, Reception/Switchboard**  
**White, Tori, Student Enrollment Officer**  
**Yuha, Theresa, Student Enrollment Officer**

## **CAMPUS LIFE**

### **Residence Life**

**Wagstaff, Doug, Supervisor, Campus and Residence Life**  
**Guthrie, Alison, Housing Officer**  
**Kelly, Christina, Housing Receptionist**  
**Nelson, Jodi, Nurse**

### **Health & Wellness Services**

### **Athletic Department**

**Lendvay, Greg, B.Ed., Director**  
**Ehmann, Brittany, Recreation and Fitness Programmer**  
**, Recreation and Athletics Programmer**  
**Murray, Bob, Recreation and Athletics Programmer**

**Riemersma, John, Recreation and Athletic Programmer**  
**Carrick, Reg, Athletic Programmer**

## **ACADEMIC DIVISION**

## **SCHOOL OF BUSINESS**

**Morgan, Ross, MB, M.Ed, Chair**  
**Steckly, Heather, Administrative Assistant**  
**Loshny, Lorrinda, M.A., B.Ed., Dip.Ed., Instructor**  
**Ulry, Gloria, M.Ed., B.Ed., Coordinator, General Studies, Instructor**

## **Apparel Technology**

**Laflamme, Robert, Dip. Tailoring, Program Coordinator**  
**Sorestad, Lisa, Instructor**  
**Kemp (Switzer), Lori, Dip., Instructor**  
**Curr, Shirley, Dip. Fashion Production, Instructional Assistant**  
**Walsh, Brandy, Fashion Instructor**

**Bachelor of Applied Science – Agribusiness Major**

**Couture, Larry, MBA, B.A., B.Sc.,**  
**DesJardins, Marnie, BAHT, Dip. Hort., Jnm.. Lscp. Grdnr., Instructional Assistant**  
**Beatty, Jim, MBA, Coordinator**

## **Fashion Marketing**

**Blackburn, Anne, B.A., Instructor**

## **Fashion Marketing - Calgary Campus**

**Hood, Louise, Program Coordinator**  
**MacNeil, Lynda, B.A., Dip. Visual Merchandising Arts, Instructor**  
**Howard, Leslie, Instructional Assistant/Administrative Assistant**

Office Administration

**Maloney, Carmel, M.A(Ed), Program Coordinator**  
**Taylor, Heather, Business Education Cert., Cdn., Payroll Assoc. Cert., Instructor**

## **Business Administration**

**Stephenson, Geoff, CGA, BBE, BSc.**  
Beatty, Jim, MBA, Instructor  
**Couture, Larry, MBA, B.S.A., B.Sc., Instructor**  
**Kennedy, Kim, F.CIM, MBA, CGA, Instructor**  
**Eirich, Rob, MBA, CAC, C.Mgr, Instructor**

## **Continuing Education Programming**

**Pahl, Otto, B.Ed., Continuing Education Coordinator**

## **SCHOOL OF AGRICULTURE**

**McDonald, Tanya, M.Sc., Dean**  
Harper, Bill, **Administrative Assistant**  
**Letourneau, Joanne, Office Assistant**

## **Farrier Science**

**Sinclair, Dean, CJF, AHT, Program Coordinator**  
**Hitchner, Rob, CJF, Instructional Assistant**  
**Vacant, Instructional Assistant**

## **Agricultural Management**

**French, Neil, M.Sc.Ag., B.Sc., Program Coordinator**  
**Archibald, Barb, B.Sc. Ag., Instructor**  
**Bluck, Laura, Instructional Assistant**  
**Burton, Connie, B. Sc. Ag. Instructional Assistant**  
**Checkel, Laurie, Dip Land Reclamation Major, Instructional Assistant**  
**Dowell, Brad, M.Sc., B.Sc.Ag./Dip. Ag., Instructor**  
**Fulkerth, Chris, B.Sc. (Bio) Dip. LRM IPM, P.Ag, Instructor**  
**Johnson, Peggy, B.Sc. (Ag), A.H.T. Dip., Ag. Dip., Instructor**  
**Laursen, Lorrene, B.A. (Hons), ACA, Instructional Assistant**  
**Payne, J.C. (Jack), BSc, BSA, Instructor**  
**Ryning, Ken, M. Ag., B.Sc., Instructor**

## **Animal Health Technology/Veterinary Medical Receptionist**

**Taylor, Becky, AHT, Program Coordinator**  
**Birchall, Amy, AHT, Instructional Assistant**  
**Bjolin, Dave, DVM, Instructor**  
**Clouston, Misty, AHT, Instructional Assistant**  
**Eliason, Corinne, DVM, Instructor**  
**Herman, Heike, AHT, Instructional Assistant**

**Kamsteeg, Deb, DVM, Instructor**  
**Lesnick, Karen, AHT, Instructor**  
**Lind, Jackie, AHT, Instructional Assistant**  
**Pikkert, Rebecca, AHT, Instructional Assistant**  
**Rouse, Roberta, AHT, Instructor**  
**Scheck, Jaryn, DVM, Instructor**  
**Scott, Darla, AHT, Instructor**

## **Equine Science**

**Anderson, Marion, DVM, M.Sc., Program Coordinator**  
**Vacant, Equine Science Diploma, Instructional Assistant**  
**Chalack, Cathy, B.Ed., Instructor**  
**Johnston, Wendy, B.Sc., Equine Science Diploma, Instructor**  
**Wright, Joanne, AHT, Instructional Assistant**

## **Meat Processing**

**McLeod, Brad, Program Coordinator**  
**Hale, Dave, Instructional Assistant**

## **Continuing Education Programming - Animal Science**

**Fournier, Mark, Continuing Education Coordinator**

## **Olds College Farm**

**Hamilton, Trevor, Manager, Olds College Farm**  
**Rutherford, Andrea, Service Worker**  
**Jackson, Kate, Service Worker**  
**Bluck, Ken, Service Worker**

## **SCHOOL OF ENVIRONMENT**

**Peters, Doug, MSc, B.Sc., Chair**  
**Rice, Bonnie, Administrative Support-Financial**  
**Sanderson, Kathy, Administrative Assistant-Academic, B.App.Sc.-Assistant**

## **Bachelor of Applied Science Degree (B.App.Sc.)-Horticulture and Horticulture Diploma Programs**

Fry, Ken, Ph.D., B.Sc., M.Sc., **Coordinator**, B.App.Sc.-Landscape, and Environmental Horticulture Diploma  
Johnston-Berresford, Peter, M.Sc., B.A., B.Sc., Cert. Lscp.-Greenskeeping, Cert. Greenhouse Nursery, Greenhouse Facility **Manager, Coordinator**, B.App.Sc. & Production Horticulture Diploma  
Moroz, Dave, M.Sc., B.Sc.Ag., **Coordinator**, B.App.Sc. Golf Course Management, and Turfgrass Management Diploma

# Landscape Gardener Apprenticeship Program (LGAP)

Morton, Darlene, Hort. Dip., Jnm. Lscp. Grdnr., ISA Certified Arborist, Bucker/Faller, **Program Coordinator**

# Land and Water Resources Diploma

Tompkins, Darrell, Ph.D., B.Sc., M.Sc., **Program Coordinator**

# Land Administration and Land Agent

Hollamby, Nicola, B.Ed., BA, Dip. Land Agent, **Program Coordinator**  
Fulkerth Chris, B.Sc., Dip. LRM., P.Ag., **Instructor, Acting Coordinator**

## **Instructional and Support Staff**

Berggren, Jack, Jnm., Lscp. Grdnr., Dip. Hort., **Instructional Assistant**  
Billings, Kristine, Dip. Land Agent, Land Admin. Major, **Instructor**  
Chauncey, Michelle, **Instructional Assistant**  
Daley, Wendy, Dip. Hort., Jnm. Lscp. Grdnr., **Instructional Assistant**  
Doolaege, Annelise, B.Sc.Ag., **Instructor**  
Gilchrist, Gordon, Dip. Ag.Prod., A.M.E., **Instructor**  
Goddard, Kim, Dip. Hort., **Instructional Assistant**  
Hoffos, Bob, B.Sc., **Instructor**  
Johnson, David, M.Sc., B.A., B.Ed., **Instructor**  
Jones, Geoff, **Instructor**  
Koch, Gord, L.A.T., **Instructor**  
Lavoie, Angelina, Dip. Hort., **Service Worker**  
Leach, Jay, Dip. Turfgrass Mgmt., Certificate Turf Managers Program, **Instructor**  
Lloyd, Tara, Dip. Land Agent & Land Admin., **Instructional Assistant**  
McKnight, Murray, M.Sc., Dip.Ag., B.A., **Instructor**  
Moore, Ken, Dip. Hort., ISA Certified Arborist, **Instructional Assistant**  
Morrow, Ian, Dip. Hort., CGIA, **Instructor**  
Mpofu, Sima, Ph.D., B.Sc., M.Sc., **Instructor**  
Newsham, Laurie, B.App.Sc.-Hort., Dip. JADM., Dip. BM., Jnm. Lscp. Grdnr., ISA Certified Arborist, **Instructor**  
Pick, Jason, B.App.Sc.-Hort., ODH, GCS, **Instructor**  
Reksten, Jane, B.A., Dip. Horticulture, **Manager** OC Botanic Gardens & Wetlands, **Instructor**  
Schill, Anita, P.Ag., B.Ed., ISA Certified Arborist, Jnm. Lscp. Grdnr., ASCA Registered Consulting Arborist, Certified Tree Risk Assessor (B.C.), **Instructor**  
Simpson, Lisa, B.Sc., Dip. Land Recl Major, **Instructional Assistant**  
Souster, W.E. (Bill), M.Sc., B.A., B.S.A., P.Ag., **Instructor**  
Storm, Kelly, Jnm. Cert. LGAP, **Instructional Assistant**

Toews, Ed, M.Sc., B.S.A., P.Ag., **Instructor**  
Vandendool, Wilma, **Service Worker**  
Warke, Terry, Dip. Business Admin., Jnm. Lscp. Grdnr., **Instructor**  
Wickwire, Kim, Cert. Flor., Dip. Hort., **Instructor**  
Wideman, Noel, Hort. Dip. ISA Cert. Arborist, **Instructional Assistant**  
Woods, Anne, **Instructional Support**  
Hindbo, Julie, Land Agent, SRWA Agent, B.Ed., Prov. Instr. (VCC), Dip. LRM, **Instructor**

## **Continuing Education– Horticulture**

Moore, Marilyn, BAHT, Program Manager  
Herspiegel, Melanie, Project Assistant  
Overwater, Tina, Project Assistant

## **Continuing Education - Land**

Block, Mary Jane, Bach. of App. Integrated Environmental Mgmt. (B.A.I.E.M.), Certified Program Planner, Dip.LRM, Program Manager  
Roth, Michelle, Clerical Assistant

## **SCHOOL OF TRADES**

**Daley, Dan, Dip. Ag. Mech., H.D. Jnm., Chair**  
**Jordan, Tony, Welder Jnm., Millwright Jnm.,**  
**Instructor, Apprenticeship Coordinator**  
**Laursen, Cliff, H.D. Jnm., Instructor, John**  
**Deere Partnership Coordinator**  
**Nemeth, Joe, Case New Holland Coordinator**  
**Smyth, Keith, Ag. Mech. Jnm., HE Off Road**  
**Jnm., Instructor, AET/HET Cert/Dip. Program**  
**Coordinator**

**Clausen, Lindsay, Administrative Assistant**

**Rockwell, Deb, Reception/Office Assistant**

**Instructional and Support Staff**

**Ahner, Gord, H.D. Jnm., Instructor**

**Brittain, Bruce, AET Jnm. HET Jnm., Service Worker**

**Code, Lorne, Dip. Ag. Mech., H.D. Jnm., Instructor**

**Eskesen, Larry, HET Jnm., AET Jnm., Instructor**

**Finnigan, Jason, Dip. Ag Mech., AET Jnm., HET  
Jnm., Instructor**

**Fisher, Dana, H.D. Jnm., Instructor**

**Glover, Rob, H.D. Jnm., AET Jnm., Instructor**

**Hallett, Gene, H.D. Jnm., Auto. Jnm., Instructor**

**Hillis, Grant, HET Jnm., Instructional Assistant**

**Jefferies, Gary, B.PE, Tool Room Operator**

**Leischner, Brent HET Jnm., Instructor**

**Nelson, Russ, B.Sc. (Ag.). P.Eng., Carp. Jnm.,  
Carpentry Instructor**

**Notley, Rob, Dip. Ag. Mech., Instructional Assistant**

**Parker, John, Welder Jnm., Machinist Jnm., Welding  
Instructional Assistant**

**Polson, Kris, Welder Jnm., Welding Instructor**

**Reid, Chris, Carp. Jnm., Carpentry Instructor**

**Schell, Mike, Ag. Jnm., H.D. Jnm., Instructional  
Assistant**

**Smit, Will, Dip. Ag. Eng., Ag. Mech. Jnm., H.D. Jnm.,  
Instructor**

**Statham, Lyle, H.D. Jnm., Dip. Ag. Prod., Dip. Ag.  
Mech., Instructor**

## **Continuing Education Programming - Trades**

Chicoine, Laurie, CPP, Program Manager

Fournier, Joelle, Project Assistant

Gleason, Tracey, EA, NCSO, CPP, Project Assistant

# Courses by School

## Fashion Marketing

### Program Summary

TWO SEMESTERS

Fall: September - December

Winter: January - April

**FALL ENTRY ONLY**

**OFFERED AT CALGARY AND OLDS CAMPUSES**

(Also see our Apparel Technology Diploma offered at the Olds campus only)

The information that you are receiving is current but please be advised that all programs are subject to revision.

### Program Description, Tuition Deposit, Employment Opportunities, Transfer Agreements

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/FashionMarketing.pdf>

### Admission Requirements

Applicants must have:

- a) High School Diploma or its equivalent
- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure or Applied Math 20

OR

Alternate Admission Status:

Alternate Admission Status applies if you do not meeting the Alberta High School requirements of the program to which you are applying, or if you received your high school education through home based learning. Alternate Admission Status students may be required to meet specific program admission requirements. To apply under this status, you must submit a transcript(s) showing any completed high school and post-secondary courses, a statement in support of your application outlining aspects of your background and experience that might have prepared you for the program. Documents such as a resume, letters of reference from previous educators or employers, and/or a portfolio of related academic/project work must be included with your application.

### Program Requirements

## Fall Semester: September - December

- MGT 1410 - Retail Management
- DSN 1210 - Visual Design and Merchandising
- FAS 1050 - Garment Analysis
- MKG 1020 - Principles of Marketing
- COM 1005 - Communication and Career Preparation

## Winter Semester: January - April

- FAS 1110 - Fashion Research and Career Analysis
- MKG 1510 - Fashion Promotions
- MGT 1200 - Organizational Behaviour
- FAS 2010 - Introduction to Image Consulting
- CMP 1100 - Computer Applications I

## Total Credits

Total Credits: 30

## Graduation Requirements

To earn a certificate students must achieve the following:

1. A total of 30 credits
2. A GPA of 2.00 or better
3. Completion of all required courses as outlined in the program requirements
4. Fulfillment of the Graduation Policy – Residency Requirement

# Calendar of Events

Please select this link for the Academic Year 2012 - 2013: [www.oldscollege.ca/admin/pdf/ce-2012-2013.pdf](http://www.oldscollege.ca/admin/pdf/ce-2012-2013.pdf)

# Athletics at Olds College

## Athletics

[^TOP](#)

Olds College is committed to enhancing its athletic programming. The focus of each athletic program will be a model of continuous improvement.

### 2010/2011 Athletic Teams

#### - Alberta College Athletic League (ACAL) Men's Basketball

This basketball team is competing in the ACAL league and plans to compete at a higher level in the upcoming years. Bob Murray is the on-campus coach.

#### - Alberta College Athletic League (ACAL) Women's Basketball

This basketball team is competing in the ACAL league and plans to compete at a higher level in the upcoming years. Greg Lendvay and Reg Carrick are the on-campus coaches.

#### - Alberta College Athletic Conference (ACAC) Women's Futsal (Indoor soccer)

Futsal is new to Olds College. The 2010-11 season will be the first year of ACAC competition. Vic Michalchuk is the coach of this team.

#### Alberta College Athletic Conference (ACAC) Men's Futsal (Indoor Soccer)

Futsal is new to Olds College. The 2010-11 season will be the first year of ACAC competition. Vic Michalchuk is the coach of this team.

#### - Alberta College Athletic League (ACAL) Men's Volleyball

There is a strong core of returning players who will compete in both the ACAL league and the Western Canadian Championships. John Riemersma is the on-campus coach.

#### - Alberta College Athletic League (ACAL) Women's Volleyball

This volleyball team is competing in the ACAL league and plans to compete at a higher level in the upcoming years. Brittany Ehmann and Amanda Clarke are the coaches of this team.

#### - Alberta College Athletic Conference (ACAC) Curling

A strong competition in a popular event. We have been very strong and have numerous medals over a number of years in curling. Olivia Knight is our on-campus coach.

- Alberta College Athletics Conference (ACAC) Cross-Country Running Olds College anticipates that in the next few years there will be the addition of a Cross-Country team.

For additional information, please contact the Director of Health and Wellness Services, Greg Lendvay at [glendvay@oldscollge.ca](mailto:glendvay@oldscollge.ca) or call (403) 507-7780.

Please fill out an on-line recruitment form at <http://www.gobroncos.ca/index.php/recruitment>

# Programs of Study

## Ag Equipment Technician

Please refer to Apprenticeship Programs

Please see the Fact Sheet at: <http://www.oldscollge.ca/programs/pdfs/factsheets/AgEquipTechApprent.pdf>

### Program Summary

FOUR YEAR PROGRAM

Eight Weeks Each Year

The Alberta Agricultural Machinery Industry and Alberta apprenticeship and Industry Training and Alberta Advanced Education and Technology Initiated a four year Agricultural Equipment Technician Apprentice Program. This program has been in place since the fall of 2001

### Program Description

Agricultural Equipment Technician Apprenticeship may be for you if you are an individual who likes a technically challenging career working with machinery, and/or with computers, a rural lifestyle and assisting the industry that grows our food.

### Admission Requirements

Completion of Grade 12 and have a minimum of Alberta Pure Math 10 or Applied Math 10, or pass an entrance examination administered by Alberta Apprenticeship and Industry Training.

### Employment Opportunities

Agricultural Equipment Technicians may work in a dealer's service centre or may travel to farms to work on Agricultural Equipment. In addition, Agricultural Technicians typically repair and overhaul engines, mechanical and power-shipft transmissions, hydraulic and electrical systems on tractors, tillage machinery, and harvesting equipment. They also assemble and adjust new farm machinery and related equipment. Agricultural Equipment Technicians may specialize in specific areas including engine iverhaul, hydraulics, electrical systems, power transmissions, fuel injection, or other related agricultural equipment.

### Training Period Descriptions

Subject areas are listed below for each in-school technical training period consisting of four eight-week training periods coinciding with years of work related experience.

First Period training Topics Include: Safety, tools and skills, materials, electrical welding and oxyfuel cutting, basic electrical, basic hydraulics, power trains and agricultural equipment.

Second Period Training Topics Include: engine fundamental, service and repair, engine systems, diesel fuel injection, electronic fuel management and heavy duty charging and cranking systems.

Third Period Training Topics Include: Spraying equipment, air conditioning, heating systems, agricultural equipment, braking systems, seeding systems, precision farming, preventative maintenance, failure analysis and advanced power trains.

Fourth Period Training Topics Include: Advanced hydraulics, electrical and electronic diagnosis, hydraulic, power shift transmissions and steering and suspension systems.

For further information regarding the Agricultural Equipment Technician Apprenticeship offered at Olds College contact:

Olds College Coordinator Apprenticeship Programs

Tony Jordan  
4500 - 50 Street  
OLDS, AB T4H 1R6  
Phone: (403)556-8276  
E-Mail: tjordan@oldscollege.ca

## **Agricultural and Heavy Equipment Certificate**

### **Program Summary**

Two Semesters  
Fall: September - December  
Winter: January - April

#### **FALL ENTRY ONLY**

The information that you are receiving is current but please be advised that all programs are subject to revision.

### **Program Description, Tuition Deposit, Employment Opportunities**

Please see the Fact Sheet for more information at <http://www.oldscollege.ca/programs/pdfs/factsheets/AgHeavyEquipment.pdf>

### **Admission Requirements**

Applicants must have:

- High school diploma or its equivalent with
- 50% or better in English Language Arts 30-1 or 30-2
- 50% or better in Pure Math 20 or Applied Math 20

**OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office

**Note:**

- It is recommended that students entering under the Alternate Admission Status register in CSS 6000 - College Success Skills offered the week before classes begin in the Fall.
- It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets.
- High school students are encouraged to complete CTS modules 1010, 1020, 1030 and 1060.

## Tool Requirements

Students will be required to supply their own basic hand tools. Tool list details are available at [www.oldscollege.ca/enrolment/pdf/AgandHeavyEquipmentToolList.pdf](http://www.oldscollege.ca/enrolment/pdf/AgandHeavyEquipmentToolList.pdf). Specialty tools are available at the tool room on campus. Tools are loaned on a tool tag program. 10 tool tags will be required at a refundable cost of \$20.00. Additionally, a \$30.00 non-refundable fee for shop supplies will be charged.

Personal protective equipment is required for all lab classes - i.e.:

- CSA approved steel toe safety footwear
- Safety glasses
- Hearing protection
- Coveralls- 2 pairs suggested

**NOTE:**

The safety glasses and hearing protection can be purchased at Olds College on the first day of class. The student will have to purchase the safety footwear prior to coming to Olds College.

Failure to wear this protective equipment will result in dismissal from the class, as this is a violation of the Occupational Health & Safety Regulations of Olds College. The cost of tools is over and above the tuition cost of the program.

## Agricultural & Heavy Equipment Certificate Description

### Attendance Policy

Regular attendance in all aspects of training is essential for learner success because skill development and safety requirements build progressively from day to day. In project classes, the learner is responsible to ensure the completion of an assigned project on time. Therefore, it is considered that if a learner has missed more than 10% of any given course, in terms of unexcused absences, he or she will be considered to be withdrawn from the course. However, excused absences for any reason do not relieve a learner of the responsibility to complete course work required by the course outline and instructor.

### Class Projects

All Agricultural and Heavy Equipment students have the opportunity to repair and rebuild their own projects in classes where selected external projects may be taken on by the college. The cost of these projects is not included in the student's tuition. The costs are over and above all other costs the student pays at Olds College. The students will be apprised of these costs in each class where projects are needed. It is completely optional for students to bring in their own projects.

## Apprenticeship Accreditation

The graduate of the one-year certificate has the opportunity to write the apprenticeship exams for the first two-years of either the Agricultural or Heavy Equipment Technician trades. However, in order to Challenge these exams, graduates will have to present a minimum GPA of 2.3 in order to be eligible. This gives the graduate technical accreditation towards the first two-years of their chosen trade. The student can then choose to continue on and attain Alberta Journeyman status, completing mandatory on the job training hours as specified by Alberta Apprenticeship and attend technical training for the third and fourth period in their chosen trade. For more information contact the program coordinator.

## Program Requirements

### Fall Semester: September - December

- TEC 1000 - Technician Basics
- TEC 1026 - Braking and Trailer Systems
- TEC 1100 - Hydraulic and Electrical Basics
- TEC 1133 - Agricultural Equipment I
- WLD 1167 - Introductory Welding

### Winter Semester: January - April

- TEC 1404 - Engine Fundamentals and Systems
- TEC 1504 - Engine Service and Repair
- TEC 1522 - Starting and Charging Systems
- TEC 1604 - Diesel Fuel Systems
- COM 1020 - Workplace Communication

## Total Credits

Total Fall Semester: 15 credits

Total Winter Semester: 15 credits

Total Required Credits: 30 credits

## Graduation Requirements

To obtain a certificate a student must achieve the following:

1. A minimum of 30 credits
2. A cumulative GPA of 2.00 or better
3. Completion of all required courses for this program
4. Fulfillment of the Graduation Policy - Residency Requirements

## Agricultural and Heavy Equipment Diploma

### Program Details

### Program Summary

Four Semesters (first two semesters are the Certificate program)

Fall: September - December

Winter: January - April

#### **FALL ENTRY ONLY**

The information that you are receiving is current but please be advised that all programs are subject to revision.

### Program Description, Tuition Deposit and Employment Opportunities

Please refer to the Fact Sheet at <http://www.oldscollge.ca/programs/pdfs/factsheets/AgHeavyEquipment.pdf>

### Admission Requirements

Applicants must have:

- a) Completion of an Agricultural and Heavy Equipment Certificate with:
- b) A cumulative GPA of 2.00 or greater

### Tool Requirements

Students will be required to supply their own basic hand tools. Tool list details are available at [www.oldscollge.ca/enrolment/pdf/AgandHeavyEquipmentToolList.pdf](http://www.oldscollge.ca/enrolment/pdf/AgandHeavyEquipmentToolList.pdf). Specialty tools are available at the tool room

on campus. Tools are loaned on a tool tag program. 10 tool tags will be required at a refundable cost of \$20.00. Additionally a \$30.00 non-refundable fee for shop supplies will be charged.

Personal protective equipment is required for all lab classes - i.e.:

- CSA approved steel toe safety footwear
- Safety glasses
- Hearing protection
- Coveralls - 2 pairs suggested

**NOTE:**

The safety glasses and hearing protection can be purchased at Olds College on the first day of class. The student will have to purchase safety footwear prior to coming to Olds College.

Failure to wear this protective equipment will result in dismissal from the class, as this is a violation of the Occupational Health & Safety Regulations of Olds College

The cost of tools is over and above the tuition cost of the program.

## Transfer Agreements

Transfer Agreements are in process.

## Two Majors

Agricultural Equipment Major

Heavy Equipment Major

Agricultural Equipment Major

Heavy Equipment Major

## Agricultural & Heavy Equipment Diploma Description

### Class Projects

All Agricultural and Heavy Equipment students have the opportunity to repair and rebuild their own projects in classes where selected external projects may be taken on by the college. The cost of these projects is not included in the student's tuition.

The costs are over and above all other costs the student pays at Olds College. The students will be apprised of these costs in each class where projects are needed. It is completely optional for students to bring in their own projects.

## Attendance Policy

Regular attendance in all aspects of training is essential for learner success because skill development and safety requirements build progressively from day to day. In project classes, the learner is responsible to ensure the completion of an assigned project on time. However, excused absences for any reason do not relieve a learner of the responsibility to complete course work required by the course outline and instructor.

## Apprenticeship Accreditation

The graduate of the two-year diploma has the opportunity to write the apprenticeship exams for the first two-years of both the Agricultural and Heavy Equipment Technician trades and the third and fourth years of either the Agricultural or Heavy Equipment Technician Trade based on their chosen major. However, in order to Challenge these exams, graduates will have to present a GPA of 2.3 to be eligible to write these exams. This gives the graduate full technical accreditation towards their trade. To continue on and attain Alberta Journeyman status, the graduate must complete mandatory on-the-job training hours as specified by Advanced Education and Apprenticeship.

The program is accredited by Advanced Education and Apprenticeship. For further accreditation information contact the program coordinator.

## Program Requirements - Agricultural Equipment Major

### Fall Semester: September - December

- TEC 2226 - Off Road Systems
- TEC 2305 - Hydraulics II
- TEC 2338 - HVAC Systems
- TEC 2722 - Electrical and Electronic Diagnostics
- TEC 2218 - Steering and Suspension

### Winter Semester: January - April

- TEC 2433 - Agricultural Equipment II
- TEC 2705 - Hydraulics III
- TEC 2733 - Agricultural Equipment Repair
- TEC 2126 - Hydraulic Shift Transmissions
- COM 1030 - Workplace Professionalism

## Program Requirements - Heavy Equipment Major

## Fall Semester: September - December

- TEC 2226 - Off Road Systems
- TEC 2305 - Hydraulics II
- TEC 2338 - HVAC Systems
- TEC 2722 - Electrical and Electronic Diagnostics
- TEC 2218 - Steering and Suspension

## Winter Semester: January - April

- TEC 2436 - On Road Power Trains
- TEC 2705 - Hydraulics III
- TEC 2749 - Heavy Equipment Repair
- TEC 2126 - Hydraulic Shift Transmissions
- COM 1030 - Workplace Professionalism

## Total Credits

Total First Year Credits:	30
Total Second Year Credits:	30
Total Required Credits:	60

## Graduation Requirements

To obtain a diploma a student must achieve the following:

1. A minimum of 60 credits
2. A cumulative GPA of 2.00 or better
3. Completion of all required courses for the major chosen
4. Fulfillment of the Graduation Policy - Residency Requirements
5. Successful completion of the Olds College Writing Proficiency Exam

# **Agricultural Management**

## Program Summary

## Two Year Diploma

Fall: September - December

Winter: January - April

The information that you are receiving is current but please be advised that all programs are subject to revision.

## Admission Requirements

Applicants must have:

- High school diploma or its equivalent with
  - 50% or better in English Language Arts 30-1 or 30-2
  - 55% or better in Pure Math 20 or Applied Math 20
  - 50% or better in two of Biology 20 or Chemistry 20 or Science 20 or one of Biology 30, Chemistry 30 or Science 30
- OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office

### NOTES:

1. It is recommended that students entering under Alternate Admission Status register for CSS 6000 - College Success Skills offered the week before classes begin in the Fall.
2. It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets. High school students are encouraged to complete CTS modules 1010, 1020, 1030 and 1060.
3. It is strongly recommended that students complete a Grade 12 Biology class as well as develop and maintain strong mathematical skills.
4. Agricultural Management students are required to secure their own overalls, leather gloves, safety approved footwear (steel-toed boots), hearing protection and safety glasses for all classes with labs requiring such.
5. A valid driver's license is required to operate the equipment on the college campus.

## Three Majors

Finance Major

Production Major

Marketing and Sales Major

## Further Olds College Opportunities

## Transfer Agreements

*University of Lethbridge*

## Program Details

### Program Description, Tuition Deposit and Employment Opportunities

Please refer to the Fact Sheet at <http://www.oldscollege.ca/programs/AgManagement/index.htm>

### Program Requirements

Our program requires completion of a core set of courses within all the Agricultural Management majors. These courses have been selected to provide a strong foundation for all advanced courses.

In addition to completing these core courses, each major allows some electives and the college offers courses through Continuing Education to allow students to pick up courses in areas of interest.

Some of these electives require prerequisite courses to be completed as outlined in the course descriptions. Although recommendations are provided, you are responsible for making sure all prerequisites are completed and that you will meet the specified graduation requirements.

### First Year Credits - All Majors

#### Fall Semester: September - December

- AGN 1340 - Principles of Agronomy
- AMT 1040 - Survey of Agribusiness
- AMT 1335 - Agribusiness Accounting
- LVS 1370 - Principles of Animal Agriculture
- COM 1020 - Workplace Communication

#### Winter Semester: January - April

- AMT 1035 - Agricultural Management Principles
  - AMT 1360 - Agribusiness Information Technology
  - MEC 1050 - Machinery and Technology
  - MKG 1020 - Principles of Marketing
- AND  
One course to be approved in discussion with your Coordinator

## Total Credits

Total Credits: 30

## Production Major Description

In their second year, learners who are interested in production agriculture should choose this major. This major prepares students for all types of farm operations or for corporate farming environments. The emphasis is on management of all assets and resources of the farming operation.

## Second Year

### Fall Semester: September - December

- AGN 2440 - Perennial Crop Production
  - AMT 2020 - Advanced Product Marketing
  - AMT 2035 - Agribusiness Financial Management
- AND  
One Second Year course to be approved in discussion with your Coordinator
- AND  
One Second Year course to be approved in discussion with your Coordinator

### Winter Semester: January - April

- COM 1030 - Workplace Professionalism
  - AGN 2740 - Environmental Farm Management
  - AMT 2630 - Agribusiness Planning and Management
  - MEC 1490 - Farmstead Management
- AND  
One Second Year course to be approved in discussion with your Coordinator

## Total Credits

Total First Year Credits: 30  
Total Second Year Credits: 30  
Total Required Credits: 60

## Marketing Major Description

This major is designed to prepare you to take on a position in the agricultural sector dedicated to the marketing and sale of a variety of agricultural products and commodities and to the provision of customer service in a variety of manners. This includes products or services used to produce agricultural goods and the marketing of goods produced by agriculture to consumers.

This major is particularly suited to the career-minded individual who hopes to assume an agricultural marketing position in the future.

## Second Year

### Fall Semester: September - December

- MKG 2020 - Personal Selling/Customer Relationship Management
  - AMT 2020 - Advanced Product Marketing
- AND  
Second year course to be approved in discussion with your Coordinator
- AND  
Second year course to be approved in discussion with your Coordinator
- AND  
Second year course to be approved in discussion with your Coordinator

### Winter Semester: January - April

- COM 1030 - Workplace Professionalism
  - AMT 2630 - Agribusiness Planning and Management
  - MKG 2680 - E-marketing
- AND  
Second year course to be approved in discussion with your Coordinator
- AND  
Second year course to be approved in discussion with your Coordinator

## Total Credits

Total First Year Credits: 30  
Total Second Year Credits: 30  
Total Required Credits: 60

## Finance Major Description

The Finance major prepares you for a career in agricultural lending and finance. Demand for employees is high in chartered banks, trust companies, credit unions, treasury branches and federal and provincial agricultural lending agencies. Employment in agricultural equipment lending and leasing is also possible.

## Second Year

### Fall Semester: September - December

- AMT 2050 - Agribusiness Wealth Management
  - AMT 2035 - Agribusiness Financial Management
  - LAW 1111 - Agricultural Law
- AND  
Second year course to be approved in discussion with your Coordinator
- AND  
Second year course to be approved in discussion with your Coordinator

### Winter Semester: January - April

- MEC 1490 - Farmstead Management
- AMT 2600 - Agricultural Asset Valuation
- FIN 2135 - Financial Lending
- AMT 2630 - Agribusiness Planning and Management
- COM 1030 - Workplace Professionalism

### Total Credits

Total First Year Credits: 30  
Total Second Year Credits: 30  
Total Required Credits: 60

## Approved Options for all Majors

Semester 3 - Approved Options (second year course already listed or course below)

- AGN 2340 - Annual Crop Production
- LVS 2470 - Livestock Health and Disease
- MEC 2060 - Precision Cropping Systems
- LVS 2370 - Livestock Nutrition

## Semester 4 - Approved Options (second year course already listed or course below)

- AGN 2840 - Crop Nutrition and Protection
- LVS 2070 - Beef Cattle Management
- LVS 2570 - Livestock Breeding Strategies

## Graduation Requirements

To obtain a diploma a student must achieve the following:

1. A minimum of 60 credits
2. A cumulative GPA of 2.00 or better
3. Completion of all required courses for the major chosen
4. Fulfillment of the Graduation Policy - Residency Requirements

## Agriculture Technical Semester

### Program Summary

One Semester ( 4 months)

### Program Description

## **TECHNICAL HANDS-ON SKILLS IN AGRICULTURE**

The Olds College Technical Semester allows 3rd and 4th year students enrolled in other post secondary institutions to do an exchange at Olds College for a 4-month semester to gain hands-on technical learning in agriculture. Students compliment their existing program of studies with courses in animal agriculture, plant/crop sciences, agronomy and agricultural management and finance. Students must seek permission from their home institution before applying.

This program requires that students take a full workload of five courses in a 4-month semester. Students must take one course in each of the following four areas of study: Animals, Plants, Soils and Agriculture Management and Finance. An additional fifth course must be taken from any of the above mentioned groups. In addition to your academic experience, Olds College offers

unique opportunities for transfer students to get engaged with agricultural clubs and industry events - such as the rodeo club, Industry days and social and recreational activities.

## Admission Requirements

1. A letter of permission. The student's home institution will provide a letter of permission allowing them to study at Olds College. This letter verifies the student is in good academic and behavior standing with the sending institution. It is the student's responsibility to ensure that any transfer of Olds College courses back to their home institution are taken care of prior to the commencement of studies.
2. A post secondary transcript.

## Further Information Contacts

For further information contact:

General Information: Bob Hoffos  
bhoffos@oldscollege.ca  
Phone: (403)556-4773

Admission : Jody Turnbull  
jturnbull@oldscollege.ca  
Phone: (403)556-8247

## Animal Health Technology

### Program Summary

#### Two-Year Diploma

Accredited by the Canadian Veterinary Medical Association  
Accredited by the American Animal Hospital Association  
Inspected by Alberta Veterinary Medical Association  
Inspected by the Canadian Council on Animal Care

#### Two Delivery Options

##### **ON-CAMPUS DELIVERY - FALL ENTRY ONLY**

First-Year – Two Semesters: September – April  
Second-Year – Three Semesters: September – June

## **ON-LINE DELIVERY OPTION - SUMMER ENTRY ONLY**

First-Year – Four Semesters: July – June

Second-Year – Four Semesters: September – August

The information that you are receiving is current but please be advised that all programs are subject to revision.

## **Program Details**

### **Program Description, Tuition Deposit, Employment Opportunities,**

Please see the Fact Sheet for this information: <http://www.oldscollege.ca/programs/pdfs/factsheets/AHT.pdf>

### **Admission Requirements**

Applicants must have:

- a) High school diploma or its equivalent with:
- b) 60% or better in English Language Arts 30-1 or 30-2
- c) 60% or better in Pure Math 30 or Applied Math 30
- d) 60% or better in Biology 30 and Chemistry 30
- e) Completed 40 hours of volunteer and/or paid work experience
- f) Submit a Work Experience Verification Form

Applicants will be accepted into the program on a first qualified, first accepted basis.

#### **Forty-hours (40) of Volunteer and/or Paid Work Experience**

Forty-hours of volunteer and/or paid work experience in a single Canadian veterinary clinic (not an SPCA or animal shelter) must be completed within two-years prior to the program start date (i.e. September 1, 2010 to September 1, 2012 for the September 2012 on-campus delivery option and July 1, 2011 to July 1, 2013 for the July 2013 on-line delivery option).

These work experience hours do not have to be completed through a school program/class. The volunteer and/or paid work experience hours must be completed prior to the supervisor/employer signing the Work Experience Verification form. All documentation (Transcripts and Work Experience Verification form) must be submitted to Olds College as soon as possible as selections are based on a first qualified, first accepted basis.

#### **ALTERNATE ADMISSION STATUS**

Alternate admission status will apply for those students that have not achieved the high school diploma admission requirement. The applicant must meet all academic course requirements and complete all volunteer and/or paid work experience hours.

#### **SPECIAL REQUIREMENTS**

1. Students in the AHT program are expected to follow a dress code as written in the AHT Policy Handbook.
2. Students are actively involved in animal care throughout the program. This will include many (5-8 per semester) week long rotations involving evenings, weekends and holidays. Students are on these rotations from September to April of each year and for online students when they are on campus.

3. Students are required to obtain student membership in the AAAHT and ABVMA. Cost is approximately \$125.00 for both years. AHT staff will make arrangements for membership application during the first month at Olds College.
4. Students are required to purchase a stethoscope, thermometer, penlight and laboratory coat. These are available at Olds College and cost approximately \$300.00. Students are also required to supply their own scrubs (minimum 2 sets), coveralls (recommend 2 sets) and rubber boots (recommend purchasing an insulated pair and (non insulated pair).
5. Students are responsible for arranging their own housing while at Olds College, and during their six week industry practicum.
6. Applicants are advised that the AHT program is physically demanding. Students should be in good health and physically capable of performing the program requirements such as lifting up to 18 kgs, running beside haltered horses, climbing fences, walking dogs in all weather conditions and herding sheep and cattle on foot.
7. All students enrolled in the AHT program are required to be immunized against rabies. The rabies vaccine series will be provided at Olds College during the first few weeks of the academic year. Students who have received the rabies vaccination previously will be required to provide verification upon request.
8. Applicants are advised that a basic level of computer skills is essential for success in the program.

## Submission Deadline

Applicants applying for the on-campus delivery option must submit all marks to Olds College on or before August 1.

Applicants applying for the on-line delivery option must submit all marks to Olds College on or before June 1.

### **NOTE:**

Class size is limited to 30 students in each delivery option.

Past experience indicates a strong demand for this program, therefore, prospective students should pay close attention to the application requirements and timelines.

## Computer System Requirements for On-Line Users

### **Minimum Requirements for PC Users:**

(NOTE: Your course may require software and/or hardware beyond what is listed below. Please consult with your instructor.)

### **Hardware Requirements**

#### Windows: Recommended

- Operating System: Windows XP or Windows 7 (32bit or 64bit)
- Processor: Pentium IV - 1.3 GHz (or better)
- Memory (RAM): 512 MB (or more)
- Available Hard Disk Space: 1 GB
- Colour Monitor: 800 X 600 screen resolution (or better), sound card, and speakers or headset

#### Macintosh: Recommended

- Operating System: Latest Mac OS
- Processor - Recommended: G4/G5 or Intel (or better)
- Memory (RAM): 512 MB (or more)
- Available Hard Disk Space: 1 GB
- Colour Monitor: 800 X 600 screen resolution (or better), sound card, and speakers or headset

Internet Connection: Recommended

- DSL or Cable (the faster the better). Satellite may cause problems with online quizzes due to delay.

email: Access to Olds College e-mail through an e-mail program or web-based e-mail system.

### **Software Requirements:**

Windows: Recommended

- Internet Browser - FireFox (latest version)
- Office Suite - MS Office 2010

Macintosh: Recommended

- Internet Browser - FireFox (latest version). Safari 3.x is not fully compatible with Moodle. We highly recommend using Firefox to access Moodle on a Mac
- Office Suite - MS Office 2010

Media Plug-ins: (These may be required depending on your course media (latest versions))

- Adobe Flash Player
- Adobe Acrobat Reader
- Apple Quicktime
- Windows Media Player
- Real Player
- PowerPoint Viewer (use this if you don't have PowerPoint)

## **Professional Requirements**

Most provincial/territorial associations require graduation from a CVMA accredited college for eligibility to work as an Animal Health Technologist.

In Alberta membership in the Alberta Association of Animal Health Technologists (AAAHT) and Alberta Veterinary Medical Association (ABVMA) is compulsory for an AHT employed in veterinary medicine and for AHT students that are employed in veterinary practice.

Successful completion of the Veterinary Technologist National Examination (VTNE) is required for AAAHT and ABVMA active membership.

There are three windows to write this exam; in March, July and in December each year. Typically graduating on-site students will write in July and graduating on-line students will write in December.

Fees for this exam are approximately \$300.00 U.S.

Please contact the Animal Health Technology Association in the province where you plan to work for their specific requirements for membership.

## **Transfer Agreements**

Transfer Agreements are in process.

## **Animal Health Technology Diploma Options**

Two Options - On-Campus or On-Line

## On-Campus Delivery Option

The first-year of this option runs from September through April and is taught at Olds College. During this time, students will be trained in veterinary laboratory techniques including parasitology, hematology, diagnostic imaging, other clinical diagnostic procedures and will be introduced to the basics of animal care.

From September through April of the second year students return to Olds College. The training during this time concentrates heavily on hands-on experience in the techniques involved in the animal health field. These techniques include obtaining and testing laboratory specimens, caring for and handling animals, assisting with surgery and anesthesia, and performing veterinary office procedures. Access to the Olds College farm provides students with opportunities to receive training involving cattle, sheep and horses. Students also play an active role in running the program's small animal facilities and adoption program.

The final component of this option is a six-week, industry practicum component. This on-the-job training can take place in veterinary practices, zoos, wildlife centers and diagnostic or research laboratories located locally, nationally or internationally.

## On-Line Delivery Option

The on-line delivery option features on-line delivery of the theory components during the regular academic year. Students then attend the Olds College campus for intense hands-on training during the summer months. This delivery option is completed over 25 months with a two-month break over summer before the beginning of the second-year. It allows the learner to complete the majority of the program at home, yet delivers the same amount of hands-on training as the on-campus delivery option. This option also has a six week industry practicum component.

The first year begins with seven-weeks on campus in July and August. Students then go on-line from September to mid April. The first year finishes with ten weeks on-campus from the end of April to the end of June. The second year begins again in September when they go on-line from September to April. They return to campus for ten weeks from the end of April to the end of June. Students finish the program by completing a six week industry practicum in July and August. Students will participate in graduation ceremonies during the last time on campus and their transcripts will be complete upon the completion of their practicum.

## On-Campus Program Requirements

### First Year

Fall Semester: September - December

- AHT 1010 - Introduction to Veterinary Laboratory Procedures
- AHT 1030 - Animal Anatomy and Physiology
- AHT 1040 - Animal Breeds, Behavior and Management
- AHT 1050 - Client Relations in Animal Health Care
- COM 1030 - Workplace Professionalism

Winter Semester: January - April

- AHT 1510 - Applied Veterinary Lab Procedures
- AHT 1520 - Veterinary Diagnostic Imaging
- AHT 1530 - Animal Nutrition
- AHT 1540 - Animal Health Pharmacology
- COM 1020 - Workplace Communication

Total Credits

Total Credits: 30

Second Year

Fall Semester: September - December

- AHT 2020 - Veterinary Anesthesiology
- AHT 2030 - Clinical Veterinary Lab Procedures
- AHT 2040 - Introduction to Veterinary Surgery and Dentistry
- AHT 2050 - Introduction to Clinical Procedures
- AHT 2060 - Introduction to Animal Welfare and Veterinary Ethics

Winter Semester: January - April

- AHT 2510 - Small Animal Disorders
- AHT 2520 - Large Animal Disorders
- AHT 2530 - Applied Veterinary Surgical and Dental Procedures
- AHT 2540 - Large Animal Clinical Procedures
- AHT 2550 - Small Animal Clinical Procedures

Total Credits

Total First Year Credits:	30
Total Second Year Credits:	30
Total Required Credits:	60

Spring Semester: May - June

- AHT 2950 - Industry Practicum

## On-Line Program Requirements

### First Year

#### Summer Semester: July - August (On Campus)

##### Block 1 - 7 Weeks

- AHT 1010 - Introduction to Veterinary Laboratory Procedures
- AHT 1040 - Animal Breeds, Behavior and Management (Part 1)
- AHT 1030 - Animal Anatomy and Physiology (Lab section only)

#### Fall Semester: September - December (On-Line)

##### Block 2 - 15 Weeks

- AHT 1030 - Animal Anatomy and Physiology (Theory Only)
- AHT 1040 - Animal Breeds, Behavior and Management (Part 2)
- COM 1010 - Communications and Personal Management

#### Winter Semester: January - April (On-Line)

##### Block 3 - 15 Weeks

- AHT 1530 - Animal Nutrition
- AHT 1540 - Animal Health Pharmacology
- MGT 1510 - Professional Practice

#### Spring Semester: May - June (On Campus)

##### Block 4 - 10 Weeks

- AHT 1520 - Veterinary Diagnostic Imaging
- AHT 1510 - Applied Veterinary Lab Procedures
- AHT 2050 - Introduction to Clinical Procedures
- AHT 1050 - Client Relations in Animal Health Care

## Second Year

### Fall Semester: September - December (On-Line)

#### Block 5 - 15 Weeks

- AHT 2510 - Small Animal Disorders
- AHT 2520 - Large Animal Disorders
- AHT 2060 - Introduction to Animal Welfare and Veterinary Ethics

### Winter Semester: January - April (On-Line)

#### Block 6 - 15 Weeks

- AHT 2020 - Veterinary Anesthesiology
- AHT 2030 - Clinical Veterinary Lab Procedures (Part 1)
- AHT 2040 - Introduction to Veterinary Surgery and Dentistry (Part 1)
- AHT 2540 - Large Animal Clinical Procedures (Part 1)
- AHT 2550 - Small Animal Clinical Procedures (Part 1)

### Spring Semester: May - June (On Campus)

#### Block 7- 10 Weeks

- AHT 2030 - Clinical Veterinary Lab Procedures (Part 2)
- AHT 2040 - Introduction to Veterinary Surgery and Dentistry (Part 2)
- AHT 2530 - Applied Veterinary Surgical and Dental Procedures
- AHT 2540 - Large Animal Clinical Procedures (Part 2)
- AHT 2550 - Small Animal Clinical Procedures (Part 2)

### Summer Semester

#### Block 8 - 6 weeks

- AHT 2950 - Industry Practicum

### Total Credits

Total First Year Credits:	36
Total Second Year Credits:	24
Total Required Credits:	60

## Further Olds College Opportunities

Graduates who have achieved a GPA of 2.50 are eligible to apply for the Olds College Bachelor of Applied Science degree program.

## Graduation Requirements

To obtain a diploma a student must achieve:

1. Completion of all required courses – 60 credits – as listed in the program requirements
2. A cumulative GPA of 2.00
3. Satisfactory completion of practical experience and/or assignments as may be required.
4. Fulfillment of the Graduation Policy – Residency Requirement

## Apparel Technology

### Program Summary

### Two-Year Diploma

(Offered exclusively at Olds campus)

FOUR SEMESTERS

Fall: September - December

Winter: January - April

### Two Majors

## Fashion Apparel Major

The Fashion Apparel major prepares graduates to contribute to the growth and development of the custom apparel industry by providing educational excellence in couture, fitting, patternmaking, alterations and small business management. Faculty work closely with members of the fashion industry to ensure that graduates are able to meet the demands of the industry. Through industry visits and participation in fashion events, students are exposed to various aspects and opportunities within the fashion industry.

Many graduates of the Olds College Fashion Apparel major pursue businesses of their own, providing a much needed service of creating custom apparel, or filling a niche market. Other opportunities include tailoring, seamstress, alterations and apparel

design. Graduates of the Fashion Apparel major can also build on their skill base and pursue various other streams of the fashion industry.

## Costume Cutting and Construction Major

The performing arts industry is a demanding and creative industry in which to work. The Costume Cutting and Construction major prepares its graduates to contribute to the Performing Arts and Entertainment industries by providing educational excellence in both modern and historical patternmaking, costume construction for women's and menswear, and historical men's tailoring. Students of the Costume Cutting and Construction major receive a strong foundation in skills needed for apparel construction and pattern design. They then build upon that foundation with techniques that are specific to costuming. Through costuming workshops, students are introduced to the basic techniques in millinery, shoes, make-up, collars and ruffs, and costume breakdown.

Students will work with costume designers to construct and adapt garments for theatre and film. They will learn to cut costumes for a specific show and to work with actors/actresses and other production crew. Students in the Costume Cutting and Construction major will work on a major theatre production through a practicum experience with Red Deer College.

### Program Details

### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at <http://www.oldscollege.ca/programs/pdfs/factsheets/Fashion.pdf>

### Admission Requirements

Applicants must have:

- a) High school diploma or its equivalent with
- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure Math 20 or Applied Math 20

#### **OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office.

#### **NOTES:**

- It is recommended that students who are applying for the Apparel Technology diploma have average to above average sewing skills.
- It is recommended that students entering under Alternate Admission Status register for CSS 6000 - College Success Skills offered the week before classes begin in the Fall.

- It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets. High School students are encouraged to complete CTS modules 1010, 1020, 1030 and 1060.
- When applying for the Fashion program, clearly indicate the desired major on the application form. There are a limited number of seats in each area and therefore, early application is encouraged.

## Transfer Agreements

Transfer Agreements are in process.

## Program Requirements

### First Year - Both Majors

#### Fall Semester: September - December

- CMP 1100 - Computer Applications I
- APT 1100 - Apparel Construction I
- APT 1120 - Textiles
- APT 1745 - Pattern Design for Lower Torso
- COM 1020 - Workplace Communication

#### Winter Semester: January - April

- ACT 1000 - Recordkeeping
- APT 1160 - History of Clothing
- APT 1200 - Apparel Construction II
- APT 1240 - Apparel Design
- APT 1740 - Pattern Design for Upper Torso

### Total Credits

Total Credits: 30

### Second Year Costume Cutting and Construction Major

Fall Semester: September - December

- APT 2400 - Tailoring
- CCC 1000 - Pattern Design for Menswear
- CCC 2050 - Costume Cutting and Construction
- CCC 2400 - Introduction to the Arts and Entertainment Industry
- CCC 2160 - Couture for Stage

Winter Semester: January - April

- APT 2340 - Designing with Knits
- CCC 2300 - Men's Tailoring
- CCC 2600 - Costume Cutting and Construction Practicum
- CCC 2200 - Costuming Workshops
- COM 1030 - Workplace Professionalism

Total Credits

Total Credits: 30

Second Year Fashion Apparel

Fall Semester: September - December

- APT 2400 - Tailoring
- FAP 2445 - Computerized Pattern Design
- FAP 2440 - Advanced Pattern Design
- MKG 1020 - Principles of Marketing
- FAP 2450 - Couture and Specialty Fabrics

Winter Semester: January - April

- MGT 2100 - Small Business Planning and Management
- APT 2340 - Designing with Knits
- FAP 2470 - Digital Media for Fashion
- FAP 2530 - Apparel Industry Practices
- COM 1030 - Workplace Professionalism

## Total Credits

Total Credits: 30

## Total Credits

Total First Year Credits:	30
Total Second Year Credits:	30
Total Required Credits:	60

## Graduation Requirements

To earn an diploma students must achieve the following:

1. A total of 60 credits
2. A GPA of 2.00 or better
3. Completion of all required courses as outlined in the program requirements
4. Fulfillment of the Graduation Policy – Residency Requirement

## Olds College/University Transfer Information

All Transfer Agreements are being submitted for assessment.

## Apprenticeship Programs

### Descriptions

Offered only to apprentices registered in Alberta registering for technical training at Olds College.

Registered apprentices receive notification listing the dates for technical training sessions at the college offering training for their specific trade from Alberta Apprenticeship and Industry Training.

Apprentices are encouraged to register as soon as they receive their notification in early May to ensure a seat, as spaces are allocated on a first come, first serve basis.

### Fees

As set by the Alberta Apprenticeship and Industry Training – \$752 + \$64 Material Fee + Olds College Administrative Fees for each session.

## Apprenticeship Programs List

# **Agricultural Equipment Technician**

## **Carpentry**

## **Welder**

## **Heavy Equipment Technician**

## **Landscape Gardener**

The information you are receiving is current, but please be advised that all programs are subject to revision.

Apprenticeship is a combination of on-the-job and technical training in an earning-while-learning arrangement that leads to certification as a journeyman certificate in a recognized trade. The apprenticeship programs at Olds College are under the administration of Alberta Apprenticeship and Industry Training. Apprentices work under a qualified tradesman becoming familiar with the principles, skills, tools and the materials of a trade. Depending on the trade, the term of apprenticeship varies from three to four years.

The trades that Olds College provides technical training for, are three and four year trades. During this time apprentices are indentured (under contract) to an employer(s) who has agreed to provide opportunities for them to work and gain experience in the trade, and allow them to attend in school technical training. Apprentices are usually paid an hourly wage, which increases according to their time, and experience in the trade. Rate of pay is based on a specific percentage of the prevailing journeyman's wage in their shop.

For further information regarding the Agricultural Equipment Technician Apprenticeship, the Carpentry Apprenticeship, or the Welding Apprenticeship, please contact:

Gord Ahner  
Apprenticeship Coordinator  
403-556-8296  
Email: [gahner@oldscollege.ca](mailto:gahner@oldscollege.ca)

For further information regarding the Landscape Gardener Apprenticeship, please contact:

Darlene Morton  
403-556-4775  
Email: [dmorton@oldscollege.ca](mailto:dmorton@oldscollege.ca)

## **Certification**

Alberta Apprenticeship and Industry Training awards apprentices completing all four-years successfully, a completion of Apprenticeship and Journeyman's Certificate of Proficiency in the apprentice's trade of choice. Those apprentices who attain a pass on the optional Inter-Provincial Examination for this trade will qualify for The Inter-Provincial Red Seal, which ensures recognition of qualifications in most Canadian provinces.

To enter an apprenticeship program and become an apprentice, registrants must be at least 16 years of age and have the educational qualifications for the specific trade. (See individual program descriptions below).

Apprentices attending Olds College must be first indentured as apprentices in the Province of Alberta unless special

circumstances exist.

## Application Procedures

All applications and inquiries regarding becoming an apprentice should be made to a Regional Service Centre of Alberta Apprenticeship and Industry Training.

Prospective apprentices are encouraged to visit the Alberta Apprenticeship and Industry Training website [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)

**NOTE:** Applications need to be printed from this site. Offices are located at:

### **BONNYVILLE**

New Park Place  
Box 8115  
5201 – 44 Street  
Bonnyville, AB, T9N 2J4  
Phone: (780) 826-4175  
Fax: (780) 826-1904  
E-mail: [AIT.Bonnyville@gov.ab.ca](mailto:AIT.Bonnyville@gov.ab.ca)

### **CALGARY**

Fisher Park II  
100 – 6712 Fisher Street SE  
Calgary, AB, T2H 2A7  
Phone: (403) 297-3100  
Fax: (403) 297-3799  
E-mail: [AIT.Calgary@gov.ab.ca](mailto:AIT.Calgary@gov.ab.ca)

### **CALGARY**

7th Floor, Century Park Place  
855 – 8th Avenue SW  
Calgary, AB, T2P 3P1  
Phone: (403) 297-6457  
Fax: (403) 297-4492  
E-mail: [AIT.Calgary@gov.ab.ca](mailto:AIT.Calgary@gov.ab.ca)

### **EDMONTON**

7th Floor, South Tower  
Seventh Street Plaza  
10030 – 107th Street  
Edmonton, AB, T5J 4X7  
Phone: (780) 427-8517  
Fax: (780) 422-3734  
E-mail: [AIT.Edmonton@gov.ab.ca](mailto:AIT.Edmonton@gov.ab.ca)

### **FORT MCMURRAY**

Box 19, 7th Floor, Provincial Building  
9915 Franklin Avenue  
Fort McMurray, AB, T9H 2K4  
Phone: (780) 743-7150  
Fax: (780) 743-7492  
E-mail: AIT.FortMcMurray@gov.ab.ca

### **GRANDE PRAIRIE**

Suite 100, Towne Centre Mall  
9845-99 Avenue  
Grande Prairie, AB, T8V 0R3  
Phone: (780) 538-5240  
Fax: (780) 538-5237  
E-mail: AIT.GrandePrairie@gov.ab.ca

### **HINTON**

568 Carmichael Lane  
Hinton, AB, T7V 1S8  
Phone: (780) 865-8293  
Fax: (780) 865-8269  
E-mail: AIT.Hinton@gov.ab.ca

### **LETHBRIDGE**

Room 280, Provincial Building  
200 – 5th Avenue South  
Lethbridge, AB, T1J 4C7  
Phone: (403) 381-5380  
Fax: (403) 381-5795  
E-mail: AIT.Lethbridge@gov.ab.ca

### **MEDICINE HAT**

104 Provincial Building  
346 – 3rd Street SE  
Medicine Hat, AB, T1A 0G7  
Phone: (403) 529-3580  
Fax: (403) 529-3564  
E-mail: AIT.MedicineHat@gov.ab.ca

### **PEACE RIVER**

9715 – 100th Street  
Bag 900-28  
Peace River, AB, T8S 1T4  
Phone: (780) 624-6529  
Fax: (780) 624-6476  
E-mail: AIT.PeaceRiver@gov.ab.ca

### **RED DEER**

3rd Floor, First Red Deer Place

4911 – 51 Street  
Box 302  
Red Deer, AB, T4N 6V4  
Phone: (403) 340-5151  
Fax: (403) 340-5153  
E-mail: AIT.Reddeer@gov.ab.ca

### **SLAVE LAKE**

Box 787  
Lakeland Centre  
101 Main Street SE  
Slave Lake, AB, T0G 2A0  
Phone: (780) 849-7228  
Fax: (780) 849-7356  
E-mail: AIT.SlaveLake@gov.ab.ca

### **VERMILION**

Box 26, 1st Floor, Provincial Bldg  
4701 – 52 Street  
Vermilion, AB, T9X 1J9  
Phone: (780) 853-8150  
Fax: (780) 853-8203  
E-mail: AIT.Vermilion@gov.ab.ca

## **Agricultural Equipment Technician Apprenticeship**

### **Program Summary**

#### **FOUR-YEAR PROGRAM**

Eight-Weeks Each Year

The Alberta Agricultural Machinery Industry and Alberta Apprenticeship and Industry Training and Alberta Advanced Education and Technology initiated a four-year Agricultural Equipment Technician apprentice program. This program has been in place since the Fall of 2001.

#### **PROGRAM DESCRIPTION**

Agricultural Equipment Technician apprenticeship may be for you if you are an individual who likes a technically challenging career working with machinery, and/or with computers, a rural lifestyle and assisting the industry that grows our food.

### **Admission Requirements**

Completion of Grade 12 and have a minimum of Alberta Pure Math 10 or Applied Math 10, or pass an entrance examination administered by Alberta Apprenticeship and Industry Training.

## Employment Opportunities

Agricultural Equipment Technicians may work in a dealer's service centre or may travel to farms to work on agricultural equipment. In addition, Agricultural Equipment Technicians typically repair and overhaul engines, mechanical and power-shift transmissions, hydraulic and electrical systems on tractors, tillage machinery, and harvesting equipment. They also assemble and adjust new farm machinery and related equipment. Agricultural Equipment Technicians may specialize in specific areas including engine overhaul, hydraulics, electrical systems, power transmissions, fuel injection, or other related agricultural equipment.

## Training Period Description

Subject areas are listed below for each in-school technical training period consisting of four eight-week training periods coinciding with years of work related experience.

**First Period Training Topics Include:** Safety, tools and skills, materials, electrical welding and oxyfuel cutting, basic electrical, basic hydraulics, power trains and agricultural equipment.

**Second Period Training Topics Include:** Engine fundamentals, service and repair, engine systems, diesel fuel injection, electronic fuel management and heavy duty charging and cranking systems.

**Third Period Training Topics Include:** Spraying equipment, air conditioning, heating systems, agricultural equipment, braking systems, seeding systems, precision farming, preventive maintenance, failure analysis and advanced power trains.

**Fourth Period Training Topics Include:** Advanced hydraulics, electrical and electronic diagnosis, hydraulic, power shift transmissions and steering and suspension systems.

## Carpentry Apprenticeship

### Program Summary

#### **FOUR-YEAR PROGRAM**

Eight-Weeks of training each year - Olds College offers all four periods of training.

Applicants must be indentured as apprentices and employed in the carpentry trade prior to entering technical training at Olds College.

### Program Description

A carpentry apprenticeship may be for you if you are an individual who enjoys a challenging career working with your hands, building structures that will be a part of the community for years into the future.

### Training Period Descriptions

First Period training includes the following: Safety, building materials, hand and power tools, site preparation and building layout, foundations, floor framing and estimating and plan development.

Second period training includes the following: Frame structures, residential roofs, interior and exterior finishes, wood stairs and estimating and plans.

Third period training includes the following: Safety, concrete, building layout, commercial formwork, commercial interior, timber construction and estimating and plans.

Fourth period training includes the following: Safety, interior finishes, exterior finishes, roof frame and stairs, building design and renovations, energy efficiency and building science, estimating and plans.

## Employment Opportunities

Carpenters work in a wide variety of areas within the trade, these consist of concrete forming, building framing, site preparation, estimating, site supervision and facility repairs and renovations. A carpenter has the opportunity to be employed by a construction company or to be self-employed.

## Welding Apprenticeship

### Program Summary

#### **THREE-YEAR PROGRAM**

Eight-Weeks Training Each Year

Olds College offers all three-periods of training

Applicants must be indentured as apprentices and employed in the welding trade prior to entering technical training at Olds College.

#### **PROGRAM DESCRIPTION**

A welding apprenticeship may be for you if you are an individual who likes a technically challenging career working with several different types of metals in fabrication and repair fields of the industry.

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/WeldingApprenticeship.pdf>

## Employment Opportunities

Welders work in a wide array of fields of the industry from pipeline construction to fabrication in a factory setting. The welder could be operating a modern mobile unit welder or working in a well equipped shop.

## Training Period Description

## **TRAINING PERIOD DESCRIPTIONS**

Subject areas are listed below for each in school training period.

**First Period Training Topics Include:** Safety, tools, welding faults, oxy-fuel welding, shielded metal arc welding, gas metal arc welding, flux core arc welding, submerged arc welding, and trade math problems.

**Second Period Training Topics Include:** SMAW Two, GTAW One, GMAW and FCAW Two, Pattern Development and Drawing Interpretation.

**Third Period Training Topics Include:** SMAW Three, GTAW Two, Drawing Interpretation, and Trade Science.

## **Admission Requirements**

Applicants must have a minimum of Grade 9 or pass an entrance exam prepared and administered by the Apprenticeship and Industry Training Division of Alberta Learning.

## **Heavy Equipment Technician Apprenticeship**

### **Program Summary**

#### **FOUR-YEAR PROGRAM**

Eight-weeks each year with different exit points and credentials.

Applicants must be indentured as apprentices and employed in the heavy equipment industry prior to entering technical training at Olds College.

#### **PROGRAM DESCRIPTION**

A Heavy Equipment Technician apprenticeship may be for you if you are an individual who likes a technically challenging career working with large off road machinery, trucks, trailers and buses or other heavy industrial machinery.

### **Admission Requirements**

Applicants must have a minimum of Grade 11 or pass an entrance exam prepared and administered by the Apprenticeship and Industry Training Division of Alberta Advanced Education and Technology.

### **Employment Opportunities**

Heavy Equipment Technicians may work in equipment dealer's service centres, resource company shops, trucking firms, industrial plants, and municipal shops. Heavy Equipment Technicians typically repair and overhaul engines, mechanical and power-shift transmissions, hydraulic and electrical systems on mobile and stationary equipment.

## Training Period Descriptions

Subject areas are listed below for each in school training period.

**First Period Training Topics Include:** Safety, tools, material and equipment, truck and trailer suspension, wheels and systems, hydraulic and air brake systems, basic electrical, basic electronics, and hydraulics.

**Second Period Training Topics Include:** Engine fundamentals, service and repair, engine systems, diesel fuel injection, electronic fuel management and heavy duty charging and cranking systems.

**Third Period Off Road Training Topics Include:** Advanced hydraulics, electrical and electronic diagnosis, hydraulic, power shift transmissions and steering and suspension systems.

**Fourth Period On-Road Training Topics Include:** Power steering systems, truck and transport power train, air conditioning, antilock braking systems, and vehicle electrical and electronic diagnosis and failure analysis.

## Landscape Gardener Apprenticeship

### Program Summary

#### **FOUR-YEAR PROGRAM**

Eight weeks technical training each year

Applicants are indentured as apprentices and employed in the Landscape/Horticulture industry prior to entering technical training at Olds College.

#### **PROGRAM DESCRIPTION**

If you like to work with plants and are interested in growing, installing and maintaining trees, flowers and turf grass in ornamental landscapes this program is for you. Does the idea of earning while learning as you work toward certification as a journeyman suit your lifestyle and career goals? You will work with hard landscaping including pavers, wood construction projects and water features.

### Admission Requirements

To enter the Landscape Gardener Apprenticeship program you must be at least 16 years of age and have a minimum of a Grade 9 education or its equivalent or pass an entrance examination administered by Alberta Apprenticeship and Industry Training.

### Employment Opportunities

During your apprenticeship and as a journeyman you can find employment throughout the widely varied horticulture industry. A list of some of the possibilities include: parks/golf course maintenance, retail/wholesale horticulture marketing and sales, nursery production, green house production, sod production, landscape construction, installation and maintenance, tree care, and pest control.

Depending on your aptitude, interests and experience you may eventually become self-employed or work for someone else in the private or public sector.

## Training Period Descriptions

Subject areas for each technical training period are listed below.

**First Period Training Topics Include:** Workplace safety, tools and machinery, soils, plant identification, botany, greenhouse production, and landscape construction.

**Second Period Training Topics Include:** Sales and communications, basic surveying, landscape construction, greenhouse structures and environments, plant identification, pests and pest management, pesticide use and safety, and turf maintenance.

**Third Period Training Topics Include:** Landscape design, interior plantscape maintenance, plant identification, and herbaceous ornamentals in the landscape, plant physiology, irrigation, arboriculture, and plant production.

**Fourth Period Training Topics Include:** Landscape design; landscape construction, irrigation, estimating and tendering, plant identification, and nursery and sod production.

## Other Opportunities for LGAP

Journeymen wishing to continue their technical training in a more specialized vein can apply to the Ornamental Horticulture or Turfgrass Management program. Recognition of Prior Learning may be granted based on relevant work experience, training and recognized certification through the College Prior Learning Assessment and Recognition process. Journeymen Landscape Gardeners who obtained better than 75% in their examinations may apply for entrance into the Arboriculture, Landscape Management majors or Turfgrass Management.

Journeymen will receive credits for Prior Learning (varies with major) for training taken in the Landscape Gardener Apprenticeship program.

These applications will be handled on a case by case basis.

Upon completion of a diploma, journeymen may apply to continue in the third-year of the Bachelor of Applied Science Degree Program.

# Bachelor of Applied Science - Agribusiness

## Program Summary

**TWO-YEAR DIPLOMA PLUS THIRD YEAR – ACADEMIC STUDY**

Two-Semesters  
Fall: September - December  
Winter: January - April

#### **FOURTH YEAR – DIRECTED FIELD STUDY**

Eight Months Commencing with the Industry Placement

The information you are receiving is current but please be advised that all programs are subject to revision.

## Program Details

Two Year Diploma plus Third Year Academic Study

Two-Semesters  
Fall: September - December  
Winter: January - April

Fourth Year Directed Field Study

Eight Months Commencing with the Industry Placement

The information you are receiving is current but please be advised that all programs are subject to revision.

## Admission Requirements

Admission to the Bachelor of Applied Science – Agribusiness degree program requires successful completion of a two-year diploma program at Olds College (or an equivalent diploma program or related bachelor degree, from another accredited college or institution) with a GPA of at least 2.50 or the consent of the program team within the school.

## Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: [http://www.oldscollge.ca/programs/pdfs/factsheets/BAppSc\\_Agribusiness.pdf](http://www.oldscollge.ca/programs/pdfs/factsheets/BAppSc_Agribusiness.pdf)

## Program Requirements

Third Year

Fall Semester: September - December

- MGT 3100 - Financial Management
- MGT 3200 - Project Management for Agriculture
- MGT 3400 - Human Resources Management
- MKG 3000 - Marketing
- MGT 3333 - Agriculture Innovation and Leadership
- BAS 3999 - Introduction to Self Directed Learning

Winter Semester: January - April

- MGT 3333 - Agriculture Innovation and Leadership Continues
- BAS 3999 - Introduction to Self Directed Learning Continues
- MGT 3500 - Applied Research
- MKG 2020 - Personal Selling/Customer Relationship Management
- MGT 4000 - Strategic Business Management
- MKG 3500 - International Marketing

Fourth Year - Required course

Two Semesters - Eight Months

BAS 4999 - Directed Field Study

Students are required to pay the tuition fee for each term of BAS 4999 prior to commencement of the term.

- BAS 4999 - Directed Field Study

Total Credits

Total Third Year Credits: 30

Total Directed Field Study Credits: 30

Total Required Credits: 60

Graduation Requirements

Students must complete the following to qualify for the Bachelor of Applied Science - Agribusiness degree:

1. Two semesters of academic study at Olds College (30 credits)
2. Two semesters (eight months) of Directed Field Study (30 credits)
3. Complete all courses successfully and have a GPA of 2.50 or better
4. Fulfillment of the Graduation Policy - Residency Requirement

## **Bachelor of Applied Science - Horticulture**

# Program Summary

## Three Majors

- Golf Course Management Major
- Landscape Management Major
- Production Horticulture Major

## Two-Year Diploma plus Third Year - Academic Study

### Two Semesters

- Fall: September - December
- Winter: January - April

## Fourth-Year - Directed Field Study

Eight months commencing with the industry placement.

## Applied Degree Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: [http://www.oldscollege.ca/programs/pdfs/factsheets/BAppSc\\_Production\\_Hort.pdf](http://www.oldscollege.ca/programs/pdfs/factsheets/BAppSc_Production_Hort.pdf);

[http://www.oldscollege.ca/programs/pdfs/factsheets/BAppSc\\_Landscape\\_Mgmt.pdf](http://www.oldscollege.ca/programs/pdfs/factsheets/BAppSc_Landscape_Mgmt.pdf)

[http://www.oldscollege.ca/programs/pdfs/factsheets/BAppSc\\_Golf\\_Course\\_Mgmt.pdf](http://www.oldscollege.ca/programs/pdfs/factsheets/BAppSc_Golf_Course_Mgmt.pdf)

## Admission Requirements

Applicants must have the following:

### 1. Academic Qualifications

a) a diploma in horticulture with a minimum 2.50 GPA or department consent

**OR**

b) a degree in a closely related area

2. A minimum of 640 hours work experience in the horticulture industry

## Golf Course Management Major

The Golf Course Management major prepares graduates to succeed in the golf course industry as leaders, managers, and technicians who strive to create value for all golf course stakeholders. The curriculum reflects key competencies found in the

CGSA's National Occupational Standards. In mastering these competencies, students learn how to manage a golf course system and the various sub-systems found within.

The Golf Course Management major brings together the strengths of both academic and workplace learning and provides students with the opportunity to further develop those areas of knowledge and skill identified as important to success in managing a golf course. Students will gain increased abilities to manage design, construction, and maintenance projects; manage water effectiveness and efficiency; find and understand relevant technical and scientific materials; manage environmental issues and human and financial resources; write clear, concise reports, and make effective oral presentations.

## Program Requirements

### Third Year Required Courses

Fall Semester: September - December

- BAS 3999 - Introduction to Self Directed Learning
- BHO 3100 - Research Methods
- BHO 3300 - Project Management Principles
- BHO 4710 - Ethics and Pest Management
- TRF 4100 - Environmental Management for Golf Courses

Winter Semester - Required Courses

- MKG 3000 - Marketing  
OR
- MGT 3400 - Human Resources Management
  
- BHO 3800 - Plant Environment Systems
- BHO 4000 - Integrated Project
- MGT 3000 - Small Business Planning and Management
- TRF 4000 - Golf Course Master Planning

Fourth Year - Required Course

- BAS 4999 - Directed Field Study

## Total Credits

Total Credits Third Year: 30  
Total Credits Fourth Year: 30  
Total Required Credits: 60

## Landscape Management Major

The Landscape Management major prepares graduates to succeed in the landscape industry as leaders, managers, and technicians who strive to create value for all stakeholders. Graduates will develop the strong analytical and problem solving abilities and business and technical knowledge they require to manage all aspects of landscape projects.

The Landscape Management major prepares students for a career in managing the landscape design process, the landscape construction process, the landscape maintenance process, the tree care process and the business practices involved in all four areas.

An applied degree brings together the strengths of both academic and workplace learning and provides students with the opportunity to further develop those areas of knowledge and skill identified as important to success in the landscape industry. Building upon competencies developed at the diploma level, students gain increased abilities to plan projects; design landscapes; estimate costs; acquire materials; manage human, physical, and financial resources; find and use technical and scientific materials; plan for and manage risk in the landscape; manage environmental issues; write clear, concise reports; make effective oral presentations; and manage public concerns in pursuit of environmental sustainability.

## Program Requirements

### Third Year Required Courses

Fall Semester: September - December

- BAS 3999 - Introduction to Self Directed Learning
- BHO 3100 - Research Methods
- BHO 3300 - Project Management Principles
- BHO 4710 - Ethics and Pest Management
- ELM 3500 - Presentation Graphics

### Winter Semester - Required Courses

- MGT 3400 - Human Resources Management  
OR

- MKG 3000 - Marketing
- BHO 3800 - Plant Environment Systems
- BHO 4000 - Integrated Project
- ELM 4500 - Sustainable Sites
- MGT 3000 - Small Business Planning and Management

## Fourth Year - Required Course

- BAS 4999 - Directed Field Study

## Total Credits

Total Credits Third Year: 30  
 Total Credits Fourth Year: 30  
 Total Required Credits: 60

## Production Horticulture Major

The Production Horticulture Major builds upon knowledge and skills gained through prior diploma training in greenhouse, field and nursery production. Graduates will develop an advanced understanding of both the scientific and business principles involved in all aspects of crop production. Students will also develop strong analytical and problem solving abilities required to make efficient and effective production decisions in addition to managing financial, human and physical resources.

Students will gain increased abilities to work as managers to more effectively learn on the job; to find and understand relevant technical and scientific materials; to manage environmental issues; to manage human and financial resources; to write clear, concise reports and to make effective oral presentations.

An applied degree brings together the strengths of both academic and workplace learning and provides students with the opportunity to further develop those areas of knowledge and skill identified as important to success in the production industry. Building upon competencies developed at the diploma level, students gain increased abilities to plan projects; schedule crops, initiate appropriate pest management practices; acquire materials; manage human, physical and financial resources; find and use technical and scientific materials; plan for and manage risk in the business of production; manage environmental issues; write clear, concise reports; make effective oral presentations; and manage public concerns in pursuit of environmental sustainability.

## Program Requirements

### Third Year Required Courses

## Fall Semester: September - December

- BAS 3999 - Introduction to Self Directed Learning
- BHO 3100 - Research Methods
- BHO 3300 - Project Management Principles
- BHO 4710 - Ethics and Pest Management
- PRH 3530 - Technology Applications in Production Horticulture

## Winter Semester - Required Courses

- MGT 3400 - Human Resources Management  
OR
- MKG 3000 - Marketing
- BHO 3800 - Plant Environment Systems
- BHO 4000 - Integrated Project
- MGT 3000 - Small Business Planning and Management
- PRH 3540 - Biotechnology

## Fourth Year Required Course

- BAS 4999 - Directed Field Study

## Total Credits

Total Credits Third Year: 30  
Total Credits Fourth Year: 30  
Total Required Credits: 60

## Graduation Requirements

The academic portion of the Applied Degree program consists of 30 credits of core courses taken by the Golf Course Management major, the Landscape Management major, and the Production Horticulture major.

Students must complete the following to qualify for the Bachelor of Applied Science:

- Two semesters of academic study at Olds College (30 credits)
- One eight-month period of Directed Field Study (30 credits)
- Complete all courses successfully and have a GPA of 2.50 or better
- Fulfillment of the Graduation Policy – Residency Requirement
- Successful completion of the Olds College Writing Proficiency Exam

# **Business Administration**

## **Program Summary**

### **Four Semesters (first two semesters are the Certificate program)**

FOUR SEMESTERS  
Fall: September - December  
Winter: January - April

#### **FALL ENTRY**

Olds College has made every effort to include accurate information, however, reserves the right to make changes that may be significantly different from this version.

## **Four Majors**

Accounting Major

Marketing and Sales Major

General Management Major

Sports Management Major

### **Marketing and Sales Major**

This major is designed to prepare you to take on a position dedicated to the marketing and sale of a variety of products and services. This major is suited to the career-minded individual who hopes to assume a sales management position in the future.

### **General Management Major**

This major prepares you for a variety of positions in business including a management role in a designated business unit or as part of the general management team. Options in this major provide flexibility to accommodate your diverse business interests while preparing you for transfer to a degree program.

### **Accounting Major**

The accounting major is designed to prepare you for entry level accounting positions and to fulfill the transfer requirements for degree and professional accounting designations.

## Sports Management Major

This major prepares you for various positions in the management of local, regional, national and global sports organizations.

## Program Details

### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at : <http://www.oldscollege.ca/programs/pdfs/factsheets/BusinessAdmin.pdf>

### Admission Requirements

Successful completion of the one year Business Management Certificate or equivalent.

#### **OR**

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office.

## Program Description

### Further Olds College Opportunities

Graduates who have achieved a GPA of 2.50 are eligible to apply for the Olds College Bachelor of Applied Science degree program.

### University Transfer

Olds College currently has 2+2 block transfer agreements in place for our Business Administration Diploma graduates with the University of Lethbridge (Lethbridge, Calgary, Edmonton), Okanagan College (Kelowna) and Royal Roads University (Victoria). We continue to negotiate other university transfer agreements.

For more information see Olds College/University Transfer Section and also consult the Calendar sections regarding Transfers and Exchanges at <http://www.oldscollege.ca/recruitment/apply-for-admission/transfers-exchanges.html>

# Program Requirements

## Common First Year

### Fall Semester: September - December

- ACT 1011 - Accounting Principles I
- BUS 1050 - Business Mathematics
- ECN 1010 - Microeconomics
- MGT 1000 - Principles of Management  
OR
- SPM 1000 - Principles of Sport Management
- COM 1020 - Workplace Communication

### Winter Semester: January - April

- ACT 1012 - Accounting Principles II
- ECN 1020 - Macroeconomics
- MGT 1200 - Organizational Behaviour
- MKG 1021 - Marketing Principles
- COM 1050 - Business Communications  
OR
- SPM 1200 - Introduction to Coaching

## Total Credits

Total Credits First Year: 30

## Marketing and Sales Major

### Second Year

### Fall Semester: September - December

- MGT 1060 - Business Law
- MGT 3100 - Financial Management
- OR
- ACT 2010 - Managerial Accounting
- MKG 2020 - Personal Selling/Customer Relationship Management
- MGT 3400 - Human Resources Management
- MGT 1410 - Retail Management
- OR
- DSN 1210 - Visual Design and Merchandising

### Winter Semester: January - April

- MGT 2800 - Business Strategy
- MGT 3500 - Applied Research
- MKG 2680 - E-marketing
- MKG 3500 - International Marketing
- COM 1030 - Workplace Professionalism

### Total Credits

Total Credits Second Year: 30

## General Management Major

### Second Year

#### Fall Semester: September - December

- ACT 2010 - Managerial Accounting
- BUS 2000 - Business Statistics
- FIN 2600 - Finance
- MGT 1060 - Business Law
- MGT 3400 - Human Resources Management

#### Winter Semester: January - April

- MGT 2060 - Managing Information Systems
- MGT 2800 - Business Strategy
- MKG 3500 - International Marketing
- COM 1030 - Workplace Professionalism
- MGT 3500 - Applied Research
- OR
- ACT 2600 - Intermediate Financial Accounting: Liabilities and Equities
- OR
- FIN 2900 - Applied Corporate Finance

## Total Credits

Total Credits Second Year: 30

## Accounting Major

### Second Year

#### Fall Semester: September - December

- ACT 2010 - Managerial Accounting
- ACT 2210 - Intermediate Financial Accounting: Assets
- BUS 2000 - Business Statistics
- FIN 2600 - Finance
- MGT 1060 - Business Law

#### Winter Semester: January - April

- ACT 2600 - Intermediate Financial Accounting: Liabilities and Equities
- FIN 2900 - Applied Corporate Finance
- MGT 2060 - Managing Information Systems
- MGT 2800 - Business Strategy
- COM 1030 - Workplace Professionalism

## Total Credits

Total Credits Second Year: 30

## Sports Management Major

### Second Year

#### Fall Semester: September - December

- MKG 2020 - Personal Selling/Customer Relationship Management
- SPM 2200 - Introduction to Coaching - Level 2
- MGT 3100 - Financial Management
- MGT 3400 - Human Resources Management
- SPM 2500 - Event Planning

#### Winter Semester: January - April

- COM 1030 - Workplace Professionalism
- MGT 2800 - Business Strategy
- MGT 3500 - Applied Research
- SPM 2300 - Facility Management
- SPM 2400 - Industrial Relations of Sports

### Total Credits

Total Credits Second Year: 30

### Total Credits

Total First Year Credits:	30
Total Second Year Credits:	30
Total Required Credits:	60

## Graduation Requirements

To obtain a diploma a student must achieve the following:

1. A minimum of 60 credits
2. A cumulative G.P.A. of 2.00

3. Satisfactory completion of practical occupational experience and/or project assignment as may be required; as well as completion of all required courses as listed as program requirements
4. Fulfillment of the Graduation Policy – Residency Requirements.

## **Business Management Certificate**

Business Management Prepares students for entry level positions in management to support local, regional, national, and global organizations.

### **Program Summary**

Two Terms

### **Program Description, Tuition Deposit, Employment Opportunities**

Please click on the link :

### **Admission Requirements**

#### **Fall Semester Intake: September - December**

- ACT 1011 - Accounting Principles I
- BUS 1050 - Business Mathematics
- ECN 1010 - Microeconomics
- MGT 1000 - Principles of Management
- OR
- SPM 1000 - Principles of Sport Management
- COM 1020 - Workplace Communication

#### **Winter Semester: January - April**

- ACT 1012 - Accounting Principles II
- ECN 1020 - Macroeconomics
- MGT 1200 - Organizational Behaviour
- MKG 1021 - Marketing Principles
- COM 1050 - Business Communications
- OR
- SPM 1200 - Introduction to Coaching

## Total Credits

Total 30 credits

## Graduation Requirements

To obtain a certificate a student must achieve the following:

1. A minimum of 30 credits
2. A cumulative G.P.A. of 2.00
3. Fulfillment of the Graduation Policy - Residency Requirements.

## Career and Academic Preparation

# Career and Academic Preparation

The information that you are receiving is current but please be advised that all programs are subject to revision.

Career and Academic Preparation at Olds College offers a wide range of courses to prepare students for further skill training programs, technical institutes, colleges, universities, or for direct employment.

Both a basic education and a high school Alberta Education accredited program are offered. Courses cover skills from literacy to Grade 12. Students are placed into courses according to their needs, career goals and the results of placement tests.

### **Make the Most of Your Future!**

Ever think about completing high school?

How about improving your high school marks?

Have you got a career in mind that starts at college or university or requires a new skill set?

Regardless of what high school courses or skills training you want, or whether you want to attend part-time or full-time, Olds College can accommodate your learning goals with a wide range of courses. Olds College in partnership with Chinooks Edge School Division (CESD) is providing the opportunity for adult students to remain in their home communities and complete their high school courses. Olds College Academic Upgrading will be present in the communities of Sylvan Lake, Red Deer, Innisfail, Didsbury and Olds at the CESD Outreach schools. Students will be registered as Olds College students and will receive support and assistance from staff at Olds College and CESD.

### **BASIC EDUCATION – GENERAL PROGRAM**

The Basic Education program has three levels, which cover the grade equivalents of 1 to 3 (Level I), 4 to 6 (Level II), and 7 to 9 (Level III).

English and mathematics courses form the core of the program. Life and employment skills issues such as problem solving, decision making, budgeting, resume writing and computer usage are included. Courses offered are both instructor-directed and/or self-directed learning.

# Career and Academic Preparation

Customize your education towards skill training programs, prepare for entrance into colleges and universities or update your computer training to get a better job. This program is designed to meet your individual needs by improving your academic skills. Adult learners can upgrade academic high school courses from September to June. The goal of our program is to prepare learners for post-secondary opportunities.

## HIGH SCHOOL PROGRAM

Students can enroll on a part-time or full-time basis. High School courses are offered in a self-paced environment with support from certified teachers. You will be placed into courses according to your needs, career goals and results of placement tests (if required).

### Courses Offered:

Biology	20/30
Career Transitions	20/30
Chemistry	20/30
English	ELA 10 – 1 & 2; ELA 20 – 1 & 2; ELA 30 – 1 & 2
Mathematics	10/20/30 Pure & Applied
Social Studies	10/13/20/23/30/33

CTS courses offered are in the strands Information Processing (Computers).

Other courses are provided on an as needed basis only.

Contact (403) 556-8285 or [snotley@oldscollege.ca](mailto:snotley@oldscollege.ca) regarding requirements and placement in the program.

Contact (403) 507-7715 or [info@oldscollege.ca](mailto:info@oldscollege.ca) for an application form or visit the Olds College website at [www.oldscollege.ca](http://www.oldscollege.ca)

**NOTE:** A \$150 per course textbook security deposit must be paid at registration. Half of this deposit will be refunded upon return of the undamaged textbooks.

## ADMISSION REQUIREMENTS

If you have been out of school for three or more years, you must arrange testing through the Career and Academic Preparation office at (403) 556-8351 or e-mail [snotley@oldscollege.ca](mailto:snotley@oldscollege.ca)

If you have attended school within the last three years, you must make an appointment with the program personnel to discuss your academic plans.

You may apply for financial assistance to attend through the Alberta Works Human Services.

Information is available through the local office of Alberta Works Human Services or call (403) 556-8285 or e-mail [snotley@oldscollege.ca](mailto:snotley@oldscollege.ca)

## Carpentry Apprenticeship

Please refer to Apprenticeship Programs

## Case New Holland Tech Training

This two week training is product specific for Apprentices who are employed by Case New Holland Dealers.

## Program Summary

### FOUR YEAR PROGRAM

The CNH Tech program parallels the four year Ag or Heavy Equipment Apprenticeship Program. The program is designed to enhance the technician's apprenticeship training with Case New Holland product specific training. Each eight week annual apprenticeship training session that the student technician takes will be accompanied by two weeks of Case New Holland product specific training.

## Admission Requirements

Participants in the CNH Tech program must first be indentured as an Agricultural Equipment Technician (AET) apprentice or a Heavy Equipment Technician (HET) apprentice (see entrance requirements for AET or HET). After consultation with their employer, prospective students may apply for admission to the Case New Holland Tech program. This program can also be a stand alone program for journeymen already employed at Case IH or New Holland dealerships.

## Training Period Descriptions

The CNH Tech program is designed to enhance the training obtained in the Agricultural Equipment Technician or Heavy Equipment Technician apprentice program with topics that relate specifically to Case IH & New Holland Equipment.

CNH Tech at Olds College is structured as follows:

### First Period Training Topics Include:

Agricultural Equipment Technician or Heavy Equipment Technician training of eight-weeks followed by two-weeks of Case New Holland product specific training including: Round Baler, Color Monitors, Electronic Service Tool Detailed Report Writing, Information Retrieval, Customer Relations & Personal Finance. Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

### Second Period Training Topics Include:

Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks followed by two-weeks of Case New Holland product specific training including: Heritage CNH Engines, CNH Electronic Engines, Advanced Electronic Service Tool, Electrical Schematic & Customer Relations. Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

### Third Period Training Topics Included:

Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two weeks of Case New Holland Product specific training including: CNH Combines & topics to be determined. Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

### **Fourth Period Training Topics Included:**

Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two-weeks of Case New Holland specific training (content to be determined). Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

### **Graduation**

Graduates of the Case New Holland Tech Training program are awarded a joint Olds College – CNH Certificate upon completion.

### **For Further Information**

For further information regarding the Case New Holland Tech program offered at Olds College

Search [CNH Tech Program](http://oldscollege.ca) at [oldscollege.ca](http://oldscollege.ca)

#### **Or Contact**

Joe Nemeth  
CNH Coordinator Olds College

4500 4500 – 50th Street

Olds, AB, T4H 1R6  
Phone: (403) 556 8255  
E-mail: [jnemeth@oldscollege.ca](mailto:jnemeth@oldscollege.ca)

## **Environmental Horticulture**

### **Program Summary**

#### **Two Year Diploma**

Four Semesters  
Fall: September – December  
Winter: January – April

## TWO MAJORS

Arboriculture Major - Aerial Specialisation  
- Small Tree Specialisation  
Landscape Management Major

## Program Details

### Program Description, Tuition Deposit, Employment Opportunities

Please see Fact Sheets at: <http://www.oldscollege.ca/programs/pdfs/factsheets/HortEnviroArboriculture.pdf>;

[http://www.oldscollege.ca/programs/pdfs/factsheets/HortEnviroLandscape\\_Mgmt.pdf](http://www.oldscollege.ca/programs/pdfs/factsheets/HortEnviroLandscape_Mgmt.pdf);

## Admission Requirements

Applicants must have:

- High school diploma or its equivalent with
- 50% or better in English Language Arts 30-1 or 30-2
- 50% or better in Pure Math 20 or Applied Math 20
- 50% or better in Biology 20 and Chemistry 20 OR Science 30

### OR

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office.

### NOTE:

- It is recommended that students entering under Alternate Admission Status register for CSS 6000 - College Success Skills offered the week before classes begin in the Fall.
- It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets. High school students are encouraged to complete CTS modules 1010, 1020, 1030 and 1060.
- Previous experience in the industry is beneficial but not essential.

## Further Olds College Opportunities

Graduates who have achieved a GPA of 2.50 are eligible to apply for the Olds College Bachelor of Applied Science Degree Program.

## Transfer Agreements

Transfer Agreements are in progress.

## Program Requirements

### Arboriculture Major (Tree Care)

#### First Year

Fall Semester: September - December

- EAB 1010 - Ground Operations
- HRT 1300 - Plant Selection
- PLS 1010 - Plant Science Principles
- SOI 1410 - Urban Soils
- COM 1020 - Workplace Communication

Winter Semester: January - April

- CAD 1000 - Site Assessment Methods
- COM 1030 - Workplace Professionalism
- ELM 1600 - Diseases of Landscape Plants
- PLS 1310 - Ecological Principles and Weed Management
- EAB 2020 - Tree Climbing  
OR
- EAB 2030 - Tree Value and Risk Assessment

#### Second Year

Fall Semester: September - December

- EAB 1000 - Utility Arboriculture

- ELM 2020 - Landscape Maintenance Operations
- ELM 2040 - Urban Forestry
- ELM 2660 - Landscape Pest Management
- HRM 1010 - Human Resources Management  
OR
- MKG 1020 - Principles of Marketing

Winter Semester: January - April

- WTR 2031 - Sustainable Irrigation Practices
- ACT 1000 - Recordkeeping
- EAB 2021 - Pruning Practices
- SOI 2410 - Urban Soil Applications
- EAB 2621 - Aerial Operations  
OR
- EAB 2050 - Report Writing for Arborists

#### Total Credits

Total Credits First Year:	30
Total Credits Second Year:	30
Total Required Credits:	60

#### Landscape Management Major

#### First Year

Fall Semester: September - December

- ACT 1000 - Recordkeeping
- HRT 1300 - Plant Selection
- PLS 1010 - Plant Science Principles
- SOI 1410 - Urban Soils
- COM 1020 - Workplace Communication

Winter Semester: January - April

- CAD 1000 - Site Assessment Methods
- ELM 1010 - Fundamentals of Landscape Construction
- ELM 1600 - Diseases of Landscape Plants
- PLS 1310 - Ecological Principles and Weed Management
- COM 1030 - Workplace Professionalism

## Second Year

### Fall Semester: September - December

- ELM 1000 - Landscape Graphics
- ELM 2020 - Landscape Maintenance Operations
- ELM 2040 - Urban Forestry
- ELM 2510 - Landscape Construction Operations
- ELM 2660 - Landscape Pest Management

### Winter Semester: January - April

- ELM 2500 - Landscape Design
- ELM 2710 - Landscape Project Management
- SOI 2410 - Urban Soil Applications
- WTR 2031 - Sustainable Irrigation Practices
- HRM 1010 - Human Resources Management  
OR
- MKG 1020 - Principles of Marketing

## Total Credits

Total Credits First Year:	30
Total Credits Second Year:	30
Total Required Credits:	60

## Graduation Requirements

To obtain a diploma a student must achieve:

1. A minimum of 60 credits
2. A cumulative GPA of 2.00 or better
3. Successful completion of all required courses as listed in the program requirements
4. Fulfillment of the Graduation Policy – Residency Requirement

# Equine Science

## Program Summary

Four Semesters

### **FIRST YEAR**

Fall: September - December

Winter: January - April

### **SECOND YEAR**

Fall: September - December

Winter: January - April for Horsemanship, Business & Event Management, Equestrian Coaching    Winter: January - June for Production & Breeding

## Five Majors

Equestrian Coaching Major

Horsemanship Major ( Western & English)

Production and Breeding Major

Business and Event Management Major

## Program Details

## Admission Requirements

Applicants must have:

- a) High School Diploma or its equivalent
- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure or Applied Math 20
- d) 50% or better in Biology 30
- e) A minimum of 80 hours (additional hours will improve your score in the program selection process) of volunteer and/or paid work experience in an established equine related business (may be completed on or outside of a family owned business/farm).
- f) Submit a Work Experience Verification Form(s) to verify the number of completed work experience hours. Form will be mailed upon application or available on the Olds College website on the Equine Science Program of Study webpage.
- g) On-campus Riding and Practical Test

### Alternate Admissions Status:

Alternate Admissions status will apply for those students that have not achieved the high school diploma admission requirement. The applicant must meet all other requirements as above.

Admission into the Equine Science program is on a competitive basis. Applications will be pre-screened and those meeting the minimum requirements are invited to the College for testing. All applicants will take the same test which consists of a riding component and a practical component. (To be held each spring for entry into the program in the fall of the same year.) Please note that only qualified applicants will be tested. We will contact applicants by letter as to their specific test date and time.

## Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollge.ca/programs/pdfs/factsheets/Equine.pdf>

### Multiple Majors

Graduates who wish to complete a second major will require a third and possibly a fourth year at Olds College. Completing multiple majors in two years is not possible because of limited quotas and timetabling restrictions.

### Transfer Agreements

A transfer agreement is in place for students who wish to attend Hartpury College in Gloucester, England for a third year to obtain a Bachelor of Science (Honors) in Equine Management.

### All Majors

Students are required to obtain 60 credits in order to graduate from the Equine Science Program. Some credits are earned through core courses that all students in the program take, with the remainder coming from courses specific to each major.

In addition, there are option courses within the program that students may wish to take to expand their knowledge and skill set.

## Program Requirements

### Fall Semester: September - December (First Year) Common to All Majors

- EQN 1000 - Equine Anatomy and Physiology
- EQN 1010 - Managing Equine Tack and Equipment
- EQN 1020 - Farm Equipment Operation
- EQN 1030 - Interacting with Horses
- COM 1020 - Workplace Communication

### Equestrian Coaching Major

### Winter Semester: January - April (First Year)

- ACT 1000 - Recordkeeping
- EQN 1230 - Managing Equine Health
- EQN 1240 - Horse Care Lab
- EQN 2030 - Riding and Coaching Specifications
- COM 1030 - Workplace Professionalism

### Fall Semester: September - December (Second Year)

- EQN 2410 - Equestrian Instructional Skills Practicum
- EQN 2409 - Equestrian Instructional Skills
- EQN 2500 - Enterprise Management Practicum I
- EQN 2520 - Equine Nutrition
- MGT 2100 - Small Business Planning and Management

### Winter Semester: January - April (Second Year)

- EQN 2420 - Analyzing Performance
- EQN 2430 - Instructing and Analyzing Performance Practicum
- EQN 2501 - Enterprise Management Practicum II
- EQN 2530 - Equine Health Care and Lameness
- EQN 2540 - Using Genetics and Conformation for Selection

### Spring Semester: May - June (First or Second Year)

- EQN 2950 - Industry Practicum

### Horsemanship Major - English or Western

### Winter Semester: January - April (First Year)

- ACT 1000 - Recordkeeping
- EQN 1230 - Managing Equine Health
- EQN 1240 - Horse Care Lab
- EQN 2300 - Conditioning for Performance
- EQN 2020 - Riding the English Horse  
OR
- EQN 2021 - Riding the Western Horse

#### Fall Semester: September - December (Second Year)

- MGT 2100 - Small Business Planning and Management
- EQN 2500 - Enterprise Management Practicum I
- EQN 2520 - Equine Nutrition
- EQN 2360 - Starting the Young Horse
- EQN 2330 - Training the Young English Horse I  
OR
- EQN 2340 - Training the Young Western Horse I

#### Winter Semester: January - April (Second Year)

- EQN 2501 - Enterprise Management Practicum II
- EQN 2530 - Equine Health Care and Lameness
- EQN 2540 - Using Genetics and Conformation for Selection
- EQN 2331 - Training the Young English Horse II  
OR
- EQN 2341 - Training the Young Western Horse II
- COM 1030 - Workplace Professionalism

#### Spring Semester: May - June (First or Second Year)

- EQN 2950 - Industry Practicum

#### Production and Breeding Major

#### Winter Semester: January - April (First Year)

- ACT 1000 - Recordkeeping
- EQN 1230 - Managing Equine Health
- EQN 1240 - Horse Care Lab
- EQN 2040 - Artificial Breeding Techniques
- COM 1030 - Workplace Professionalism

### Fall Semester: September - December (Second Year)

- EQN 2401 - Breeding Management
- EQN 2402 - Foaling and Foal Management
- EQN 2500 - Enterprise Management Practicum I
- EQN 2520 - Equine Nutrition
- MGT 2100 - Small Business Planning and Management

### Winter Semester: January - April (Second Year)

- EQN 2501 - Enterprise Management Practicum II
- EQN 2530 - Equine Health Care and Lameness
- EQN 2540 - Using Genetics and Conformation for Selection
- EQN 2403 - Breeding Management Practicum
- EQN 2404 - Foaling Management Practicum

### Spring Semester: May - June

- EQN 2950 - Industry Practicum (On-site)

## Business and Event Management Major

### Winter Semester: January - April (First Year)

- ACT 1000 - Recordkeeping
- EQN 1230 - Managing Equine Health
- EQN 1240 - Horse Care Lab
- MGT 2040 - Advanced Computer Applications
- COM 1030 - Workplace Professionalism

## Fall Semester: September - December (Second Year)

- EQN 2500 - Enterprise Management Practicum I
- EQN 2520 - Equine Nutrition
- EQN 2406 - Event Management Procedures
- MGT 1000 - Principles of Management
- MGT 2100 - Small Business Planning and Management

## Winter Semester: January - April (Second Year)

- EQN 2407 - Advanced Equine Marketing
- EQN 2408 - Event Production Practicum
- EQN 2501 - Enterprise Management Practicum II
- EQN 2530 - Equine Health Care and Lameness
- EQN 2540 - Using Genetics and Conformation for Selection

## Spring Semester: May - June (First or Second Year)

- EQN 2950 - Industry Practicum

## Graduation Requirements

To obtain a diploma a student must achieve:

1. Completion of all required courses – 60 credits – as listed in the program requirements.
2. A cumulative GPA of 2.0 or better.
3. Fulfillment of the Graduation Policy – Residency Requirement.

## **Exercise Rider/Jockey Training Program**

### Program Summary

Winter/Spring 2013 January 11, 2013 - April 30, 2013 + documented 60 ride practicum

Location: Olds College and Northlands Park - Edmonton.

A partnership between Olds College and Horse Racing Alberta.  
Accredited by Advanced Education

## Admission Requirements

18 years of age or older.

Advanced riding and horse skill.

Appropriate information and references

Selection process (4 parts - see website)

## Course Fees

\$1000 for Alberta Residents and \$2,000 for Non-Alberta Residents + Current Student Fees

\$250 Material Fees

## Employment Opportunities

The horse racing industry needs trained entry-level workers right now. Students will discover a training program that exposes them to a variety of employment options within the Alberta Horse Racing industry. Work with leading trainers and get valuable practical experience and the opportunity to fill the shortages in the area of trained personnel. Our graduates have job offers by the completion of the course.

## Program Description

A serious introduction to the horse racing industry and the skills needed to work as an entrance level exercise rider and/or a future jockey.

## Program Requirements

Courses are waiting for approval.

- ERJ 6001 - Management of the Race Horse
- ERJ 6002 - Introduction to Race Horse Employment
- ERJ 6003 - Rider Preparation
- ERJ 6004 - Exercising the Flat Racer
- ERJ 6005 - Race Day Procedures and Practicum

## Total Credits

Total Credits: 15

## Graduation Requirements

Exercise Rider/Jockey Training students must complete the prescribed course of studies and attain an overall average grade of C (2.00) to be certified. Grades are determined both in class and during the practice period.

To obtain a certificate students must achieve the following:

1. A minimum of 15 credits.
2. A cumulative GPA of 2.00.
3. Completion of all required courses as listed in the program requirements.
4. Satisfactory completion of the practical experience and/or assignments.

## Farrier Science

### Program Summary

Two-Year Diploma

Fall Semester: October - December (8 weeks)

Winter Semester: January - April (15 weeks)

Directed Field Study I (6.5 months)

Fall Semester: October - December (8 weeks)

Winter Semester: January - April (15 weeks)

### Program Details

### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/Farrier.pdf>

### Admissions Requirements

Applicants must:

1. Be 18 years of age or older.
2. Demonstrate knowledge of the farrier profession.
3. Complete an on-campus verbal interview.
4. Exhibit sufficient experiences with horses at time of entrance to the college to adequately cope with the course material offered.
5. Applicants will be asked to handle a horse and respond to questions regarding conformation, disposition and soundness.
6. Demonstrate competency for handling tools.

Academic Requirements:

1. 50% or better in Pure Math 20 or Applied Math 20
2. 50% or better in English Language Arts 20-1 or 20-2
3. 50% or better in Biology 20

or

General requirements for Alternate Admission Status:

1. May be required to meet specific program prerequisites
2. Acceptance will be based on approval of the program coordinator and the Registrar's Office.

## Program Requirements

### First Year

Fall Semester: October - December

- FAR 1000 - Introduction to Trimming and Keg Shoeing
- FAR 1100 - Introduction to Blacksmithing
- FAR 1200 - Equine Anatomy

Winter Semester: January - April

- ACT 1000 - Recordkeeping
- FAR 1250 - Horse Handling
- FAR 1500 - Blacksmithing
- FAR 1600 - Horseshoeing
- WLD 1167 - Introductory Welding

First Directed Field Study

- DFS 1550 - Directed Field Studies I

### Second Year

Fall Semester: October - December

- FAR 2000 - Performance Shoeing

- COM 1020 - Workplace Communication
- FAR 2400 - Advanced Keg Shoe Modifications

Winter Semester: January - April

- FAR 2100 - Farrier Welding, Machining and Fabrication
- FAR 2200 - Advanced Forging and Horseshoeing
- FAR 2300 - Advanced Therapeutic and Corrective Horseshoeing
- MGT 2100 - Small Business Planning and Management
- COM 1030 - Workplace Professionalism

## Total Credits

Total Credits First Year: 36

Total Credits Second Year: 24

Total Required Credits: 60

## Graduation Requirements

Farrier Science students must complete the prescribed course of studies and attain an overall average grade of C (2.00) to be certified. Grades are determined both in class and during the practice period.

To obtain a certificate students must achieve the following:

1. A minimum of 60 credits
2. A cumulative GPA of 2.00
3. Completion of all required courses as listed in the program requirements
4. Satisfactory completion of the practical experience and/or assignments
5. Fulfillment of the Graduation Policy – Residency Requirements

## Fashion Marketing

### Program Summary

TWO SEMESTERS

Fall: September - December

Winter: January - April

**FALL ENTRY ONLY**

**OFFERED AT CALGARY AND OLDS CAMPUSES**

(Also see our Apparel Technology Diploma offered at the Olds campus only)

The information that you are receiving is current but please be advised that all programs are subject to revision.

## Program Description, Tuition Deposit, Employment Opportunities, Transfer Agreements

Please see the Fact Sheet at: <http://www.oldscollge.ca/programs/pdfs/factsheets/FashionMarketing.pdf>

### Admission Requirements

Applicants must have:

- a) High School Diploma or its equivalent
- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure or Applied Math 20

OR

Alternate Admission Status:

Alternate Admission Status applies if you do not meeting the Alberta High School requirements of the program to which you are applying, or if you received your high school education through home based learning. Alternate Admission Status students may be required to meet specific program admission requirements. To apply under this status, you must submit a transcript(s) showing any completed high school and post-secondary courses, a statement in support of your application outlining aspects of your background and experience that might have prepared you for the program. Documents such as a resume, letters of reference from previous educators or employers, and/or a portfolio of related academic/project work must be included with your application.

### Program Requirements

Fall Semester: September - December

- MGT 1410 - Retail Management
- DSN 1210 - Visual Design and Merchandising
- FAS 1050 - Garment Analysis
- MKG 1020 - Principles of Marketing
- COM 1005 - Communication and Career Preparation

Winter Semester: January - April

- FAS 1110 - Fashion Research and Career Analysis
- MKG 1510 - Fashion Promotions

- MGT 1200 - Organizational Behaviour
- FAS 2010 - Introduction to Image Consulting
- CMP 1100 - Computer Applications I

## Total Credits

Total Credits: 30

## Graduation Requirements

To earn a certificate students must achieve the following:

1. A total of 30 credits
2. A GPA of 2.00 or better
3. Completion of all required courses as outlined in the program requirements
4. Fulfillment of the Graduation Policy – Residency Requirement

# Fashion Marketing On-Line

## Program Summary

Two Semester: Fall Semester: September 6 - December 16, 2011

Winter Semester: January 4, 2012 - April 20, 2012

## Program Description

This program is the same as the on-campus program except for the learning format.

One year Certificate program.

Students complete on-line coursework from September to April. Five courses are scheduled each semester. Assignments and course work are completed through an on-line learning module and follow a scheduled program of assignments and due dates. Students may choose to take courses as either a full-time or part-time student, but should note that courses are only offered in the time frames mentioned above. Students completing the courses on a part-time basis, need to ensure that they have completed any pre-requisite courses prior to registering.

## Admission Requirements

Applicants must have:

- a) High School Diploma or its equivalent
- b) 50% or better in english Language Arts 30-1 or 30-2
- c) 50% or better in Pure or Applied Math 20

OR

Alternate Admission Status:

Alternate Admission Status applies if you do not meet the Alberta high school requirements of the program to which you are applying, or if you received your high school education through home based learning. Alternate Admission Status students may be required to meet specific program admission requirements. To apply under this status, you must submit a transcript(s) showing any completed high school and post-secondary courses, a statement in support of your application outlining aspects of your background and experience that might have prepared you for the program. Documents such as a resume, letters of reference from previous educators or employers and/or a portfolio of related academic/project work must be included with your application.

## Program Requirements

Fall Semester: September - December

- FAS 6105 - Garment Analysis
- DSN 6121 - Visual Design and Merchandising
- COM 6105 - Communication and Career Preparation
- CMP 6110 - Computer Applications I
- MKG 6102 - Principles of Marketing

Winter Semester: January - April

- FAS 6111 - Fashion Research and Career Analysis
- FAS 6201 - Introduction to Image Consulting
- MGT 6120 - Organizational Behaviour
- MGT 6141 - Retail Management
- MKG 6151 - Fashion Promotions

## Total Credits

Total Credits: 30 credits

## Graduation Requirements

To earn a certificate, students must achieve the following:

1. A total of 30 credits
2. A GPA of 2.00 or better
3. Completion of all required courses as outlined in the program requirements

#### 4. Fulfillment of the Graduation Policy - Residency Requirement

## General Studies

### Program Summary

One Year Certificate

The information that you are receiving is current but please be advised that all programs are subject to revision.

### Program Details

#### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/GeneralStudies.pdf>

#### Admission Requirements

Applicants must have:

- a) High school diploma or its equivalent

#### Program Requirements

##### Fall Semester: September - December

Five courses for a total of 15 credits

- COM 1020 - Workplace Communication
  - CMP 1100 - Computer Applications I
- Plus three approved courses

##### Winter Semester: January - April

Five courses for a total of 15 credits.

- COM 1030 - Workplace Professionalism
- Plus four approved courses.

## Total Credits

Required Credits:	9
Elective Credits:	21
Total Required Credits:	30

## Graduation Requirements

To obtain a certificate a student must achieve the following:

- A minimum of 30 credits
- A cumulative G.P.A of 2.00
- Nine credits of core courses, and 21 elective credits chosen in consultation with the program coordinator or designate
- Fulfillment of the Graduation Policy - Residency Requirements

## Heavy Equipment Operator

Please refer to the Continuing Education Calendar for specifics.

## Program Summary

12 Weeks + Work Practicum

Sept 10 - Nov 30, 2012

## Program Description

The Heavy Equipment Operator Certificate program prepares the graduate for entry into heavy equipment operation focusing on entry level jobsite fundamentals including health, safety, and environmental training and awareness, equipment maintenance and operation, and application of earthmoving techniques in hands-on operations.

## Conditions and Characteristics

Important attributes of an operator include mathematical ability, excellent vision, and a high degree of physical coordination as well as:

Full range of body motion

Manual and finger dexterity as well as eye, hand and foot coordination for handling and operating levers or controls

Sitting for extensive periods of time on vibrating and/or bouncing machinery

Occasionally lifting and carrying items up to (50 lbs/22.5 kg)  
Corrected vision and hearing within normal range  
Good oral and written communication skills  
Excellent physical condition

## Employment Opportunities

Our heavy construction equipment operator graduates are prepared to operate heavy equipment used in the construction and maintenance of roads, bridges, airports, gas and oil pipelines, tunnels, buildings and other structures; in surface mining and quarrying activities; and in material handling work.

## Attendance Policy

Regular attendance in all aspects of training is essential for learner success as skill development and safety requirements build progressively from day to day. Students are expected to conform to policies as outlined by Olds College. Failure to comply with all policies including all applicable legislated and/or industry accepted safety standards may result in removal from the learning environment up to and including withdrawal from the program.

## Special Requirements

### **Personal Protective Equipment Requirements**

Personal protective equipment is required for all field components of the program, and must be CSA approved, which includes:

Steel toe safety footwear (minimum 6" ankle height)  
Safety glasses  
Reflective vest or reflective marked coveralls  
Hard hat (yellow preferred, NOT white)  
Hearing protection  
Work gloves

Failure to wear this equipment when required will result in dismissal from class, as this is a violation of the Occupation Health and Safety Regulations of Olds College.

## Admission Requirements

High School Diploma or its equivalent  
Proof of age (18 years or older)  
A copy of an unrestricted class 5 Driver's License  
A recent copy of a Driver's Abstract  
Submit a completed personal profile

OR

### **Alternate Admissions Status - General Requirements:**

If you do not meet the Alberta high school diploma or its equivalent requirements, please submit the following:

A high school transcript of completed courses  
Proof of age (18 years or older)  
A copy of an unrestricted class 5 Driver's License  
A recent copy of a Driver's Abstract

Letter of introduction and interest in Olds College and this program. The applicant should also address why they feel they will be successful in this program without having completed the high school diploma admission requirement.  
Submit a completed personal profile

Students must be mentally and physically capable of safely operating equipment on a daily basis in order to successfully complete the program. Any medication, dependency or mental or physical limitation that may interfere with one's ability to safely operate equipment may prevent a student from graduating and/or obtaining employment.

A small class with a high ratio of instructors to students promotes quality education, therefore applicants will be carefully selected and acceptance will be based on the approval of the Admission's Office. Admission will be offered to students who fully meet program requirements and qualifications. Students will be considered for admission when all application materials have been received by the Admissions office. The language of instruction at Olds College is English. Applicants whose previous academic study was in a language other than English must provide proof of English language capabilities, as outlined in Olds College policies.

## Program Requirements

- HEO 6001 - Workplace Safety and Safety Tickets
- HEO 6002 - Introduction to Earthmoving
- HEO 6003 - Equipment Operation and Preventative Mechanical Maintenance
- HEO 6004 - Fieldwork and Jobsite Fundamentals
- HEO 6005 - Earthmoving Operational Techniques

## Total Credits

15 credits

## Graduation Requirements

1. A minimum of 15 credits
2. A cumulative G.P.A. of 2.00 or better
3. Completion of all required courses for this program

## Heavy Equipment Technician

Please refer to the Apprenticeship programs.

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/HeavyEquipTechApprent.pdf>

## John Deere Tech Training

# John Deere Tech Training

## **FOUR-YEAR PROGRAM**

Two-Weeks Each Year

Applicants must be indentured as Agricultural Equipment Technician or Heavy Equipment Technician Apprentices (or already be a journeyman), and be employed by a sponsoring John Deere Dealer before entering the JD Tech Program. Applications are available from your employer.

## **ADMISSION REQUIREMENTS**

Participants in the JD Tech program must first be indentured as an Agricultural Equipment Technician (AET) apprentice or a Heavy Equipment Technician (HET) apprentice (see entrance requirements for AET or HET). After consultation with their employer, prospective students may apply for admission to the John Deere Tech program. This program can also be a stand alone program for journeymen already employed at John Deere dealerships.

## **TRAINING PERIOD DESCRIPTIONS**

The JD Tech program is designed to enhance the training obtained in the Agricultural Equipment Technician or Heavy Equipment Technician apprentice program with topics that relate specifically to John Deere Equipment.

JD Tech at Olds College is structured as follows:

**First Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight-weeks at Olds College followed by two-weeks of John Deere specific training including: Electrical, Hydraulics, Service Advisor I, Hay, Forage, Tillage and Seeding, and Tech Fundamentals Computerized Resources. Each work experience period is a minimum of 1,500 hours and one year working in the trade.

**Second Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight-weeks at Olds College followed by two-weeks of John Deere specific training including: Advanced JD Engines, Tractor Performance, Treating Customers Right, (customer relations), Field Service Technician Training, AMS DLM and Components. Required work experience at a sponsoring John Deere dealer. Each work experience period is 1,500 hours.

**Third Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two weeks of John Deere specific training including: JD Combine, Forage Harvester and Seed Cart, AMS II Operations and Diagnostics, Personal Finance, and Electrical Systems Diagnostics. Required work experience at a sponsoring John Deere dealer. Each work experience period is 1,500 hours.

**Fourth Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two-weeks of John Deere specific training including: Service Advisor II, JD Self Propelled Sprayers, JD Power Trains, and Personal Finance. Required work experience at a sponsoring John Deere dealer. Each work experience period is 1,500 hours.

## **GRADUATION**

Graduates of the John Deere Tech Training program are awarded a joint Olds College – John Deere Certificate upon completion.

For further information regarding the John Deere Tech program offered at Olds College contact:

Olds College Coordinator JD Tech Apprenticeship Program

Cliff Laursen

4500 – 50th Street  
Olds, AB, T4H 1R6

Phone: (403) 507-7930  
E-mail: [clausen@oldscollege.ca](mailto:clausen@oldscollege.ca)

## Land Administration

### Program Summary

The Land Administration program has delivery both at the Olds College Campus and on-line on the [eCampusAlberta.ca](http://eCampusAlberta.ca) site.

The information that you are receiving is current but please be advised that all programs are subject to revision.

### One Year Certificate

Fall Semester: September 6 - December 16, 2011

Winter Semester: January 3 - April 20, 2012

### Program Details

Program Delivery Options

On-Campus: Students study on campus in September and complete their eight month program at the end of April.

### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://oldscollege.ca/programs/pdfs/factsheets/LandAdmin.pdf>.

### Admission Requirements

Applicants must have:

High school diploma or its equivalent with

- a) 50% or better in English Language Arts 30-1 or 30-2
- b) 50% or better in Pure Math 20 or Applied Math 20

**OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites.
- Acceptance will be based on approval of the program coordinator and the Registrar's Office.

**NOTE:**

- a) It is recommended that students entering under Alternate Admission Status register for CSS 6000 – College Success Skills

offered the week before classes begin in the Fall.

b) It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets.

High school students are encouraged to complete CTS modules 1010, 1020, 1030 and 1060.

## Program Requirements

Fall Semester: September - December

- CMP 1100 - Computer Applications I
- COM 1005 - Communication and Career Preparation
- LND 1000 - Land Documentation
- LND 1001 - Surface Rights and Regulations
- LND 1410 - Petroleum Industry Fundamentals

Winter Semester: January - April

- CMP 2100 - Computer Applications for Land Administration
- LND 1005 - Managing Alberta's Lands
- LND 2000 - Advanced Land Documentation
- LND 2002 - Advanced Regulations
- LND 2006 - Stakeholder Consultation

## Total Credits

Total Credits: 30

## Graduation Requirements

To obtain a certificate a student must achieve the following:

1. Successful completion of all required courses as listed in the program requirements
2. Completion of a minimum of 30 credits
3. A cumulative GPA of 2.00
4. Fulfillment of the Graduation Policy – Residency Requirement

## **Land Administration On-Line**

This program is the same as the on-campus delivery

## Program Summary

One year Certificate program.

Students complete on-line coursework from September to April. Five courses are scheduled each semester. Assignments and course work are completed through an on-line learning module and follow a scheduled program of assignments and due dates. Students may choose to take courses as either a full-time or part-time student, but should note that courses are only offered in the time frames mentioned above. Students completing the courses on a part-time basis, need to ensure that they have completed any pre-requisite courses prior to registering.

## Program Description, Tuition Deposit, Employment Opportunities

For the complete program description please see: <http://oldscollege.ca/programs/pdfs/factsheets/LandAdmin.pdf>

## Program Requirements

### Fall Semester: September - December

- CMP 6110 - Computer Applications I
- COM 6105 - Communication and Career Preparation
- LND 6100 - Land Documentation
- LND 6101 - Surface Rights and Regulations
- LND 6141 - Petroleum Industry Fundamentals

### Winter Semester: January - April

- CMP 6210 - Computer Applications for Land Administration
- LND 6105 - Managing Alberta's Lands
- LND 6200 - Advanced Land Documentation
- LND 6202 - Advanced Regulations
- LND 6206 - Stakeholder Consultation

## Graduation Requirements

To earn a certificate students must achieve the following:

1. A total of 30 credits
2. A GPA of 2.00 or better
3. Successful completion of all required courses as outlined in the program requirement
4. Fulfillment of the Graduation Policy - Residency Requirement

## Admission Requirements

Applicants must have:

- a) High School Diploma or its equivalent
- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure or Applied Math 20

OR

Alternate Admission Status:

Alternate Admission Status applies if you do not meet the Alberta high school requirements of the program to which you are applying, or if you received your high school education through home based learning. Alternate Admission Status students may be required to meet specific program admission requirements. To apply under this status, you must submit a transcript(s) showing any completed high school and post-secondary courses, a statement in support of your application outlining aspects of your background and experience that might have prepared you for the program. Documents such as a resume, letters of reference from former educators or employers and/or a portfolio of related academic/project work must be included with your application.

## Land Agent

### Program Summary

#### **TWO-YEAR DIPLOMA**

Four Semesters  
Fall: September - December  
Winter: January - April

#### **FALL ENTRY ONLY**

The information that you are receiving is current but please be advised that all programs are subject to revision.

### Program Details

#### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollge.ca/programs/pdfs/factsheets/LandAgent.pdf>

### Admissions Requirements

Applicants must have:

- a) High school diploma or its equivalent with

- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure Math 20 or Applied Math 20
- d) 50% or better in Chemistry 20 or Biology 20 OR Science 30

**OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office.

The most desirable candidate is one with a special interest in land negotiations, administration, acquisition and evaluation.

\*All Applicants must complete a Career Investigation Report.

**NOTE:**

1. It is recommended that students entering under Alternate Admission Status register for CSS 6000 - College Success Skills offered the week before classes begin in the Fall.
2. It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets.
3. A Commissioner for Oaths appointment is required for Surface Land Agents who wish to work in Alberta or for an Alberta company. The duties of a Commissioner for Oaths include administering oaths, taking and receiving affidavits, declarations and affirmations. The Commissioner for Oaths designation is available to any Canadian resident who is working and living in Alberta. To be eligible for a Commissioner for Oaths appointment, you must meet specific criteria. A criminal record may prevent an appointment. Please contact the coordinator of the Land Agent program at (403) 556-7914 or email at [cfulkerth@oldscollege.ca](mailto:cfulkerth@oldscollege.ca) for more information.
4. A valid Class 5 driver's license is also required for a practicing Land Agent since they may be required to drive to clients anywhere in Western Canada.
5. Further information on the Career Investigation and a contact list of licensed Surface Land Agents will be provided upon submission of an application.

## Transfer Agreements

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/LandAgent.pdf>

## Program Requirements

### First Year

Fall Semester: September - December

- LND 1003 - Energy Fundamentals

- LND 1004 - Alberta Crown Lands
- SOI 1000 - Fundamentals of Soil Science
- COM 1020 - Workplace Communication
- LND 1009 - Land Documents & Compensation

### Winter Semester: January - April

- AGB 1000 - Agricultural Value and Practices
- AGN 1010 - Vegetation of Western Canada
- LND 1001 - Surface Rights and Regulations
- LND 1010 - Other Land Acquisition Types
- COM 1030 - Workplace Professionalism

### Total Credits

Total Credits: 30

### Second Year

### Fall Semester: September - December

- GIS 1010 - Site Maps and Interpretation
- LND 2002 - Advanced Regulations
- LND 2006 - Stakeholder Consultation
- WTR 1330 - Water Fundamentals
- LND 2460 - Reclamation Fundamentals

### Winter Semester: January - April

- COM 2020 - Advanced Communications
- LND 2350 - Land Negotiations and Ethics
- LND 2500 - Land Negotiation Simulation
- LND 2501 - Land Agent Licensing
- LUP 2010 - Land Planning and Appraisal

### Total Credits

Total Credits: 30

Total Credits First Year: 30

Total Credits Second Year: 30

Total Required Credits: 60

## Graduation Requirements

To obtain a diploma a student must achieve:

1. Successful completion of all required courses as listed in the program requirements
2. Completion of a minimum of 60 credits
3. A cumulative GPA of 2.00
4. Fulfillment of the Graduation Policy – Residency Requirements

## Land and Water Resources

### Program Summary

#### Two Year Diploma

#### Two Majors

Environmental Stewardship Major

Land Reclamation and Remediation Major

Rural Land-use Planning Major (This Major was suspended for entry in September 2012)

For students currently completing the second year of this major, please see the Academic Calendar for 2011-12)

### Program Details

#### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/LandWater.pdf>

#### Admission Requirements

Applicants must have:

- High school diploma or its equivalent with
- 50% or better in English Language Arts 30-1 or 30-2
- 50% or better in Pure Math 20 or Applied Math 20
- 50% or better in Biology 20 and Chemistry 20 OR Science 30

**OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office

**NOTE:**

- It is recommended that students entering under Alternate Admissions Status register for CSS 6000 – College Success Skills - offered the week before classes begin in the Fall.
- It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets. Students with inadequate computer skills will require remedial courses and may not be able to complete the program in two years.

## Professional Designation

Graduates of the Land and Water Resources program are eligible for membership in the Alberta Institute of Agrology (AIA), which allows them to earn the Registered Technical Agrologist designation (R.T. Ag.).

The AIA is the legally mandated provincial body that governs the activities of professionals in the areas of agriculture and environmental science. The R.T. Ag. designation is a legal requirement for certain field activities including “sign-off” authority for reclamation projects.

## Program Requirements

### Common First Year

Fall Semester: September - December

- EVS 1210 - Applied Ecology
- GPS 1200 - GPS, Site Mapping and Graphics
- PLS 1010 - Plant Science Principles
- SOI 1000 - Fundamentals of Soil Science
- WTR 1330 - Water Fundamentals

Winter Semester: January - April

- AGN 2210 - Field and Forage Crop Production
- EVS 1730 - Land Reclamation and Ethics
- LUP 1620 - Land Systems and Legislation
- CHE 1020 - Environmental Chemistry
- COM 1020 - Workplace Communication

Total Credits

Second Year

Environmental Stewardship Major

Fall Semester: September - December

- EVS 2710 - Wildlife Management and Biometrics
- PLS 2510 - Integrated Weed Management
- SOI 2340 - Soil Classification and Mapping
- WTR 2330 - Water Quality
- PLS 2410 - Native Plants of Alberta

Winter Semester: January - April

- EVS 2880 - Global Sustainability
- GIS 1300 - GIS Tools
- SOI 2500 - Sustainable Soil Management
- WTR 2630 - Watershed Management
- COM 1030 - Workplace Professionalism

Total Credits

Total First Year Credits: 30  
Total Second Year Credits: 30  
Total Required Credits: 60

## Land Reclamation and Remediation Major

Fall Semester: September - December

- EVS 2330 - Oilfield Reclamation
- PLS 2510 - Integrated Weed Management
- SOI 2340 - Soil Classification and Mapping
- WTR 2330 - Water Quality
- PLS 2410 - Native Plants of Alberta

Winter Semester: January - April

- EVS 2400 - Bioremediation and Biometrics
- EVS 2730 - Managing Contaminated Sites
- GIS 1300 - GIS Tools
- SOI 2500 - Sustainable Soil Management
- COM 1030 - Workplace Professionalism

### Total Credits

Total First Year Credits: 30  
Total Second Year Credits: 30  
Total Required Credits: 60

## Graduation Requirements

To obtain a diploma a student must achieve:

1. A minimum of 60 credits
2. A cumulative GPA of 2.00
3. Successful completion of all required courses as listed in the program requirements
4. Fulfillment of the Graduation Policy – Residency Requirements.

## Landscape Gardener Apprenticeship

Please see the Apprenticeship programs.

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/LGAP.pdf>

## Program Summary

### FOUR-YEAR PROGRAM

Eight weeks technical training each year.

Applicants are indentured as apprentices and employed in the Landscape/Horticulture Industry prior to entering technical training at Olds College.

## Program Description

If you like to work with plants and are interested in growing, installing and maintaining trees, flowers and turf grass in ornamental landscapes, this program is for you. Does the idea of earning while learning as you work toward certification as a journeyman suit your lifestyle and career goals? You will work with hard landscaping including pavers, wood construction projects and water features.

## Admission Requirements

To enter the Landscape Gardener Apprenticeship program you must at least 16 years of age and have a minimum of a Grade 9 Education or its equivalent or pass an entrance examination administered by Alberta Apprenticeship and Industry Training.

## Employment Opportunities

During your apprenticeship and as a journeyman you can find employment throughout the widely varied horticulture industry. A list of some of the possibilities include: parks and golf course maintenance, retail/wholesale horticulture marketing and sales, nursery production, greenhouse production, sod production, landscape construction, installation and maintenance, tree care and pest control.

Depending on your aptitude, interests and experience you may eventually become self-employed or work for someone else in the private or public sector.

## Training Period Descriptions

Subject areas for each technical training period are listed below.

First Period Training Topics Include: Workplace safety, tools and machinery, soils, plant identification, botany, greenhouse production and landscape construction.

Second Period Training Topics Include: Sales and communications, basic surveying, landscape construction, greenhouse structures and environments, plant identification, pests and pest management, pesticide use and safety and turf maintenance.

Third Period Training Topics Include: Landscape design, interior plantscape maintenance, plant identification and herbaceous ornamentals in the landscape, plant physiology, irrigation, arboriculture and plant production.

Fourth Period Training Topics Include: Landscape design, landscape construction, irrigation, estimating and tendering, plant identification and nursery and sod production.

## Other Opportunities for LGAP

Journeymen wishing to continue their technical training in a more specialized vein can apply to the Ornamental Horticulture or Turfgrass Management program. Recognition of Prior Learning may be granted based on relevant work experience, training and recognized certification through the College Prior Learning Assessment and Recognition process. Journeymen Landscape Gardeners who obtained better than 75% in their examinations may apply for entrance into the Arboriculture, Landscape Management majors or Turfgrass Management.

Journeymen will receive credits for Prior Learning (varies with major) for training taken in the Landscape Gardener Apprenticeship program.

These applications will be handled on a case by case basis.

For further information contact:

Coordinator Landscape Gardener Apprenticeship Program

Darlene Morton  
4500 50 Street  
Olds, AB T4H 1R6  
Phone: (403)556-4775  
Email: dmorton@oldscollge.ca

Upon completion of a diploma, Journeymen may apply to continue in the third-year of the Bachelor of Applied Science Degree Program.

## **Meat Processing Certificate**

### **Program Summary**

Four Month Program

September or January Intake

### **Program Details**

### **Program Description, Tuition Deposit, Employment Opportunities**

Please see the Fact Sheet at: <http://www.oldscollge.ca/programs/pdfs/factsheets/MeatProcessing.pdf>

### **Admission Requirements**

Applicants should be 18 years of age or older and in good physical condition.

A high school diploma or equivalent is recommended.

Applicants under 18 may be admitted under special circumstances and approval of the program coordinator.

## Program Requirements

- MEP 1006 - Livestock Slaughter
- MEP 1007 - Meat Cutting
- MEP 1008 - Value Added Processing
- MEP 1009 - Food Safety and Sanitation
- MEP 1010 - Meat Industry Communication

## Total Credits

Total Required Credits: 15

## Graduation Requirements

To obtain a certificate students must achieve the following:

1. Successful completion of the 15 credits
2. A cumulative GPA of 2.00 or better, based on written and skills evaluation.
3. Fulfillment of the Graduation Policy – Residency Requirement

## Office Administration

### Program Summary

Two Semesters

Fall Semester: September - December

Winter Semester: January - April

#### **FALL ENTRY ONLY**

The information that you are receiving is current but please be advised that all programs are subject to revision.

### Program Details

#### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/OfficeAdmin.pdf>

### Admission Requirements

- a) High school diploma or its equivalent with
- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure Math 20 or Applied Math 20

General Requirements for Alternate Admission Status:

May be required to meet specific program prerequisites.

Acceptance is based on approval of the program coordinator and the Registrar's Office.

**NOTE:**

- a) It is recommended that students register for CSS 6000 – College Success Skills offered the week before classes begin in the Fall.
- b) A knowledge of the keyboard with a minimum of 20 words per minute is desired.
- c) Upon completion of this program, students may transfer their course work toward a two-year legal, medical, office administration, or business administration program at other institutions.

## Part-Time Learners

People who choose to complete a certificate over a two-year period will need to:

- Complete and submit an application form
- Meet admission requirements
- Contact the Program Coordinator at (403)556-8350 or [gulry@oldscollge.ca](mailto:gulry@oldscollge.ca) to design a two-year timetable

## Program Expectations

Students are expected to display a professional attitude and follow a casual professional dress code. Program guidelines will be distributed the first week of class.

## Program Requirements

### Fall Semester: September - December

- CMP 1250 - Business Software I
- OFA 1000 - Office Procedures
- OFA 1100 - Proofreading and Editing
- COM 1030 - Workplace Professionalism
- OFA 1220 - Keyboarding

### Winter Semester: January - April

- ACT 1100 - Business Bookkeeping
- CMP 2750 - Business Software II
- OFA 2500 - Office Procedures Practicum
- OFA 2600 - Workplace Communication
- OFA 2720 - Advanced Keyboarding

## Total Credits

## Graduation Requirements

To obtain a certificate students must achieve the following:

1. Completion of a minimum of 30 credits
2. A cumulative GPA of 2.00 or better on written and skill evaluations
3. Fulfillment of the Graduation Policy – Residency Requirement
4. Completion of all courses listed in the program requirements
5. Typing Speed of 45 wpm (5 or less errors) on a 5-minute timing

## Pre-Employment Carpentry

### Pre-Employment Trades

Pre-Employment is for the individual that may not have experience in the field and is not a registered apprentice in the Province of Alberta, however, is interested in the trade. Pre-employment courses offer the same technical training that first period apprentices receive and includes an additional four weeks of classroom and hands-on application.

Upon successful completion of the pre-employment program, students who meet the apprenticeship requirements for the trade (see [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)) are eligible to write the first period apprenticeship exam. (There is a fee of \$150.00 for the PLA exam and \$195.00 for the PRAC exam, payable to Apprenticeship and Industry Training. This fee is in addition to tuition, books and supplies.) CSA approved personal protective equipment is required to complete the practical portion of this program. You may be required to purchase other tools and equipment for your chosen trade.

Student Funding may be available, go to [www.oldscollege.ca/financial\\_aid/index.htm](http://www.oldscollege.ca/financial_aid/index.htm) or call Student Services at 1-800-661-6537 ext. 8285.

## Program Summary

12 weeks

No offerings at this time.

## Admission Requirements

18 years of age upon completion of the program.

High School transcript

Mature students will be evaluated on an individual basis and can apply under Alternate Admission status (an entrance exam be required)

## Tuition Fees

For the class of 2012

Tuition Fees: Approximately \$4500 (includes books and student fees)

To apply go to: <http://www.oldscollege.ca/recruitment/apply-for-admission/general-admissions-how-to-apply.html>

## Program Outcomes

**Graduates of this program will develop knowledge, skills and attitudes that prepare them to:**

- Employ current OH&S and relevant industry standards and procedures in the workplace.
- Communicate interactively in a professional manner with industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate workplace skills in an industry-related learning environment.
- Develop the skills required to recognize the characteristics and proper use of all building construction.
- Develop competencies in both hand and power tools in order to carry out repairs according to manufacturer's specifications.
- Perform assigned tasks in accordance with quality and production standards required by industry.

## Program Description

**The Olds College Pre Employment Carpenter program prepares the graduate to perform entry level residential construction and remodeling. The program also focuses on worksite fundamentals including occupational health and safety training, blueprint reading and applicable trade math skills as well as industry standard practices and procedures associated with the trade. This program is the equivalent to the technical training of first year apprentice.**

## Program Requirements

- PEC 6001 - Safety
- PEC 6002 - Building Materials
- PEC 6003 - Hand and Power Tools
- PEC 6004 - Site Preparation and Building Layout
- PEC 6005 - Foundation
- PEC 6006 - Floor Frame
- PEC 6007 - Estimating and Plans

## Total Credits

Total Credits: 12 credits

## Graduation Requirements

Completion of all required credits: 12 credits with a minimum GPA of 2.0.

Meet all residency requirements.

## Pre-Employment Hairstylist

The Pre-Employment Hairstylist program prepares graduates to cut and style hair to suit each client's face and lifestyle, and make recommendations about home care to ensure clients always look and feel their best. This program also focuses on work site fundamentals and safety precautions.

## Program Summary

8 Months

## Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current OH&S and industry standards and procedures in the workplace, including WHMIS and some first aid.
- Communicate in a professional manner with clientele and industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate workplace skills in an industry-related learning environment.
- Demonstrate the use and care of equipment and tools employed in a salon setting.
- Describe the properties of hair and scalp as they relate to disorders and hair damage.
- Demonstrate entry-level competencies in techniques and procedures for basic types of haircuts, and trimming and shaping mustaches and beards.
- Demonstrate entry-level competencies in advanced and specialty styling techniques and procedures.
- Demonstrate the ability to design and create hairstyles and perform basic finishing techniques.
- Demonstrate the physical and chemical phases of perming and use of hair relaxers.
- Describe hair colour theory, and colour formulation and application techniques.

## Program Requirements

- PHS 6001 - Safety Personal and Professional Development
- PHS 6002 - Client Services
- PHS 6003 - Facility and Equipment

- PHS 6004 - Properties of Hair & Scalp
- PHS 6005 - Draping, Shampooing and Treatments
- PHS 6006 - Haircutting
- PHS 6007 - Hairstyling
- PHS 6008 - Chemical Texturing
- PHS 6009 - Hair Colouring

## Total Credits

Total Credits: 16

## Graduation Requirements

- Completion of total required credits - achieving a minimum G.P.A of 2.0
- Fulfillment of the Residency Policy

## Pre-Employment Heavy Equipment Technician

### Pre-employment Trades

Pre-Employment is for the individual that may not have experience in the field and is not a registered apprentice in the Province of Alberta, however, is interested in the trade. Pre-employment courses offer the same technical training that first period apprentices receive and includes an additional four weeks of classroom and hands-on application.

Upon successful completion of the pre-employment program, students who meet the apprenticeship requirements for the trade (see [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)) are eligible to write the first period apprenticeship exam. (There is a fee of \$150.00, payable to Apprenticeship and Industry Training, to write the exam. This fee is in addition to tuition, books and supplies.) CSA approved personal protective equipment is required to complete the practical portion of this program. You may be required to purchase other tools and equipment for your chosen trade.

Student Funding may be available: go to [www.oldscollege.ca/financial\\_aid/index.htm](http://www.oldscollege.ca/financial_aid/index.htm) or call Student Services at 1-800-661-6537 ext 8285.

## Program Summary

12 week program

## Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current Occupational Health & Safety and industry standards and procedures in the workplace.

- Communicate in a professional manner with industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate technical workplace skills in an industry-related learning environment.
- Demonstrate basic competencies in both hand and power tools in order to carry out repairs according to manufacturer's specifications.
- Perform assigned tasks in accordance with quality and production standards required by industry.
- Demonstrate the basic skills required to diagnose, repair, and maintain any of the working parts of diesel engines as well as the various components of mobile industrial equipment.

## Admission Requirements

- Minimum of 18 years of age upon completion of the program.
- Successful Completion of High School Grade 11.
- Mature students will be evaluated on an individual basis and can apply under Alternate Admissions Status. Successful completion of an entrance exam administered by Alberta Apprenticeship and Industry Training will be required if the student wishes to ladder into the Apprentice program.

## Program Description

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

## Program Requirements

- PEH 6001 - Safety, Materials and Tools
- PEH 6002 - Suspensions, Wheels and Systems
- PEH 6003 - Hydraulic Brake Systems
- PEH 6004 - Electrical and Electronics
- PEH 6005 - Hydraulics Systems
- PEH 6006 - Air Brakes

## Total Credits

Total Credits: 12 Credits

## Graduation Requirements

Completion of all program requirements - minimum GPA of 2.0  
 Fullfillment of Residency Requirements

# Pre-Employment Motorcycle Mechanic

The Olds College Pre Employment Motorcycle Mechanic program prepares the graduate to perform entry level assembly, maintenance, repairs, and restoration of motorcycles and other multi-wheeled lightweight all-terrain vehicles. The program also focuses on work site fundamentals including occupational health and safety training, as well as industry standard practices and procedures associated with the trade. This program is the equivalent to the technical training of first year apprentice.

## Program Summary

12 Weeks

## Admission Requirements

- Minimum of 18 years of age upon completion of the program.
- Successful Completion of High School Grade 11.
- Mature students will be evaluated on an individual basis and can apply under Alternate Admissions Status. Successful completion of an entrance exam administered by Alberta Apprenticeship and Industry Training will be required if the student wishes to ladder into the Apprentice program.

## Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current OH&S and relevant industry standards and procedures in the workplace.
- Communicate in a professional manner with industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate workplace skills in an industry-related learning environment.
- Develop the entry-level skills required to discuss and diagnose problems and locate failures.
- Identify the legal responsibilities involved in manufacturers' warranties.
- Demonstrate entry-level competencies in the use of both hand and power tools in order to carry out repairs according to manufacturer's specifications.
- Demonstrate entry-level competencies in motorcycle assembly, tune-up, repair, and maintenance.
- Perform assigned tasks in accordance with quality and production standards required by industry.

## Program Requirements

- PEM 6001 - Shop Safety, Equipment and Materials
- PEM 6002 - Trade Tools and Shop Procedures
- PEM 6003 - Basic Electrical Theory and Circuits
- PEM 6004 - Motorcycle Assembly and Pre-Delivery
- PEM 6005 - Basic Tune-Up and Manufacturer's Service
- PEM 6006 - Two and Four Stroke Engine Theory
- PEM 6007 - Wheel and Tire Maintenance
- PEM 6008 - Mechanical and Hydraulic Brake Systems

## Total Credits

Total Credits: 12

## Graduation Requirements

- Completion of total required credits - achieving a minimum G.P.A. of 2.0
- Fulfillment of the Residency Policy

## Pre-Employment Welder

### Program Summary

12 Week Program

### Admission Requirements

- Minimum of 18 years of age upon completion of the program.
- Successful completion of High School Grade 10.
- Mature students will be evaluated on an individual basis and can apply under Alternate Admission status. Successful completion of an entrance exam administered by Alberta Apprenticeship and Industry Training will be required if the student wishes to ladder into the Apprentice program.

### Program 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 Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current Occupational Health & Safety and industry standards and procedures in the workplace.
- Communicate in a professional manner with industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate technical workplace skills in an industry-related learning environment.

- Demonstrate a working knowledge of the welding equipment involved with the various welding procedures.
- Apply a working knowledge of mathematics calculations pertaining to the welding trade.
- Perform assigned tasks in accordance with quality and production standards required by industry.
- Demonstrate skills in the fusing of metals using prescribed welding applications.
- Demonstrate a working knowledge of metals, arc electrodes, welding gases and gas welding filler rods and recognize defective welds; know the cause and proper procedure for the repair of the defective area.

## Program Requirements

- PEW 6001 - Safety, Tools, Weld Faults and Oxy-Acetylene Welding
- PEW 6002 - SMAW 1
- PEW 6003 - GMAW, FCAW and SAW
- PEW 6004 - Trade Math
- PEW 6005 - SMAW Practical
- PEW 6006 - GMAW Practical
- PEW 6007 - Oxy Cutting Practical

## Total Credits

Total Credits: 12 credits

## Graduation Requirements

Completion of total required credits - minimum GPA of 2.0.  
Fullfillment of the Residency Policy

## Production Horticulture

### Program Summary

Four Semesters  
Fall: September – December  
Winter: January – April

### Two Year Diploma

### Program Details

## Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet

at: <http://www.oldscollege.ca/programs/pdfs/factsheets/HortProduction.pdf>

### Admission Requirements

Applicants must have:

- High school diploma or its equivalent with
- 50% or better in English Language Arts 30-1 or 30-2
- 50% or better in Pure Math 20 or Applied Math 20
- 50% or better in Biology 20 and Chemistry 20 OR Science 30

**OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office.

#### **NOTE:**

- It is recommended that students entering under Alternate Admission Status register for CSS 6000 – College Success Skills offered the week before classes begin in the Fall.
- It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets. High school students are encouraged to complete CTS modules 1010, 1020, 1030 and 1060.
- Previous experience in the industry is beneficial but not essential

### Further Olds College Opportunities

Graduates who have achieved a GPA of 2.50 are eligible to apply for the Olds College Bachelor of Applied Science Degree Program.

### Program Requirements

#### First Year

Fall Semester: September - December

- HRT 1300 - Plant Selection
- PLS 1010 - Plant Science Principles
- PRH 1020 - Production Horticulture Fundamentals
- SOI 1000 - Fundamentals of Soil Science
- COM 1020 - Workplace Communication

#### Winter Semester: January - April

- ACT 1000 - Recordkeeping
- CAD 1000 - Site Assessment Methods
- PLS 1310 - Ecological Principles and Weed Management
- WTR 1530 - Production Irrigation
- COM 1030 - Workplace Professionalism

#### Second Year

#### Fall Semester: September - December

- PRH 1520 - Fall Greenhouse Crops
- PRH 1620 - Field Production of Floristry Crops
- PRH 1720 - Fruit Production
- PRH 1920 - Vegetable Production
- PRH 2250 - Diseases of Horticultural Crops

#### Winter Semester: January - April

- HRT 2500 - Horticulture Post-Harvest Handling and Processing
- PRH 1820 - Nursery Production
- PRH 2020 - Winter Greenhouse Crops
- PRH 2560 - Production Pest Management
- HRM 1010 - Human Resources Management  
OR
- MKG 1020 - Principles of Marketing

#### Total Credits

Total Credits First Year:	30
Total Credits Second Year:	30
Total Required Credits:	60

## Graduation Requirements

To obtain a diploma a student must achieve:

1. A minimum of 60 credits
2. A cumulative GPA of 2.00 or better
3. Successful completion of all required courses as listed in the program requirements
4. Fulfillment of the Graduation Policy – Residency Requirements

# Race Horse Groom Training Program

## Program Summary

15 Weeks

Winter/Spring 2013 (includes a two-week practicum) Tentative start date - February 12, 2013

Location: Olds College and Northlands Park - Edmonton.

In co-operation and funded by Horse Racing Alberta.

Accredited by Advanced Education.

## Admission Requirements

18 years of age or older

Appropriate information and references

Interview

## Course Fees

\$700 + Current Student Fees

\$250 Material Fees

## Employment Opportunities

The horse racing industry needs trained entry-level workers right now. Students will discover a training program that exposes them to a variety of employment options with the Alberta Horse Racing Industry. Work with leading trainers and get valuable practical experience and the opportunity to fill the shortages in the areas of trained personnel. Our graduates can have multiple job offers by the completion of the course!

## Program Description

This program is a serious introduction to horse racing in Alberta and the basics of working as a racetrack groom. You will learn horse handling techniques, grooming, feeding and nutrition, conformation and body conditioning, health care, first aid and bandaging techniques, tack and equipment usage, and stable management for the flat race track and the harness race track.

## Program Requirements

Courses are waiting for approval.

- GRM 6001 - Introduction to the Horse
- GRM 6003 - Training and Racing
- GRM 6004 - Work Place Regulation and Safety
- GRM 6005 - Personal Development and Employability
- GRM 6006 - Race Stable and Race Horse Management

## Total Credits

Total Credits: 15

## Graduation Requirements

Race Horse Groom Training students must complete the prescribed course of studies and attain an overall average grade of C (2.00) to be certified. Grades are determined both in class and during the practice period.

To obtain a certificate students must achieve the following:

1. A minimum of 15 credits.
2. A cumulative GPA of 2.00
3. Completion of all required courses as listed in the program requirements.
4. Satisfactory completion of the practical experience and/or assignments.

# Rural Finance and Entrepreneurship Certificate

## Program Summary

### **DISTANCE DELIVERY**

This certificate is offered through eCampus Alberta

Internet-based delivery

Please consult the Olds College website at [www.oldscollege.ca](http://www.oldscollege.ca) under Continuing Education courses or call (403) 507-7956 for the most recent information

## Program Details

Entry either September or January

## Course Fees

\$799/course + \$35 fee/course      \$75.00 late fee for registering after deadline

For computer requirements, please consult the Continuing Education Calendar on the website at [www.oldscollege.ca](http://www.oldscollege.ca).

For registration visit the website at [www.ecampusalberta.ca](http://www.ecampusalberta.ca)

## Program Description

### **PROGRAM DESCRIPTION**

Advance your rural enterprise! Upgrade your management skills and improve your financial assessment skills! Whether you are a rural business owner or an agriculture lender, this program will assist you in promoting better business within conventional and non-conventional agriculture.

All courses are directly transferable into the Agriculture Management Diploma for gaining higher credentials and furthering your career in the Agriculture Industry.

### **NOTE:**

To complete a three credit course in one academic term, approximately three to five hours of study per week is required. Students must have access to the Internet in order to complete courses.

## Program Requirements

- AMT 6035 - Agricultural Management Principles
- AMT 6135 - Agribusiness Accounting
- AMT 6235 - Agribusiness Financial Management
- MKG 6102 - Principles of Marketing

One or more approved courses in an area which supports the learner's professional development needs and is consistent with the goals of this Certificate.

## Total Credits

Total Required Credits: 15

## Graduation Requirements

1. A minimum of 15 credits completed
2. A cumulative G.P.A. of 2.00
3. Completion of all required courses as listed

## **Transitional Vocational Program**

### Program Summary

#### **ONE-YEAR CERTIFICATE**

Two Semesters  
Fall: August - December  
Winter: January - June

### Program Details

#### **FALL ENTRY ONLY**

The information you are receiving is current but please be advised that all programs are subject to revision.

### Program Description, Employment Opportunities

Please see the Fact Sheet at : <http://www.oldscollege.ca/programs/pdfs/factsheets/TVP.pdf>

### Admission Requirements

A student must:

- a) Be at least 18 years-of-age
- b) Have a developmental disability
- c) Bring past program and educational reports
- d) Provide previous assessments (if available)
- e) Provide two letters of reference from past school or employers
- f) Provide two names of phone references from past employers or schools

All suitable applicants are interviewed.

### Work Placement

Students receive assistance at the end of their program with resumes, contacts and support in the area of employment search. A one-year follow-up is continued to provide this assistance.

I. Work Experience I and II

Students participate in work experiences within the community of Olds and/or Olds College. This practical hands-on work experience occurs from September to the beginning of April.

## 2. TVP Work Practicum

Students participate in an off-campus work practicum usually back in their home area. This work practicum is to provide students with extended employment training and hopefully leads to full-time employment for the student.

## Program Requirements

### Summer Semester: August

- TVP 1010 - Transition to College Life

### Fall Semester: September - December

- TVP 1020 - Personal and Financial Management
- TVP 1030 - Workplace Communications
- TVP 1040 - Transition to Workplace
- TVP 1110 - Work Experience I

### Winter Semester: January - April

- TVP 1050 - Consumer Skills
- TVP 1060 - Employment Search
- TVP 1070 - Workplace Relations
- TVP 1120 - Work Experience II

### Spring Semester

- TVP 1130 - Work Practicum

## Total Credits

## Graduation Requirements

To obtain a certificate, a student must achieve acceptable evaluations in class work, work experiences and in the final work practicum.

1. Completion of all required courses.
2. Completion of 30 credits.

# Turfgrass Management

## Program Summary

## Two-Year Diploma

Four Semesters - Fall Entry Only

- Fall: September - December
- Winter: January - April

## Program Details

## Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/Turfgrass.pdf>

## Admission Requirements

Applicants must have:

- High school diploma or its equivalent with
- 50% or better in English Language Arts 30-1 or 30-2
- 50 or better in Pure Math 20 or Applied Math 20
- 50 or better in Biology 20 and Chemistry 20 OR Science 30

**OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office.

**NOTE:**

- It is recommended that students entering under Alternate Admission Status register for CSS 6000– College Success Skills offered the week before classes begin in the Fall.
- It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets. High school students are encouraged to complete CTS modules 1010, 1020, 1030 and 1060.
- Previous experience in the industry is beneficial but not essential.

## Further Olds College Opportunities

Graduates who have achieved a GPA of 2.50 are eligible to apply for the Olds College Bachelor of Applied Science degree program.

## Program Requirements

### First Year

Total First Year Credits: 30

#### Fall Semester: September - December

- ACT 1000 - Recordkeeping
- PLS 1010 - Plant Science Principles
- SOI 1410 - Urban Soils
- TRF 1200 - Introductory Turfgrass Management
- CAD 1050 - Introduction to Golf Course Design Methods

#### Winter Semester: January - April

- PLS 1310 - Ecological Principles and Weed Management
- TRF 1710 - Turf Pest Management
- WTR 1430 - Introductory Golf Course Irrigation
- COM 1020 - Workplace Communication
- COM 1030 - Workplace Professionalism

#### Spring/Summer Semester: May - August

Students may be expected to complete summer projects as assigned for credit within second-year course competencies.

## Second Year

Total Second Year Credits: 30

### Fall Semester: September - December

- ELM 2040 - Urban Forestry
- WTR 2730 - Advanced Golf Course Irrigation
- TRF 2100 - Turf Equipment Maintenance
- TRF 2400 - Advanced Turfgrass Management
- TRF 2300 - Golf Course Management

### Winter Semester: January - April

- SOI 2411 - Advanced Golf Course Soils
- TRF 2700 - Principles of Golf Course Construction
- TRF 2720 - Golf Course Pesticide Application
- TRF 2760 - Turfgrass Diseases
- CAD 1051 - Golf Course Design Methods

### Total Credits

First Year: 30 credits

Second Year: 30 credits

Total: 60 credits

## Graduation Requirements

To obtain a diploma a student must achieve:

1. A minimum of 60 credits
2. A cumulative GPA of 2.00 or better
2. Successful completion of all required courses as listed in the program requirements
3. Fulfillment of the Graduation Policy – Residency Requirements

## **Veterinary Medical Receptionist**

## Program Summary

Two-Semesters

Fall: September - December

Winter: January - April

Four Weeks Work Experience following the Winter Semester

### **FALL ENTRY ONLY**

The information that you are receiving is current but please be advised that all programs are subject to revision.

## One Year Certificate

## Program Details

### Admission Requirements

- a) High school diploma or its equivalent with
- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure Math 20 or Applied Math 20
- d) 50% or better standing in Biology 20

### **OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's office
- It is recommended that students entering under Alternate Admission Status register for CSS - 6000 College Success Skills offered the week before classes begin in the Fall.

## Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollge.ca/programs/pdfs/factsheets/VMR.pdf>

## Program Expectations

1. Volunteer or paid work experience (minimum of 20 hours) specifically related to the receptionist duties will be an asset to applicants of the program.

2. Students in the VMR program are expected to follow a dress code as written in the VMR Policy Handbook. Students are required to supply the following:
  - Scrubs (minimum 2 sets)
  - Coveralls (recommend 2 sets)
  - Rubber Boots (recommend purchasing an insulated pair and a non-insulated pair)
  - Wrap around Lab Coats are to be purchased at the Olds College Campus Store (recommend purchasing at least 2 coats - approximate cost per coat is \$45.00)
3. Students are actively involved in animal care throughout the program. This will include several (5 - 7) week long rotations involving evenings, weekends and holidays. Students are on these rotations from September to April. Students should be in good health and physically capable of performing the program requirements such as lifting, walking dogs outdoors in all weather conditions, and operating cattle handling facilities.
4. All students enrolled in the VMR program are required to be immunized against rabies. The rabies vaccine series will be provided at Olds College during the first few weeks of the academic year. Students who have received the rabies vaccination previously will be required to provide verification upon request.

## Transfer Agreements

Transfer Agreements in process.

## Program Requirements

### Fall Semester: September - December

- VMR 1010 - Animal Health Systems and Management
- VMR 1020 - Animal Breeds, Handling, Behaviour and Welfare
- VMR 1030 - Veterinary Business Software
- AHT 1050 - Client Relations in Animal Health Care
- COM 1020 - Workplace Communication

### Winter Semester: January - April

- CMP 2800 - Business Software III
- VMR 1510 - Infectious Diseases and Prevention
- VMR 1520 - Veterinary Procedures Awareness
- VMR 1530 - VMR Office Procedures
- OFA 1220 - Keyboarding

### Spring Semester: May - June

- VMR 2950 - Industry Practicum

## Total Credits

Total Credits: 30

## Graduation Requirements

To obtain a certificate students must achieve the following:

1. A cumulative GPA of 2.000 or better on written and skills evaluation
2. Fulfillment of the Graduation Policy - Residency Requirement
3. Completion of all courses listed in the program requirements - 30 credits
4. Typing Speed of 30 wpm
5. Satisfactory completion of practical experience and/or assignments as required

# Veterinary Practice Management

## Program Summary

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

This online certificate offers courses in four, three month blocks:

- Winter Semester (January - March)
- Spring Semester (April - June)
- Summer Semester (July - September)
- Fall Semester (October - December)

This information is current, but please be advised that all programs are subject to revision.

## One Year Certificate

## Program Outcomes

Upon completion of this program, graduates will be able to:

- Demonstrate effective communication and personal management skills in the workplace.
- Apply basic management skills in the supervision of employees.
- Evaluate the effectiveness of marketing plans in attracting and retaining veterinary clients.
- Adhere to legal and ethical obligations for veterinary clinics operations.

- Manage the human resource requirements of the veterinary practice.
- Evaluate financial data to optimize the practice of profitability.
- Manage the daily operations of the veterinary clinic.
- Utilize selected business software.

## Admission Requirements

1. High School Diploma or its equivalent
2. 50% or better in English Language Arts 30-1 or 30-2
3. 50% or better in Math 20-1 or Math 20-2 (Pure or Applied Math 20)

**OR**

Alternate Admissions Status:

1. May be required to meet specific program admission requirements.
2. Acceptance will be based on approval of the program coordinator and the Registrar's office.

## Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: [www.oldscollege.ca/programs/VPM/Veterinary%20Practice%20Manager%202013.pdf](http://www.oldscollege.ca/programs/VPM/Veterinary%20Practice%20Manager%202013.pdf)

## Program Requirements

### Winter Semester: January - March

Block 1

- CMP 6110 - Computer Applications I

### Spring Semester: April - June

Block 2

Course offerings to be determined

### Summer Semester: July - September

Block 3

Course offerings to be determined

### Fall Semester: October - December

Block 4

Course offerings to be determined

## Total Credits

Total Credits: 30

## Graduation Requirements

To obtain a certificate, a student must achieve:

1. Successfully complete all required courses - 30 credits - as listed in the program requirements
2. A cumulative G.P.A of 2.00
3. Fulfillment of the Graduation Policy - Residency Requirement

## Veterinary Technical Assistant

On-Campus Program to learn how to safely handle and restrain animals to assist veterinarians and animal health technologists.

## Program Summary

September or January

## Program Details

## Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/VTA/index.htm>

## Admission Requirements

Applicants must have:

- a) High School Diploma or its equivalent
- b) 50% or better in Pure or Applied Math 20
- c) 50% or better in English Language Arts 30-1 or 30-2
- d) 50% or better in Biology 20

OR

Alternate Admissions Status:

Alternate Admission Status applies if you do not meet the Alberta High School requirements of the program to which you are applying, or if you received your high school education through home based learning. Alternate Admission Status students may be required to meet specific program admission requirements. To apply under this status, you must submit a transcript(s) showing any completed high school and post-secondary courses, a statement in support of your application outlining aspects of your background and experience that might have prepared you for the program. Documents such as a resume, letters of reference from previous educators or employers and/or a portfolio of related academic/project work must be included with your application.

## Program Requirements

- VTA 6010 - Small Animal Restraint and Handling
- VTA 6020 - Principles of Veterinary Clinical Procedures
- VTA 6030 - Veterinary Equipment and Instrumentation
- VTA 6040 - Veterinary Patient Preparation and Husbandry
- COM 1005 - Communication and Career Preparation

## Total Credits

Total Credits: 15 credits

## Graduation Requirements

To earn a certificate students must achieve the following.

1. A total of 15 credits.
2. A GPA of 2.00 or better.
3. Completion of all required courses as outlined in the program requirements.
4. Fulfillment of the Graduation Policy - Residency Requirement

## Career Opportunities

Students will have the opportunity to be employed in Veterinary clinics, animal shelters, boarding facilities and pet stores.

Many veterinary hospitals employ assistant staff to work with veterinarians and animal health technologists to provide basic supportive care to animals.

## **Welding Apprenticeship**

Please see the Apprenticeship Programs for information.

# On-Line Programs

Animal Health Technology [http://calendar.oldscollege.ca/preview\\_program.php?catoid=10&poid=239&returnto=152](http://calendar.oldscollege.ca/preview_program.php?catoid=10&poid=239&returnto=152)

Fashion Marketing [http://calendar.oldscollege.ca/preview\\_program.php?catoid=10&poid=254&returnto=152](http://calendar.oldscollege.ca/preview_program.php?catoid=10&poid=254&returnto=152)

Land Administration [http://calendar.oldscollege.ca/preview\\_program.php?catoid=10&poid=260&returnto=152](http://calendar.oldscollege.ca/preview_program.php?catoid=10&poid=260&returnto=152)

Rural Finance and Entrepreneurship Certificate  
[http://calendar.oldscollege.ca/preview\\_program.php?catoid=10&poid=236&returnto=152](http://calendar.oldscollege.ca/preview_program.php?catoid=10&poid=236&returnto=152)

# **A-Z Courses**

**ACT 1000 - Recordkeeping**

**ACT 1011 - Accounting Principles I**

**ACT 1012 - Accounting Principles II**

**ACT 1100 - Business Bookkeeping**

**ACT 2010 - Managerial Accounting**

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

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

**AGB 1000 - Agricultural Value and Practices**

**AGEC 210 - Farm Management**

**AGEC 211 - Federal Farm Law**

**AGEC 220 - Farm Finance**

**AGEC 245 - Advanced Farm Accounting**

**AGEC 246 - Farm Income Tax**

**AGEC 333 - Commodity Risk Management**

**AGN 1010 - Vegetation of Western Canada**

**AGN 1340 - Principles of Agronomy**

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

**AGN 2340 - Annual Crop Production**

**AGN 2440 - Perennial Crop Production**

**AGN 2740 - Environmental Farm Management**

**AGN 2840 - Crop Nutrition and Protection**

**AGRI 200 - Global Agricultural Issues**

**AGRN 100D - Crop Production Systems**

**AGRN 105D - Introductory Soils and Crop Nutrition**

**AGRN 110D - Weed Fundamentals**

**AGRN 115D - Insect and Disease Management**

**AGRN 120 - Data Management**

**AHT 1010 - Introduction to Veterinary Laboratory Procedures**

**AHT 1020 - Introduction to Animal Health Industry**

**AHT 1030 - Animal Anatomy and Physiology**

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

**AHT 1050 - Client Relations in Animal Health Care**

**AHT 1510 - Applied Veterinary Lab Procedures**

**AHT 1520 - Veterinary Diagnostic Imaging**

**AHT 1530 - Animal Nutrition**

**AHT 1540 - Animal Health Pharmacology**

**AHT 2010 - Client Relations in Animal Health**

**AHT 2020 - Veterinary Anesthesiology**

**AHT 2030 - Clinical Veterinary Lab Procedures**

**AHT 2040 - Introduction to Veterinary Surgery and Dentistry**

**AHT 2050 - Introduction to Clinical Procedures**

**AHT 2060 - Introduction to Animal Welfare and Veterinary Ethics**

**AHT 2510 - Small Animal Disorders**

**AHT 2520 - Large Animal Disorders**

**AHT 2530 - Applied Veterinary Surgical and Dental Procedures**

**AHT 2540 - Large Animal Clinical Procedures**

**AHT 2550 - Small Animal Clinical Procedures**

**AHT 2950 - Industry Practicum**

**AMT 1035 - Agricultural Management Principles**

**AMT 1040 - Survey of Agribusiness**

**AMT 1335 - Agribusiness Accounting**

**AMT 1360 - Agribusiness Information Technology**

**AMT 2020 - Advanced Product Marketing**

**AMT 2033 - Commodity Risk Management**

**AMT 2035 - Agribusiness Financial Management**

**AMT 2050 - Agribusiness Wealth Management**

**AMT 2600 - Agricultural Asset Valuation**

**AMT 2630 - Agribusiness Planning and Management**

**AMT 6035 - Agricultural Management Principles**

**AMT 6135 - Agribusiness Accounting**

**AMT 6235 - Agribusiness Financial Management**

**ANSC 123 - Livestock Survey**

**APT 1100 - Apparel Construction I**

**APT 1120 - Textiles**

**APT 1160 - History of Clothing**

**APT 1200 - Apparel Construction II**

**APT 1240 - Apparel Design**

**APT 1740 - Pattern Design for Upper Torso**

**APT 1745 - Pattern Design for Lower Torso**

**APT 2340 - Designing with Knits**

**APT 2400 - Tailoring**

**APT 2450 - Couture and Specialty Fabrics**

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

**BAS 4999 - Directed Field Study**

**BHO 3100 - Research Methods**

**BHO 3300 - Project Management Principles**

**BHO 3800 - Plant Environment Systems**

**BHO 4000 - Integrated Project**

**BHO 4710 - Ethics and Pest Management**

**BPD 1380 - Bioprocessing and Distribution**

**BPD 2280 - Warehouse and Distribution Management**

**BPD 2380 - Bioprocess Management**

**BPD 2480 - Food Process Management**

**BPD 2580 - Food Safety Management**

**BPD 2680 - Quality Assurance Management**

**BUS 1020 - Business Communications**

**BUS 1050 - Business Mathematics**

**BUS 2000 - Business Statistics**

**CAD 1000 - Site Assessment Methods**

**CAD 1050 - Introduction to Golf Course Design Methods**

**CAD 1051 - Golf Course Design Methods**

**CCC 1000 - Pattern Design for Menswear**

**CCC 2050 - Costume Cutting and Construction**

**CCC 2160 - Couture for Stage**

**CCC 2200 - Costuming Workshops**

**CCC 2300 - Men's Tailoring**

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

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

**CHE 1020 - Environmental Chemistry**

**CMP 1100 - Computer Applications I**

**CMP 1250 - Business Software I**

**CMP 2100 - Computer Applications for Land Administration**

**CMP 2750 - Business Software II**

**CMP 2800 - Business Software III**

**CMP 6110 - Computer Applications I**

**CMP 6210 - Computer Applications for Land Administration**

**COM 1005 - Communication and Career Preparation**

**COM 1010 - Communications and Personal Management**

**COM 1010 - Communications and Personal Management**

**COM 1020 - Workplace Communication**

**COM 1030 - Workplace Professionalism**

**COM 1050 - Business Communications**

**COM 2020 - Advanced Communications**

**COM 2020 - Advanced Communications**

**COM 6105 - Communication and Career Preparation**

**CRP 1160 - Basic Wood Frame Construction**

**CRP 1260 - Basic Cabinet Construction**

**CSS 1000 - College Success Skills**

**DFS 1550 - Directed Field Studies I**

**DFS 2550 - Directed Field Study II**

**DFST 679 - Directed Field Studies**

**DSN 1210 - Visual Design and Merchandising**

**DSN 6121 - Visual Design and Merchandising**

**EAB 1000 - Utility Arboriculture**

**EAB 1010 - Ground Operations**

**EAB 2020 - Tree Climbing**

**EAB 2021 - Pruning Practices**

**EAB 2030 - Tree Value and Risk Assessment**

**EAB 2050 - Report Writing for Arborists**

**EAB 2621 - Aerial Operations**

**ECN 1010 - Microeconomics**

**ECN 1020 - Macroeconomics**

**ELM 1000 - Landscape Graphics**

**ELM 1010 - Fundamentals of Landscape Construction**

**ELM 1600 - Diseases of Landscape Plants**

**ELM 2020 - Landscape Maintenance Operations**

**ELM 2040 - Urban Forestry**

**ELM 2500 - Landscape Design**

**ELM 2510 - Landscape Construction Operations**

**ELM 2600 - Landscape Pest Management**

**ELM 2660 - Landscape Pest Management**

**ELM 2710 - Landscape Project Management**

**ELM 3500 - Presentation Graphics**

**ELM 4500 - Sustainable Sites**

**EQN 1000 - Equine Anatomy and Physiology**

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

**EQN 1020 - Farm Equipment Operation**

**EQN 1030 - Interacting with Horses**

**EQN 1230 - Managing Equine Health**

**EQN 1240 - Horse Care Lab**

**EQN 2000 - Massage Therapy**

**EQN 2010 - Riding and Starting an English Horse**

**EQN 2011 - Riding and Starting a Western Horse**

**EQN 2020 - Riding the English Horse**

**EQN 2021 - Riding the Western Horse**

**EQN 2030 - Riding and Coaching Specifications**

**EQN 2040 - Artificial Breeding Techniques**

**EQN 2300 - Conditioning for Performance**

**EQN 2310 - Driving the Draft Horse**

**EQN 2310 - Driving the Draft Horse**

**EQN 2320 - Advanced Training Techniques**

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

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

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

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

**EQN 2360 - Starting the Young Horse**

**EQN 2401 - Breeding Management**

**EQN 2402 - Foaling and Foal Management**

**EQN 2403 - Breeding Management Practicum**

**EQN 2404 - Foaling Management Practicum**

**EQN 2406 - Event Management Procedures**

**EQN 2407 - Advanced Equine Marketing**

**EQN 2408 - Event Production Practicum**

**EQN 2409 - Equestrian Instructional Skills**

**EQN 2410 - Equestrian Instructional Skills Practicum**

**EQN 2420 - Analyzing Performance**

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

**EQN 2500 - Enterprise Management Practicum I**

**EQN 2501 - Enterprise Management Practicum II**

**EQN 2520 - Equine Nutrition**

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

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

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

**EQN 2950 - Industry Practicum**

**EQN 6020 - Rodeo Techniques I**

**EQN 6030 - Rodeo Techniques II**

**EQN 6040 - Rodeo Techniques III**

**EQNE 126 - Rodeo Techniques I**

**EQNE 326 - Rodeo Techniques II**

**EQNE 426 - Rodeo Techniques III**

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

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

**ERJ 6003 - Rider Preparation**

**ERJ 6004 - Exercising the Flat Racer**

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

**EVS 1210 - Applied Ecology**

**EVS 1730 - Land Reclamation and Ethics**

**EVS 1730 - Land Reclamation and Ethics**

**EVS 2330 - Oilfield Reclamation**

**EVS 2400 - Bioremediation and Biometrics**

**EVS 2710 - Wildlife Management and Biometrics**

**EVS 2730 - Managing Contaminated Sites**

**EVS 2880 - Global Sustainability**

**FAP 2440 - Advanced Pattern Design**

**FAP 2445 - Computerized Pattern Design**

**FAP 2450 - Couture and Specialty Fabrics**

**FAP 2470 - Digital Media for Fashion**

**FAP 2530 - Apparel Industry Practices**

**FAR 1000 - Introduction to Trimming and Keg Shoeing**

**FAR 1100 - Introduction to Blacksmithing**

**FAR 1200 - Equine Anatomy**

**FAR 1250 - Horse Handling**

**FAR 1500 - Blacksmithing**

**FAR 1600 - Horseshoeing**

**FAR 2000 - Performance Shoeing**

**FAR 2100 - Farrier Welding, Machining and Fabrication**

**FAR 2200 - Advanced Forging and Horseshoeing**

**FAR 2300 - Advanced Therapeutic and Corrective Horseshoeing**

**FAR 2400 - Advanced Keg Shoe Modifications**

**FAS 1050 - Garment Analysis**

**FAS 1110 - Fashion Research and Career Analysis**

**FAS 2010 - Introduction to Image Consulting**

**FAS 6105 - Garment Analysis**

**FAS 6111 - Fashion Research and Career Analysis**

**FAS 6201 - Introduction to Image Consulting**

**FIN 2135 - Financial Lending**

**FIN 2600 - Finance**

**FIN 2900 - Applied Corporate Finance**

**GIS 1010 - Site Maps and Interpretation**

**GIS 1300 - GIS Tools**

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

**GRM 6001 - Introduction to the Horse**

**GRM 6003 - Training and Racing**

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

**GRM 6005 - Personal Development and Employability**

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

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

**HEO 6002 - Introduction to Earthmoving**

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

**HEO 6004 - Fieldwork and Jobsite Fundamentals**

**HEO 6005 - Earthmoving Operational Techniques**

**HRM 1010 - Human Resources Management**

**HRT 1300 - Plant Selection**

**HRT 2500 - Horticulture Post-Harvest Handling and Processing**

**In this course stude 6003 - Basic Electical Theory and Circuits**

**LAW 1111 - Agricultural Law**

**LAW 3000 - Agricultural Law**

**LDR 1000 - Personal Leadership**

**LDR 2000 - Community Leadership**

**LND 1000 - Land Documentation**

**LND 1001 - Surface Rights and Regulations**

**LND 1002 - Oil and Gas Industry Evolution**

**LND 1003 - Energy Fundamentals**

**LND 1004 - Alberta Crown Lands**

**LND 1005 - Managing Alberta's Lands**

**LND 1009 - Land Documents & Compensation**

**LND 1010 - Other Land Acquisition Types**

**LND 1410 - Petroleum Industry Fundamentals**

**LND 2000 - Advanced Land Documentation**

**LND 2002 - Advanced Regulations**

**LND 2006 - Stakeholder Consultation**

**LND 2350 - Land Negotiations and Ethics**

**LND 2460 - Reclamation Fundamentals**

**LND 2500 - Land Negotiation Simulation**

**LND 2501 - Land Agent Licensing**

**LND 6100 - Land Documentation**

**LND 6101 - Surface Rights and Regulations**

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

**LND 6141 - Petroleum Industry Fundamentals**

**LND 6200 - Advanced Land Documentation**

**LND 6202 - Advanced Regulations**

**LND 6206 - Stakeholder Consultation**

**LUP 1620 - Land Systems and Legislation**

**LUP 2010 - Land Planning and Appraisal**

**LUP 2020 - Land-use Planning Systems**

**LUP 2030 - Rural Development Practices**

**LUP 2620 - Applied Land-use Planning**

**LVS 1370 - Principles of Animal Agriculture**

**LVS 2070 - Beef Cattle Management**

**LVS 2370 - Livestock Nutrition**

**LVS 2380 - Livestock Enterprise Management**

**LVS 2470 - Livestock Health and Disease**

**LVS 2570 - Livestock Breeding Strategies**

**MCH 1142 - Basic Machining Techniques**

**MEAT 110 - Butchering**

**MEC 1050 - Machinery and Technology**

**MEC 1490 - Farmstead Management**

**MEC 2060 - Precision Cropping Systems**

**MECH 137D - Used Machinery Appraisal**

**MEP 1006 - Livestock Slaughter**

**MEP 1007 - Meat Cutting**

**MEP 1008 - Value Added Processing**

**MEP 1009 - Food Safety and Sanitation**

**MEP 1010 - Meat Industry Communication**

**MEP 1500 - Meat Business Management**

**MEP 2006 - Meat Merchandising and Marketing**

**MEP 2008 - Advanced Food Safety Management**

**MEP 2009 - Advanced Meat Processing**

**MGMT 320 - Intergenerational Farm Transition**

**MGT 1000 - Principles of Management**

**MGT 1060 - Business Law**

**MGT 1200 - Organizational Behaviour**

**MGT 1410 - Retail Management**

**MGT 1510 - Professional Practice**

**MGT 2010 - Production and Operations Management**

**MGT 2040 - Advanced Computer Applications**

**MGT 2060 - Managing Information Systems**

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

**MGT 2800 - Business Strategy**

**MGT 3000 - Small Business Planning and Management**

**MGT 3100 - Financial Management**

**MGT 3200 - Project Management for Agriculture**

**MGT 3300 - Leadership**

**MGT 3333 - Agriculture Innovation and Leadership**

**MGT 3400 - Human Resources Management**

**MGT 3500 - Applied Research**

**MGT 4000 - Strategic Business Management**

**MGT 6120 - Organizational Behaviour**

**MGT 6141 - Retail Management**

**MKG 1020 - Principles of Marketing**

**MKG 1021 - Marketing Principles**

**MKG 1510 - Fashion Promotions**

**MKG 2020 - Personal Selling/ Customer Relationship Management**

**MKG 2680 - E-marketing**

**MKG 2690 - E-commerce**

**MKG 3000 - Marketing**

**MKG 3500 - International Marketing**

**MKG 6102 - Principles of Marketing**

**MKG 6151 - Fashion Promotions**

**OFA 1000 - Office Procedures**

**OFA 1100 - Proofreading and Editing**

**OFA 1200 - Document Processing**

**OFA 1220 - Keyboarding**

**OFA 2500 - Office Procedures Practicum**

**OFA 2600 - Workplace Communication**

**OFA 2700 - Advanced Document Processing**

**OFA 2700 - Advanced Document Processing**

**OFA 2720 - Advanced Keyboarding**

**PEC 6001 - Safety**

**PEC 6002 - Building Materials**

**PEC 6003 - Hand and Power Tools**

**PEC 6004 - Site Preparation and Building Layout**

**PEC 6005 - Foundation**

**PEC 6006 - Floor Frame**

**PEC 6007 - Estimating and Plans**

**PEH 6001 - Safety, Materials and Tools**

**PEH 6002 - Suspensions, Wheels and Systems**

**PEH 6003 - Hydraulic Brake Systems**

**PEH 6004 - Electrical and Electronics**

**PEH 6005 - Hydraulics Systems**

**PEH 6006 - Air Brakes**

**PEM 6001 - Shop Safety, Equipment and Materials**

**PEM 6002 - Trade Tools and Shop Procedures**

**PEM 6003 - Basic Electrical Theory and Circuits**

**PEM 6004 - Motorcycle Assembly and Pre-Delivery**

**PEM 6005 - Basic Tune-Up and Manufacturer's Service**

**PEM 6006 - Two and Four Stroke Engine Theory**

**PEM 6007 - Wheel and Tire Maintenance**

**PEM 6008 - Mechanical and Hydraulic Brake Systems**

**PEW 6001 - Safety, Tools, Weld Faults and Oxy-Acetylene Welding**

**PEW 6002 - SMAW 1**

**PEW 6003 - GMAW, FCAW and SAW**

**PEW 6004 - Trade Math**

**PEW 6005 - SMAW Practical**

**PEW 6006 - GMAW Practical**

**PEW 6007 - Oxy Cutting Practical**

**PHS 6001 - Safety Personal and Professional Development**

**PHS 6002 - Client Services**

**PHS 6003 - Facility and Equipment**

**PHS 6004 - Properties of Hair & Scalp**

**PHS 6005 - Draping, Shampooing and Treatments**

**PHS 6006 - Haircutting**

**PHS 6007 - Hairstyling**

**PHS 6008 - Chemical Texturing**

**PHS 6009 - Hair Colouring**

**PLS 1010 - Plant Science Principles**

**PLS 1310 - Ecological Principles and Weed Management**

**PLS 1320 - Weed Ecology and Management**

**PLS 1510 - Native Plants of Alberta**

**PLS 2410 - Native Plants of Alberta**

**PLS 2510 - Integrated Weed Management**

**PRH 1020 - Production Horticulture Fundamentals**

**PRH 1520 - Fall Greenhouse Crops**

**PRH 1620 - Field Production of Floristry Crops**

**PRH 1720 - Fruit Production**

**PRH 1820 - Nursery Production**

**PRH 1920 - Vegetable Production**

**PRH 2020 - Winter Greenhouse Crops**

**PRH 2200 - Diseases of Horticultural Crops**

**PRH 2250 - Diseases of Horticultural Crops**

**PRH 2300 - Plant Applications**

**PRH 2500 - Arthropod Management in Production Systems**

**PRH 2560 - Production Pest Management**

**PRH 2560 - Production Pest Management**

**PRH 3520 - Crop Modeling**

**PRH 3530 - Technology Applications in Production Horticulture**

**PRH 3540 - Biotechnology**

**SOI 1000 - Fundamentals of Soil Science**

**SOI 1410 - Urban Soils**

**SOI 2340 - Soil Classification and Mapping**

**SOI 2410 - Urban Soil Applications**

**SOI 2411 - Advanced Golf Course Soils**

**SOI 2500 - Sustainable Soil Management**

**SOIL 100 - Soil Investigations**

**SPM 1000 - Principles of Sport Management**

**SPM 1200 - Introduction to Coaching**

**SPM 2200 - Introduction to Coaching - Level 2**

**SPM 2300 - Facility Management**

**SPM 2400 - Industrial Relations of Sports**

**SPM 2500 - Event Planning**

**TEC 1000 - Technician Basics**

**TEC 1026 - Braking and Trailer Systems**

**TEC 1100 - Hydraulic and Electrical Basics**

**TEC 1133 - Agricultural Equipment I**

**TEC 1404 - Engine Fundamentals and Systems**

**TEC 1504 - Engine Service and Repair**

**TEC 1522 - Starting and Charging Systems**

**TEC 1604 - Diesel Fuel Systems**

**TEC 2126 - Hydraulic Shift Transmissions**

**TEC 2218 - Steering and Suspension**

**TEC 2226 - Off Road Systems**

**TEC 2305 - Hydraulics II**

**TEC 2338 - HVAC Systems**

**TEC 2433 - Agricultural Equipment II**

**TEC 2436 - On Road Power Trains**

**TEC 2705 - Hydraulics III**

**TEC 2722 - Electrical and Electronic Diagnostics**

**TEC 2733 - Agricultural Equipment Repair**

**TEC 2749 - Heavy Equipment Repair**

**TRF 1200 - Introductory Turfgrass Management**

**TRF 1710 - Turf Pest Management**

**TRF 2100 - Turf Equipment Maintenance**

**TRF 2300 - Golf Course Management**

**TRF 2400 - Advanced Turfgrass Management**

**TRF 2600 - Golf Course Design**

**TRF 2700 - Principles of Golf Course Construction**

**TRF 2710 - Turf Pest Management**

**TRF 2720 - Golf Course Pesticide Application**

**TRF 2760 - Turfgrass Diseases**

**TRF 4000 - Golf Course Master Planning**

**TRF 4100 - Environmental Management for Golf Courses**

**TVP 1010 - Transition to College Life**

**TVP 1020 - Personal and Financial Management**

**TVP 1030 - Workplace Communications**

**TVP 1040 - Transition to Workplace**

**TVP 1050 - Consumer Skills**

**TVP 1060 - Employment Search**

**TVP 1070 - Workplace Relations**

**TVP 1110 - Work Experience I**

**TVP 1120 - Work Experience II**

**TVP 1130 - Work Practicum**

**VMR 1010 - Animal Health Systems and Management**

**VMR 1020 - Animal Breeds, Handling, Behaviour and Welfare**

**VMR 1030 - Veterinary Business Software**

**VMR 1510 - Infectious Diseases and Prevention**

**VMR 1520 - Veterinary Procedures Awareness**

**VMR 1530 - VMR Office Procedures**

**VMR 2950 - Industry Practicum**

**VPM 6010 - Basic Management Skills**

**VPM 6020 - Veterinary Marketing**

**VPM 6030 - Veterinary Human Resources**

**VPM 6210 - Employee Retention and Growth**

**VPM 6220 - Communication**

**VPM 6230 - Veterinary Financial Management**

**VPM 6240 - Veterinary Laws and Ethics**

**VPM 6250 - Veterinary Practice Organization**

**VTA 6010 - Small Animal Restraint and Handling**

**VTA 6020 - Principles of Veterinary Clinical Procedures**

**VTA 6030 - Veterinary Equipment and Instrumentation**

**VTA 6040 - Veterinary Patient Preparation and Husbandry**

**WLD 1167 - Introductory Welding**

**WLD 2167 - Intermediate Welding**

**WTR 1330 - Water Fundamentals**

**WTR 1430 - Introductory Golf Course Irrigation**

**WTR 1530 - Production Irrigation**

**WTR 2030 - Landscape Irrigation**

**WTR 2031 - Sustainable Irrigation Practices**

**WTR 2330 - Water Quality**

**WTR 2630 - Watershed Management**

## **WTR 2730 - Advanced Golf Course Irrigation**

# **Alphabetical Listing of Courses**

## **Olds College**

### **School of Agriculture**

**Animal Health Technology**

**Equine Science**

**Agricultural Management**

**Meat Processing**

**Veterinary Medical Receptionist**

**Farrier Science**

**Race Horse Groom Training Program**

**Exercise Rider/Jockey Training Program**

**Equine Dental Technology**

**Veterinary Technical Assistant**

**School of Business**

**General Studies**

**Business Administration**

**Office Administration**

**Fashion Marketing**

**Apparel Technology**

**Bachelor of Applied Science - Agribusiness Technology**

**School of Environment**

**Bachelor Applied Science - Horticulture**

**Environmental Horticulture**

**Land Administration**

**Land Agent**

**Land & Water Resources**

**Production Horticulture**

**Turfgrass Management**

**Landscape Gardener Apprenticeship**

**School of Trades**

**Agriculture and Heavy Equipment Certificate**

**Agriculture and Heavy Equipment Diploma**

**Transitional Vocational Program**

**Apprenticeship Programs**

**Pre-Employment Carpentry**

12 Week Course to enter Apprenticeship

**Pre-Employment Heavy Equipment Technician**

12 Week course to enter Apprenticeship

## **Pre-Employment Welder**

12 Week course to enter Apprenticeship

## **Pre-Employment Hairstylist**

## **Pre-Employment Motorcycle Mechanic**

# Programs of Study

**All programs have specific admission requirements.**

## Ag Equipment Technician

Please refer to Apprenticeship Programs

Please see the Fact Sheet at: <http://www.oldscollge.ca/programs/pdfs/factsheets/AgEquipTechApprent.pdf>

### Program Summary

FOUR YEAR PROGRAM

Eight Weeks Each Year

The Alberta Agricultural Machinery Industry and Alberta apprenticeship and Industry Training and Alberta Advanced Education and Technology Initiated a four year Agricultural Equipment Technician Apprentice Program. This program has been in place since the fall of 2001

### Program Description

Agricultural Equipment Technician Apprenticeship may be for you if you are an individual who likes a technically challenging career working with machinery, and/or with computers, a rural lifestyle and assisting the industry that grows our food.

### Admission Requirements

Completion of Grade 12 and have a minimum of Alberta Pure Math 10 or Applied Math 10, or pass an entrance examination administered by Alberta Apprenticeship and Industry Training.

### Employment Opportunities

Agricultural Equipment Technicians may work in a dealer's service centre or may travel to farms to work on Agricultural Equipment. In addition, Agricultural Technicians typically repair and overhaul engines, mechanical and power-shipft transmissions, hydraulic and electrical systems on tractors, tillage machinery, and harvesting equipment. They also assemble and adjust new farm machinery and related equipment. Agricultural Equipment Technicians may specialize in specific areas including engine iverhaul, hydraulics, electrical systems, power transmissions, fuel injection, or other related agricultural equipment.

### Training Period Descriptions

Subject areas are listed below for each in-school technical training period consisting of four eight-week training periods coinciding with years of work related experience.

First Period training Topics Include: Safety, tools and skills, materials, electrical welding and oxyfuel cutting, basic electrical, basic hydraulics, power trains and agricultural equipment.

Second Period Training Topics Include: engine fundamental, service and repair, engine systems, diesel fuel injection, electronic fuel management and heavy duty charging and cranking systems.

Third Period Training Topics Include: Spraying equipment, air conditioning, heating systems, agricultural equipment, braking systems, seeding systems, precision farming, preventative maintenance, failure analysis and advanced power trains.

Fourth Period Training Topics Include: Advanced hydraulics, electrical and electronic diagnosis, hydraulic, power shift transmissions and steering and suspension systems.

For further information regarding the Agricultural Equipment Technician Apprenticeship offered at Olds College contact:

Olds College Coordinator Apprenticeship Programs

Tony Jordan  
4500 - 50 Street  
OLDS, AB T4H 1R6  
Phone: (403)556-8276  
E-Mail: tjordan@oldscollege.ca

## **Agricultural and Heavy Equipment Certificate**

### **Program Summary**

Two Semesters  
Fall: September - December  
Winter: January - April

#### **FALL ENTRY ONLY**

The information that you are receiving is current but please be advised that all programs are subject to revision.

### **Program Description, Tuition Deposit, Employment Opportunities**

Please see the Fact Sheet for more information at <http://www.oldscollege.ca/programs/pdfs/factsheets/AgHeavyEquipment.pdf>

### **Admission Requirements**

Applicants must have:

- High school diploma or its equivalent with
- 50% or better in English Language Arts 30-1 or 30-2
- 50% or better in Pure Math 20 or Applied Math 20

## OR

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office

### Note:

- It is recommended that students entering under the Alternate Admission Status register in CSS 6000 - College Success Skills offered the week before classes begin in the Fall.
- It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets.
- High school students are encouraged to complete CTS modules 1010, 1020, 1030 and 1060.

## Tool Requirements

Students will be required to supply their own basic hand tools. Tool list details are available at [www.oldscollege.ca/enrolment/pdf/AgandHeavyEquipmentToolList.pdf](http://www.oldscollege.ca/enrolment/pdf/AgandHeavyEquipmentToolList.pdf). Specialty tools are available at the tool room on campus. Tools are loaned on a tool tag program. 10 tool tags will be required at a refundable cost of \$20.00. Additionally, a \$30.00 non-refundable fee for shop supplies will be charged.

Personal protective equipment is required for all lab classes - i.e.:

- CSA approved steel toe safety footwear
- Safety glasses
- Hearing protection
- Coveralls- 2 pairs suggested

### NOTE:

The safety glasses and hearing protection can be purchased at Olds College on the first day of class. The student will have to purchase the safety footwear prior to coming to Olds College.

Failure to wear this protective equipment will result in dismissal from the class, as this is a violation of the Occupational Health & Safety Regulations of Olds College. The cost of tools is over and above the tuition cost of the program.

## Agricultural & Heavy Equipment Certificate Description

### Attendance Policy

Regular attendance in all aspects of training is essential for learner success because skill development and safety requirements build progressively from day to day. In project classes, the learner is responsible to ensure the completion of an assigned project on time. Therefore, it is considered that if a learner has missed more than 10% of any given course, in terms of unexcused absences, he or she will be considered to be withdrawn from the course. However, excused absences for any reason do not relieve a learner of the responsibility to complete course work required by the course outline and instructor.

## Class Projects

All Agricultural and Heavy Equipment students have the opportunity to repair and rebuild their own projects in classes where selected external projects may be taken on by the college. The cost of these projects is not included in the student's tuition. The costs are over and above all other costs the student pays at Olds College. The students will be apprised of these costs in each class where projects are needed. It is completely optional for students to bring in their own projects.

## Apprenticeship Accreditation

The graduate of the one-year certificate has the opportunity to write the apprenticeship exams for the first two-years of either the Agricultural or Heavy Equipment Technician trades. However, in order to Challenge these exams, graduates will have to present a minimum GPA of 2.3 in order to be eligible. This gives the graduate technical accreditation towards the first two-years of their chosen trade. The student can then choose to continue on and attain Alberta Journeyman status, completing mandatory on the job training hours as specified by Alberta Apprenticeship and attend technical training for the third and fourth period in their chosen trade. For more information contact the program coordinator.

## Program Requirements

### Fall Semester: September - December

- TEC 1000 - Technician Basics
- TEC 1026 - Braking and Trailer Systems
- TEC 1100 - Hydraulic and Electrical Basics
- TEC 1133 - Agricultural Equipment I
- WLD 1167 - Introductory Welding

### Winter Semester: January - April

- TEC 1404 - Engine Fundamentals and Systems
- TEC 1504 - Engine Service and Repair
- TEC 1522 - Starting and Charging Systems
- TEC 1604 - Diesel Fuel Systems
- COM 1020 - Workplace Communication

## Total Credits

Total Fall Semester: 15 credits

Total Winter Semester: 15 credits

Total Required Credits: 30 credits

## Graduation Requirements

To obtain a certificate a student must achieve the following:

1. A minimum of 30 credits
2. A cumulative GPA of 2.00 or better
3. Completion of all required courses for this program
4. Fulfillment of the Graduation Policy - Residency Requirements

## Agricultural and Heavy Equipment Diploma

### Program Details

### Program Summary

Four Semesters (first two semesters are the Certificate program)

Fall: September - December

Winter: January - April

#### **FALL ENTRY ONLY**

The information that you are receiving is current but please be advised that all programs are subject to revision.

### Program Description, Tuition Deposit and Employment Opportunities

Please refer to the Fact Sheet at <http://www.oldscollge.ca/programs/pdfs/factsheets/AgHeavyEquipment.pdf>

### Admission Requirements

Applicants must have:

- a) Completion of an Agricultural and Heavy Equipment Certificate with:
- b) A cumulative GPA of 2.00 or greater

### Tool Requirements

Students will be required to supply their own basic hand tools. Tool list details are available at [www.oldscollge.ca/enrolment/pdf/AgandHeavyEquipmentToolList.pdf](http://www.oldscollge.ca/enrolment/pdf/AgandHeavyEquipmentToolList.pdf). Specialty tools are available at the tool room

on campus. Tools are loaned on a tool tag program. 10 tool tags will be required at a refundable cost of \$20.00. Additionally a \$30.00 non-refundable fee for shop supplies will be charged.

Personal protective equipment is required for all lab classes - i.e.:

- CSA approved steel toe safety footwear
- Safety glasses
- Hearing protection
- Coveralls - 2 pairs suggested

**NOTE:**

The safety glasses and hearing protection can be purchased at Olds College on the first day of class. The student will have to purchase safety footwear prior to coming to Olds College.

Failure to wear this protective equipment will result in dismissal from the class, as this is a violation of the Occupational Health & Safety Regulations of Olds College

The cost of tools is over and above the tuition cost of the program.

## Transfer Agreements

Transfer Agreements are in process.

## Two Majors

Agricultural Equipment Major

Heavy Equipment Major

Agricultural Equipment Major

Heavy Equipment Major

## Agricultural & Heavy Equipment Diploma Description

### Class Projects

All Agricultural and Heavy Equipment students have the opportunity to repair and rebuild their own projects in classes where selected external projects may be taken on by the college. The cost of these projects is not included in the student's tuition.

The costs are over and above all other costs the student pays at Olds College. The students will be apprised of these costs in each class where projects are needed. It is completely optional for students to bring in their own projects.

## Attendance Policy

Regular attendance in all aspects of training is essential for learner success because skill development and safety requirements build progressively from day to day. In project classes, the learner is responsible to ensure the completion of an assigned project on time. However, excused absences for any reason do not relieve a learner of the responsibility to complete course work required by the course outline and instructor.

## Apprenticeship Accreditation

The graduate of the two-year diploma has the opportunity to write the apprenticeship exams for the first two-years of both the Agricultural and Heavy Equipment Technician trades and the third and fourth years of either the Agricultural or Heavy Equipment Technician Trade based on their chosen major. However, in order to Challenge these exams, graduates will have to present a GPA of 2.3 to be eligible to write these exams. This gives the graduate full technical accreditation towards their trade. To continue on and attain Alberta Journeyman status, the graduate must complete mandatory on-the-job training hours as specified by Advanced Education and Apprenticeship.

The program is accredited by Advanced Education and Apprenticeship. For further accreditation information contact the program coordinator.

## Program Requirements - Agricultural Equipment Major

### Fall Semester: September - December

- TEC 2226 - Off Road Systems
- TEC 2305 - Hydraulics II
- TEC 2338 - HVAC Systems
- TEC 2722 - Electrical and Electronic Diagnostics
- TEC 2218 - Steering and Suspension

### Winter Semester: January - April

- TEC 2433 - Agricultural Equipment II
- TEC 2705 - Hydraulics III
- TEC 2733 - Agricultural Equipment Repair
- TEC 2126 - Hydraulic Shift Transmissions
- COM 1030 - Workplace Professionalism

## Program Requirements - Heavy Equipment Major

## Fall Semester: September - December

- TEC 2226 - Off Road Systems
- TEC 2305 - Hydraulics II
- TEC 2338 - HVAC Systems
- TEC 2722 - Electrical and Electronic Diagnostics
- TEC 2218 - Steering and Suspension

## Winter Semester: January - April

- TEC 2436 - On Road Power Trains
- TEC 2705 - Hydraulics III
- TEC 2749 - Heavy Equipment Repair
- TEC 2126 - Hydraulic Shift Transmissions
- COM 1030 - Workplace Professionalism

## Total Credits

Total First Year Credits:	30
Total Second Year Credits:	30
Total Required Credits:	60

## Graduation Requirements

To obtain a diploma a student must achieve the following:

1. A minimum of 60 credits
2. A cumulative GPA of 2.00 or better
3. Completion of all required courses for the major chosen
4. Fulfillment of the Graduation Policy - Residency Requirements
5. Successful completion of the Olds College Writing Proficiency Exam

# **Agricultural Management**

## Program Summary

## Two Year Diploma

Fall: September - December

Winter: January - April

The information that you are receiving is current but please be advised that all programs are subject to revision.

## Admission Requirements

Applicants must have:

- High school diploma or its equivalent with
  - 50% or better in English Language Arts 30-1 or 30-2
  - 55% or better in Pure Math 20 or Applied Math 20
  - 50% or better in two of Biology 20 or Chemistry 20 or Science 20 or one of Biology 30, Chemistry 30 or Science 30
- OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office

### NOTES:

1. It is recommended that students entering under Alternate Admission Status register for CSS 6000 - College Success Skills offered the week before classes begin in the Fall.
2. It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets. High school students are encouraged to complete CTS modules 1010, 1020, 1030 and 1060.
3. It is strongly recommended that students complete a Grade 12 Biology class as well as develop and maintain strong mathematical skills.
4. Agricultural Management students are required to secure their own overalls, leather gloves, safety approved footwear (steel-toed boots), hearing protection and safety glasses for all classes with labs requiring such.
5. A valid driver's license is required to operate the equipment on the college campus.

## Three Majors

Finance Major

Production Major

Marketing and Sales Major

## Further Olds College Opportunities

## Transfer Agreements

*University of Lethbridge*

## Program Details

### Program Description, Tuition Deposit and Employment Opportunities

Please refer to the Fact Sheet at <http://www.oldscollege.ca/programs/AgManagement/index.htm>

### Program Requirements

Our program requires completion of a core set of courses within all the Agricultural Management majors. These courses have been selected to provide a strong foundation for all advanced courses.

In addition to completing these core courses, each major allows some electives and the college offers courses through Continuing Education to allow students to pick up courses in areas of interest.

Some of these electives require prerequisite courses to be completed as outlined in the course descriptions. Although recommendations are provided, you are responsible for making sure all prerequisites are completed and that you will meet the specified graduation requirements.

### First Year Credits - All Majors

#### Fall Semester: September - December

- AGN 1340 - Principles of Agronomy
- AMT 1040 - Survey of Agribusiness
- AMT 1335 - Agribusiness Accounting
- LVS 1370 - Principles of Animal Agriculture
- COM 1020 - Workplace Communication

#### Winter Semester: January - April

- AMT 1035 - Agricultural Management Principles
  - AMT 1360 - Agribusiness Information Technology
  - MEC 1050 - Machinery and Technology
  - MKG 1020 - Principles of Marketing
- AND  
One course to be approved in discussion with your Coordinator

## Total Credits

Total Credits: 30

## Production Major Description

In their second year, learners who are interested in production agriculture should choose this major. This major prepares students for all types of farm operations or for corporate farming environments. The emphasis is on management of all assets and resources of the farming operation.

## Second Year

### Fall Semester: September - December

- AGN 2440 - Perennial Crop Production
  - AMT 2020 - Advanced Product Marketing
  - AMT 2035 - Agribusiness Financial Management
- AND  
One Second Year course to be approved in discussion with your Coordinator
- AND  
One Second Year course to be approved in discussion with your Coordinator

### Winter Semester: January - April

- COM 1030 - Workplace Professionalism
  - AGN 2740 - Environmental Farm Management
  - AMT 2630 - Agribusiness Planning and Management
  - MEC 1490 - Farmstead Management
- AND  
One Second Year course to be approved in discussion with your Coordinator

## Total Credits

Total First Year Credits: 30  
Total Second Year Credits: 30  
Total Required Credits: 60

## Marketing Major Description

This major is designed to prepare you to take on a position in the agricultural sector dedicated to the marketing and sale of a variety of agricultural products and commodities and to the provision of customer service in a variety of manners. This includes products or services used to produce agricultural goods and the marketing of goods produced by agriculture to consumers.

This major is particularly suited to the career-minded individual who hopes to assume an agricultural marketing position in the future.

## Second Year

### Fall Semester: September - December

- MKG 2020 - Personal Selling/Customer Relationship Management
  - AMT 2020 - Advanced Product Marketing
- AND  
Second year course to be approved in discussion with your Coordinator
- AND  
Second year course to be approved in discussion with your Coordinator
- AND  
Second year course to be approved in discussion with your Coordinator

### Winter Semester: January - April

- COM 1030 - Workplace Professionalism
  - AMT 2630 - Agribusiness Planning and Management
  - MKG 2680 - E-marketing
- AND  
Second year course to be approved in discussion with your Coordinator
- AND  
Second year course to be approved in discussion with your Coordinator

## Total Credits

Total First Year Credits: 30  
Total Second Year Credits: 30  
Total Required Credits: 60

## Finance Major Description

The Finance major prepares you for a career in agricultural lending and finance. Demand for employees is high in chartered banks, trust companies, credit unions, treasury branches and federal and provincial agricultural lending agencies. Employment in agricultural equipment lending and leasing is also possible.

## Second Year

### Fall Semester: September - December

- AMT 2050 - Agribusiness Wealth Management
  - AMT 2035 - Agribusiness Financial Management
  - LAW 1111 - Agricultural Law
- AND  
Second year course to be approved in discussion with your Coordinator
- AND  
Second year course to be approved in discussion with your Coordinator

### Winter Semester: January - April

- MEC 1490 - Farmstead Management
- AMT 2600 - Agricultural Asset Valuation
- FIN 2135 - Financial Lending
- AMT 2630 - Agribusiness Planning and Management
- COM 1030 - Workplace Professionalism

### Total Credits

Total First Year Credits: 30  
Total Second Year Credits: 30  
Total Required Credits: 60

## Approved Options for all Majors

Semester 3 - Approved Options (second year course already listed or course below)

- AGN 2340 - Annual Crop Production
- LVS 2470 - Livestock Health and Disease
- MEC 2060 - Precision Cropping Systems
- LVS 2370 - Livestock Nutrition

## Semester 4 - Approved Options (second year course already listed or course below)

- AGN 2840 - Crop Nutrition and Protection
- LVS 2070 - Beef Cattle Management
- LVS 2570 - Livestock Breeding Strategies

## Graduation Requirements

To obtain a diploma a student must achieve the following:

1. A minimum of 60 credits
2. A cumulative GPA of 2.00 or better
3. Completion of all required courses for the major chosen
4. Fulfillment of the Graduation Policy - Residency Requirements

## Agriculture Technical Semester

### Program Summary

One Semester ( 4 months)

### Program Description

## **TECHNICAL HANDS-ON SKILLS IN AGRICULTURE**

The Olds College Technical Semester allows 3rd and 4th year students enrolled in other post secondary institutions to do an exchange at Olds College for a 4-month semester to gain hands-on technical learning in agriculture. Students compliment their existing program of studies with courses in animal agriculture, plant/crop sciences, agronomy and agricultural management and finance. Students must seek permission from their home institution before applying.

This program requires that students take a full workload of five courses in a 4-month semester. Students must take one course in each of the following four areas of study: Animals, Plants, Soils and Agriculture Management and Finance. An additional fifth course must be taken from any of the above mentioned groups. In addition to your academic experience, Olds College offers

unique opportunities for transfer students to get engaged with agricultural clubs and industry events - such as the rodeo club, Industry days and social and recreational activities.

## Admission Requirements

1. A letter of permission. The student's home institution will provide a letter of permission allowing them to study at Olds College. This letter verifies the student is in good academic and behavior standing with the sending institution. It is the students's responsibility to ensure that any transfer of Olds College courses back to their home institution are taken care of prior to the commencement of studies.
2. A post secondary transcript.

## Further Information Contacts

For further information contact:

General Information: Bob Hoffos  
bhoffos@oldscollege.ca  
Phone: (403)556-4773

Admission : Jody Turnbull  
jturnbull@oldscollege.ca  
Phone: (403)556-8247

## Animal Health Technology

### Program Summary

#### Two-Year Diploma

Accredited by the Canadian Veterinary Medical Association  
Accredited by the American Animal Hospital Association  
Inspected by Alberta Veterinary Medical Association  
Inspected by the Canadian Council on Animal Care

#### Two Delivery Options

##### **ON-CAMPUS DELIVERY - FALL ENTRY ONLY**

First-Year – Two Semesters: September – April  
Second-Year – Three Semesters: September – June

## **ON-LINE DELIVERY OPTION - SUMMER ENTRY ONLY**

First-Year – Four Semesters: July – June

Second-Year – Four Semesters: September – August

The information that you are receiving is current but please be advised that all programs are subject to revision.

## **Program Details**

### **Program Description, Tuition Deposit, Employment Opportunities,**

Please see the Fact Sheet for this information: <http://www.oldscollege.ca/programs/pdfs/factsheets/AHT.pdf>

### **Admission Requirements**

Applicants must have:

- a) High school diploma or its equivalent with:
- b) 60% or better in English Language Arts 30-1 or 30-2
- c) 60% or better in Pure Math 30 or Applied Math 30
- d) 60% or better in Biology 30 and Chemistry 30
- e) Completed 40 hours of volunteer and/or paid work experience
- f) Submit a Work Experience Verification Form

Applicants will be accepted into the program on a first qualified, first accepted basis.

#### **Forty-hours (40) of Volunteer and/or Paid Work Experience**

Forty-hours of volunteer and/or paid work experience in a single Canadian veterinary clinic (not an SPCA or animal shelter) must be completed within two-years prior to the program start date (i.e. September 1, 2010 to September 1, 2012 for the September 2012 on-campus delivery option and July 1, 2011 to July 1, 2013 for the July 2013 on-line delivery option).

These work experience hours do not have to be completed through a school program/class. The volunteer and/or paid work experience hours must be completed prior to the supervisor/employer signing the Work Experience Verification form. All documentation (Transcripts and Work Experience Verification form) must be submitted to Olds College as soon as possible as selections are based on a first qualified, first accepted basis.

#### **ALTERNATE ADMISSION STATUS**

Alternate admission status will apply for those students that have not achieved the high school diploma admission requirement. The applicant must meet all academic course requirements and complete all volunteer and/or paid work experience hours.

#### **SPECIAL REQUIREMENTS**

1. Students in the AHT program are expected to follow a dress code as written in the AHT Policy Handbook.
2. Students are actively involved in animal care throughout the program. This will include many (5-8 per semester) week long rotations involving evenings, weekends and holidays. Students are on these rotations from September to April of each year and for online students when they are on campus.

3. Students are required to obtain student membership in the AAAHT and ABVMA. Cost is approximately \$125.00 for both years. AHT staff will make arrangements for membership application during the first month at Olds College.
4. Students are required to purchase a stethoscope, thermometer, penlight and laboratory coat. These are available at Olds College and cost approximately \$300.00. Students are also required to supply their own scrubs (minimum 2 sets), coveralls (recommend 2 sets) and rubber boots (recommend purchasing an insulated pair and (non insulated pair).
5. Students are responsible for arranging their own housing while at Olds College, and during their six week industry practicum.
6. Applicants are advised that the AHT program is physically demanding. Students should be in good health and physically capable of performing the program requirements such as lifting up to 18 kgs, running beside haltered horses, climbing fences, walking dogs in all weather conditions and herding sheep and cattle on foot.
7. All students enrolled in the AHT program are required to be immunized against rabies. The rabies vaccine series will be provided at Olds College during the first few weeks of the academic year. Students who have received the rabies vaccination previously will be required to provide verification upon request.
8. Applicants are advised that a basic level of computer skills is essential for success in the program.

## Submission Deadline

Applicants applying for the on-campus delivery option must submit all marks to Olds College on or before August 1.

Applicants applying for the on-line delivery option must submit all marks to Olds College on or before June 1.

### **NOTE:**

Class size is limited to 30 students in each delivery option.

Past experience indicates a strong demand for this program, therefore, prospective students should pay close attention to the application requirements and timelines.

## Computer System Requirements for On-Line Users

### **Minimum Requirements for PC Users:**

(NOTE: Your course may require software and/or hardware beyond what is listed below. Please consult with your instructor.)

### **Hardware Requirements**

#### Windows: Recommended

- Operating System: Windows XP or Windows 7 (32bit or 64bit)
- Processor: Pentium IV - 1.3 GHz (or better)
- Memory (RAM): 512 MB (or more)
- Available Hard Disk Space: 1 GB
- Colour Monitor: 800 X 600 screen resolution (or better), sound card, and speakers or headset

#### Macintosh: Recommended

- Operating System: Latest Mac OS
- Processor - Recommended: G4/G5 or Intel (or better)
- Memory (RAM): 512 MB (or more)
- Available Hard Disk Space: 1 GB
- Colour Monitor: 800 X 600 screen resolution (or better), sound card, and speakers or headset

Internet Connection: Recommended

- DSL or Cable (the faster the better). Satellite may cause problems with online quizzes due to delay.

email: Access to Olds College e-mail through an e-mail program or web-based e-mail system.

### **Software Requirements:**

Windows: Recommended

- Internet Browser - FireFox (latest version)
- Office Suite - MS Office 2010

Macintosh: Recommended

- Internet Browser - FireFox (latest version). Safari 3.x is not fully compatible with Moodle. We highly recommend using Firefox to access Moodle on a Mac
- Office Suite - MS Office 2010

Media Plug-ins: (These may be required depending on your course media (latest versions))

- Adobe Flash Player
- Adobe Acrobat Reader
- Apple Quicktime
- Windows Media Player
- Real Player
- PowerPoint Viewer (use this if you don't have PowerPoint)

## **Professional Requirements**

Most provincial/territorial associations require graduation from a CVMA accredited college for eligibility to work as an Animal Health Technologist.

In Alberta membership in the Alberta Association of Animal Health Technologists (AAAHT) and Alberta Veterinary Medical Association (ABVMA) is compulsory for an AHT employed in veterinary medicine and for AHT students that are employed in veterinary practice.

Successful completion of the Veterinary Technologist National Examination (VTNE) is required for AAAHT and ABVMA active membership.

There are three windows to write this exam; in March, July and in December each year. Typically graduating on-site students will write in July and graduating on-line students will write in December.

Fees for this exam are approximately \$300.00 U.S.

Please contact the Animal Health Technology Association in the province where you plan to work for their specific requirements for membership.

## **Transfer Agreements**

Transfer Agreements are in process.

## **Animal Health Technology Diploma Options**

Two Options - On-Campus or On-Line

## On-Campus Delivery Option

The first-year of this option runs from September through April and is taught at Olds College. During this time, students will be trained in veterinary laboratory techniques including parasitology, hematology, diagnostic imaging, other clinical diagnostic procedures and will be introduced to the basics of animal care.

From September through April of the second year students return to Olds College. The training during this time concentrates heavily on hands-on experience in the techniques involved in the animal health field. These techniques include obtaining and testing laboratory specimens, caring for and handling animals, assisting with surgery and anesthesia, and performing veterinary office procedures. Access to the Olds College farm provides students with opportunities to receive training involving cattle, sheep and horses. Students also play an active role in running the program's small animal facilities and adoption program.

The final component of this option is a six-week, industry practicum component. This on-the-job training can take place in veterinary practices, zoos, wildlife centers and diagnostic or research laboratories located locally, nationally or internationally.

## On-Line Delivery Option

The on-line delivery option features on-line delivery of the theory components during the regular academic year. Students then attend the Olds College campus for intense hands-on training during the summer months. This delivery option is completed over 25 months with a two-month break over summer before the beginning of the second-year. It allows the learner to complete the majority of the program at home, yet delivers the same amount of hands-on training as the on-campus delivery option. This option also has a six week industry practicum component.

The first year begins with seven-weeks on campus in July and August. Students then go on-line from September to mid April. The first year finishes with ten weeks on-campus from the end of April to the end of June. The second year begins again in September when they go on-line from September to April. They return to campus for ten weeks from the end of April to the end of June. Students finish the program by completing a six week industry practicum in July and August. Students will participate in graduation ceremonies during the last time on campus and their transcripts will be complete upon the completion of their practicum.

## On-Campus Program Requirements

### First Year

Fall Semester: September - December

- AHT 1010 - Introduction to Veterinary Laboratory Procedures
- AHT 1030 - Animal Anatomy and Physiology
- AHT 1040 - Animal Breeds, Behavior and Management
- AHT 1050 - Client Relations in Animal Health Care
- COM 1030 - Workplace Professionalism

Winter Semester: January - April

- AHT 1510 - Applied Veterinary Lab Procedures
- AHT 1520 - Veterinary Diagnostic Imaging
- AHT 1530 - Animal Nutrition
- AHT 1540 - Animal Health Pharmacology
- COM 1020 - Workplace Communication

Total Credits

Total Credits: 30

Second Year

Fall Semester: September - December

- AHT 2020 - Veterinary Anesthesiology
- AHT 2030 - Clinical Veterinary Lab Procedures
- AHT 2040 - Introduction to Veterinary Surgery and Dentistry
- AHT 2050 - Introduction to Clinical Procedures
- AHT 2060 - Introduction to Animal Welfare and Veterinary Ethics

Winter Semester: January - April

- AHT 2510 - Small Animal Disorders
- AHT 2520 - Large Animal Disorders
- AHT 2530 - Applied Veterinary Surgical and Dental Procedures
- AHT 2540 - Large Animal Clinical Procedures
- AHT 2550 - Small Animal Clinical Procedures

Total Credits

Total First Year Credits:	30
Total Second Year Credits:	30
Total Required Credits:	60

Spring Semester: May - June

- AHT 2950 - Industry Practicum

## On-Line Program Requirements

### First Year

#### Summer Semester: July - August (On Campus)

##### Block 1 - 7 Weeks

- AHT 1010 - Introduction to Veterinary Laboratory Procedures
- AHT 1040 - Animal Breeds, Behavior and Management (Part 1)
- AHT 1030 - Animal Anatomy and Physiology (Lab section only)

#### Fall Semester: September - December (On-Line)

##### Block 2 - 15 Weeks

- AHT 1030 - Animal Anatomy and Physiology (Theory Only)
- AHT 1040 - Animal Breeds, Behavior and Management (Part 2)
- COM 1010 - Communications and Personal Management

#### Winter Semester: January - April (On-Line)

##### Block 3 - 15 Weeks

- AHT 1530 - Animal Nutrition
- AHT 1540 - Animal Health Pharmacology
- MGT 1510 - Professional Practice

#### Spring Semester: May - June (On Campus)

##### Block 4 - 10 Weeks

- AHT 1520 - Veterinary Diagnostic Imaging
- AHT 1510 - Applied Veterinary Lab Procedures
- AHT 2050 - Introduction to Clinical Procedures
- AHT 1050 - Client Relations in Animal Health Care

## Second Year

### Fall Semester: September - December (On-Line)

#### Block 5 - 15 Weeks

- AHT 2510 - Small Animal Disorders
- AHT 2520 - Large Animal Disorders
- AHT 2060 - Introduction to Animal Welfare and Veterinary Ethics

### Winter Semester: January - April (On-Line)

#### Block 6 - 15 Weeks

- AHT 2020 - Veterinary Anesthesiology
- AHT 2030 - Clinical Veterinary Lab Procedures (Part 1)
- AHT 2040 - Introduction to Veterinary Surgery and Dentistry (Part 1)
- AHT 2540 - Large Animal Clinical Procedures (Part 1)
- AHT 2550 - Small Animal Clinical Procedures (Part 1)

### Spring Semester: May - June (On Campus)

#### Block 7- 10 Weeks

- AHT 2030 - Clinical Veterinary Lab Procedures (Part 2)
- AHT 2040 - Introduction to Veterinary Surgery and Dentistry (Part 2)
- AHT 2530 - Applied Veterinary Surgical and Dental Procedures
- AHT 2540 - Large Animal Clinical Procedures (Part 2)
- AHT 2550 - Small Animal Clinical Procedures (Part 2)

### Summer Semester

#### Block 8 - 6 weeks

- AHT 2950 - Industry Practicum

### Total Credits

Total First Year Credits:	36
Total Second Year Credits:	24
Total Required Credits:	60

## Further Olds College Opportunities

Graduates who have achieved a GPA of 2.50 are eligible to apply for the Olds College Bachelor of Applied Science degree program.

## Graduation Requirements

To obtain a diploma a student must achieve:

1. Completion of all required courses – 60 credits – as listed in the program requirements
2. A cumulative GPA of 2.00
3. Satisfactory completion of practical experience and/or assignments as may be required.
4. Fulfillment of the Graduation Policy – Residency Requirement

## Apparel Technology

### Program Summary

### Two-Year Diploma

(Offered exclusively at Olds campus)

FOUR SEMESTERS

Fall: September - December

Winter: January - April

### Two Majors

## Fashion Apparel Major

The Fashion Apparel major prepares graduates to contribute to the growth and development of the custom apparel industry by providing educational excellence in couture, fitting, patternmaking, alterations and small business management. Faculty work closely with members of the fashion industry to ensure that graduates are able to meet the demands of the industry. Through industry visits and participation in fashion events, students are exposed to various aspects and opportunities within the fashion industry.

Many graduates of the Olds College Fashion Apparel major pursue businesses of their own, providing a much needed service of creating custom apparel, or filling a niche market. Other opportunities include tailoring, seamstress, alterations and apparel

design. Graduates of the Fashion Apparel major can also build on their skill base and pursue various other streams of the fashion industry.

## Costume Cutting and Construction Major

The performing arts industry is a demanding and creative industry in which to work. The Costume Cutting and Construction major prepares its graduates to contribute to the Performing Arts and Entertainment industries by providing educational excellence in both modern and historical patternmaking, costume construction for women's and menswear, and historical men's tailoring. Students of the Costume Cutting and Construction major receive a strong foundation in skills needed for apparel construction and pattern design. They then build upon that foundation with techniques that are specific to costuming. Through costuming workshops, students are introduced to the basic techniques in millinery, shoes, make-up, collars and ruffs, and costume breakdown.

Students will work with costume designers to construct and adapt garments for theatre and film. They will learn to cut costumes for a specific show and to work with actors/actresses and other production crew. Students in the Costume Cutting and Construction major will work on a major theatre production through a practicum experience with Red Deer College.

### Program Details

### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at <http://www.oldscollege.ca/programs/pdfs/factsheets/Fashion.pdf>

### Admission Requirements

Applicants must have:

- a) High school diploma or its equivalent with
- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure Math 20 or Applied Math 20

#### **OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office.

#### **NOTES:**

- It is recommended that students who are applying for the Apparel Technology diploma have average to above average sewing skills.
- It is recommended that students entering under Alternate Admission Status register for CSS 6000 - College Success Skills offered the week before classes begin in the Fall.

- It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets. High School students are encouraged to complete CTS modules 1010, 1020, 1030 and 1060.
- When applying for the Fashion program, clearly indicate the desired major on the application form. There are a limited number of seats in each area and therefore, early application is encouraged.

## Transfer Agreements

Transfer Agreements are in process.

## Program Requirements

### First Year - Both Majors

#### Fall Semester: September - December

- CMP 1100 - Computer Applications I
- APT 1100 - Apparel Construction I
- APT 1120 - Textiles
- APT 1745 - Pattern Design for Lower Torso
- COM 1020 - Workplace Communication

#### Winter Semester: January - April

- ACT 1000 - Recordkeeping
- APT 1160 - History of Clothing
- APT 1200 - Apparel Construction II
- APT 1240 - Apparel Design
- APT 1740 - Pattern Design for Upper Torso

### Total Credits

Total Credits: 30

### Second Year Costume Cutting and Construction Major

Fall Semester: September - December

- APT 2400 - Tailoring
- CCC 1000 - Pattern Design for Menswear
- CCC 2050 - Costume Cutting and Construction
- CCC 2400 - Introduction to the Arts and Entertainment Industry
- CCC 2160 - Couture for Stage

Winter Semester: January - April

- APT 2340 - Designing with Knits
- CCC 2300 - Men's Tailoring
- CCC 2600 - Costume Cutting and Construction Practicum
- CCC 2200 - Costuming Workshops
- COM 1030 - Workplace Professionalism

Total Credits

Total Credits: 30

Second Year Fashion Apparel

Fall Semester: September - December

- APT 2400 - Tailoring
- FAP 2445 - Computerized Pattern Design
- FAP 2440 - Advanced Pattern Design
- MKG 1020 - Principles of Marketing
- FAP 2450 - Couture and Specialty Fabrics

Winter Semester: January - April

- MGT 2100 - Small Business Planning and Management
- APT 2340 - Designing with Knits
- FAP 2470 - Digital Media for Fashion
- FAP 2530 - Apparel Industry Practices
- COM 1030 - Workplace Professionalism

## Total Credits

Total Credits: 30

## Total Credits

Total First Year Credits:	30
Total Second Year Credits:	30
Total Required Credits:	60

## Graduation Requirements

To earn an diploma students must achieve the following:

1. A total of 60 credits
2. A GPA of 2.00 or better
3. Completion of all required courses as outlined in the program requirements
4. Fulfillment of the Graduation Policy – Residency Requirement

## Olds College/University Transfer Information

All Transfer Agreements are being submitted for assessment.

## Apprenticeship Programs

### Descriptions

Offered only to apprentices registered in Alberta registering for technical training at Olds College.

Registered apprentices receive notification listing the dates for technical training sessions at the college offering training for their specific trade from Alberta Apprenticeship and Industry Training.

Apprentices are encouraged to register as soon as they receive their notification in early May to ensure a seat, as spaces are allocated on a first come, first serve basis.

### Fees

As set by the Alberta Apprenticeship and Industry Training – \$752 + \$64 Material Fee + Olds College Administrative Fees for each session.

## Apprenticeship Programs List

# **Agricultural Equipment Technician**

## **Carpentry**

## **Welder**

## **Heavy Equipment Technician**

## **Landscape Gardener**

The information you are receiving is current, but please be advised that all programs are subject to revision.

Apprenticeship is a combination of on-the-job and technical training in an earning-while-learning arrangement that leads to certification as a journeyman certificate in a recognized trade. The apprenticeship programs at Olds College are under the administration of Alberta Apprenticeship and Industry Training. Apprentices work under a qualified tradesman becoming familiar with the principles, skills, tools and the materials of a trade. Depending on the trade, the term of apprenticeship varies from three to four years.

The trades that Olds College provides technical training for, are three and four year trades. During this time apprentices are indentured (under contract) to an employer(s) who has agreed to provide opportunities for them to work and gain experience in the trade, and allow them to attend in school technical training. Apprentices are usually paid an hourly wage, which increases according to their time, and experience in the trade. Rate of pay is based on a specific percentage of the prevailing journeyman's wage in their shop.

For further information regarding the Agricultural Equipment Technician Apprenticeship, the Carpentry Apprenticeship, or the Welding Apprenticeship, please contact:

Gord Ahner  
Apprenticeship Coordinator  
403-556-8296  
Email: [gahner@oldscollege.ca](mailto:gahner@oldscollege.ca)

For further information regarding the Landscape Gardener Apprenticeship, please contact:

Darlene Morton  
403-556-4775  
Email: [dmorton@oldscollege.ca](mailto:dmorton@oldscollege.ca)

## **Certification**

Alberta Apprenticeship and Industry Training awards apprentices completing all four-years successfully, a completion of Apprenticeship and Journeyman's Certificate of Proficiency in the apprentice's trade of choice. Those apprentices who attain a pass on the optional Inter-Provincial Examination for this trade will qualify for The Inter-Provincial Red Seal, which ensures recognition of qualifications in most Canadian provinces.

To enter an apprenticeship program and become an apprentice, registrants must be at least 16 years of age and have the educational qualifications for the specific trade. (See individual program descriptions below).

Apprentices attending Olds College must be first indentured as apprentices in the Province of Alberta unless special

circumstances exist.

## Application Procedures

All applications and inquiries regarding becoming an apprentice should be made to a Regional Service Centre of Alberta Apprenticeship and Industry Training.

Prospective apprentices are encouraged to visit the Alberta Apprenticeship and Industry Training website [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)

**NOTE:** Applications need to be printed from this site. Offices are located at:

### **BONNYVILLE**

New Park Place  
Box 8115  
5201 – 44 Street  
Bonnyville, AB, T9N 2J4  
Phone: (780) 826-4175  
Fax: (780) 826-1904  
E-mail: [AIT.Bonnyville@gov.ab.ca](mailto:AIT.Bonnyville@gov.ab.ca)

### **CALGARY**

Fisher Park II  
100 – 6712 Fisher Street SE  
Calgary, AB, T2H 2A7  
Phone: (403) 297-3100  
Fax: (403) 297-3799  
E-mail: [AIT.Calgary@gov.ab.ca](mailto:AIT.Calgary@gov.ab.ca)

### **CALGARY**

7th Floor, Century Park Place  
855 – 8th Avenue SW  
Calgary, AB, T2P 3P1  
Phone: (403) 297-6457  
Fax: (403) 297-4492  
E-mail: [AIT.Calgary@gov.ab.ca](mailto:AIT.Calgary@gov.ab.ca)

### **EDMONTON**

7th Floor, South Tower  
Seventh Street Plaza  
10030 – 107th Street  
Edmonton, AB, T5J 4X7  
Phone: (780) 427-8517  
Fax: (780) 422-3734  
E-mail: [AIT.Edmonton@gov.ab.ca](mailto:AIT.Edmonton@gov.ab.ca)

### **FORT MCMURRAY**

Box 19, 7th Floor, Provincial Building  
9915 Franklin Avenue  
Fort McMurray, AB, T9H 2K4  
Phone: (780) 743-7150  
Fax: (780) 743-7492  
E-mail: AIT.FortMcMurray@gov.ab.ca

### **GRANDE PRAIRIE**

Suite 100, Towne Centre Mall  
9845-99 Avenue  
Grande Prairie, AB, T8V 0R3  
Phone: (780) 538-5240  
Fax: (780) 538-5237  
E-mail: AIT.GrandePrairie@gov.ab.ca

### **HINTON**

568 Carmichael Lane  
Hinton, AB, T7V 1S8  
Phone: (780) 865-8293  
Fax: (780) 865-8269  
E-mail: AIT.Hinton@gov.ab.ca

### **LETHBRIDGE**

Room 280, Provincial Building  
200 – 5th Avenue South  
Lethbridge, AB, T1J 4C7  
Phone: (403) 381-5380  
Fax: (403) 381-5795  
E-mail: AIT.Lethbridge@gov.ab.ca

### **MEDICINE HAT**

104 Provincial Building  
346 – 3rd Street SE  
Medicine Hat, AB, T1A 0G7  
Phone: (403) 529-3580  
Fax: (403) 529-3564  
E-mail: AIT.MedicineHat@gov.ab.ca

### **PEACE RIVER**

9715 – 100th Street  
Bag 900-28  
Peace River, AB, T8S 1T4  
Phone: (780) 624-6529  
Fax: (780) 624-6476  
E-mail: AIT.PeaceRiver@gov.ab.ca

### **RED DEER**

3rd Floor, First Red Deer Place

4911 – 51 Street  
Box 302  
Red Deer, AB, T4N 6V4  
Phone: (403) 340-5151  
Fax: (403) 340-5153  
E-mail: AIT.Reddeer@gov.ab.ca

### **SLAVE LAKE**

Box 787  
Lakeland Centre  
101 Main Street SE  
Slave Lake, AB, T0G 2A0  
Phone: (780) 849-7228  
Fax: (780) 849-7356  
E-mail: AIT.SlaveLake@gov.ab.ca

### **VERMILION**

Box 26, 1st Floor, Provincial Bldg  
4701 – 52 Street  
Vermilion, AB, T9X 1J9  
Phone: (780) 853-8150  
Fax: (780) 853-8203  
E-mail: AIT.Vermilion@gov.ab.ca

## **Agricultural Equipment Technician Apprenticeship**

### **Program Summary**

#### **FOUR-YEAR PROGRAM**

Eight-Weeks Each Year

The Alberta Agricultural Machinery Industry and Alberta Apprenticeship and Industry Training and Alberta Advanced Education and Technology initiated a four-year Agricultural Equipment Technician apprentice program. This program has been in place since the Fall of 2001.

#### **PROGRAM DESCRIPTION**

Agricultural Equipment Technician apprenticeship may be for you if you are an individual who likes a technically challenging career working with machinery, and/or with computers, a rural lifestyle and assisting the industry that grows our food.

### **Admission Requirements**

Completion of Grade 12 and have a minimum of Alberta Pure Math 10 or Applied Math 10, or pass an entrance examination administered by Alberta Apprenticeship and Industry Training.

## Employment Opportunities

Agricultural Equipment Technicians may work in a dealer's service centre or may travel to farms to work on agricultural equipment. In addition, Agricultural Equipment Technicians typically repair and overhaul engines, mechanical and power-shift transmissions, hydraulic and electrical systems on tractors, tillage machinery, and harvesting equipment. They also assemble and adjust new farm machinery and related equipment. Agricultural Equipment Technicians may specialize in specific areas including engine overhaul, hydraulics, electrical systems, power transmissions, fuel injection, or other related agricultural equipment.

## Training Period Description

Subject areas are listed below for each in-school technical training period consisting of four eight-week training periods coinciding with years of work related experience.

**First Period Training Topics Include:** Safety, tools and skills, materials, electrical welding and oxyfuel cutting, basic electrical, basic hydraulics, power trains and agricultural equipment.

**Second Period Training Topics Include:** Engine fundamentals, service and repair, engine systems, diesel fuel injection, electronic fuel management and heavy duty charging and cranking systems.

**Third Period Training Topics Include:** Spraying equipment, air conditioning, heating systems, agricultural equipment, braking systems, seeding systems, precision farming, preventive maintenance, failure analysis and advanced power trains.

**Fourth Period Training Topics Include:** Advanced hydraulics, electrical and electronic diagnosis, hydraulic, power shift transmissions and steering and suspension systems.

## Carpentry Apprenticeship

### Program Summary

#### **FOUR-YEAR PROGRAM**

Eight-Weeks of training each year - Olds College offers all four periods of training.

Applicants must be indentured as apprentices and employed in the carpentry trade prior to entering technical training at Olds College.

### Program Description

A carpentry apprenticeship may be for you if you are an individual who enjoys a challenging career working with your hands, building structures that will be a part of the community for years into the future.

### Training Period Descriptions

First Period training includes the following: Safety, building materials, hand and power tools, site preparation and building layout, foundations, floor framing and estimating and plan development.

Second period training includes the following: Frame structures, residential roofs, interior and exterior finishes, wood stairs and estimating and plans.

Third period training includes the following: Safety, concrete, building layout, commercial formwork, commercial interior, timber construction and estimating and plans.

Fourth period training includes the following: Safety, interior finishes, exterior finishes, roof frame and stairs, building design and renovations, energy efficiency and building science, estimating and plans.

## Employment Opportunities

Carpenters work in a wide variety of areas within the trade, these consist of concrete forming, building framing, site preparation, estimating, site supervision and facility repairs and renovations. A carpenter has the opportunity to be employed by a construction company or to be self-employed.

## Welding Apprenticeship

### Program Summary

#### **THREE-YEAR PROGRAM**

Eight-Weeks Training Each Year

Olds College offers all three-periods of training

Applicants must be indentured as apprentices and employed in the welding trade prior to entering technical training at Olds College.

#### **PROGRAM DESCRIPTION**

A welding apprenticeship may be for you if you are an individual who likes a technically challenging career working with several different types of metals in fabrication and repair fields of the industry.

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/WeldingApprenticeship.pdf>

## Employment Opportunities

Welders work in a wide array of fields of the industry from pipeline construction to fabrication in a factory setting. The welder could be operating a modern mobile unit welder or working in a well equipped shop.

## Training Period Description

## **TRAINING PERIOD DESCRIPTIONS**

Subject areas are listed below for each in school training period.

**First Period Training Topics Include:** Safety, tools, welding faults, oxy-fuel welding, shielded metal arc welding, gas metal arc welding, flux core arc welding, submerged arc welding, and trade math problems.

**Second Period Training Topics Include:** SMAW Two, GTAW One, GMAW and FCAW Two, Pattern Development and Drawing Interpretation.

**Third Period Training Topics Include:** SMAW Three, GTAW Two, Drawing Interpretation, and Trade Science.

## **Admission Requirements**

Applicants must have a minimum of Grade 9 or pass an entrance exam prepared and administered by the Apprenticeship and Industry Training Division of Alberta Learning.

## **Heavy Equipment Technician Apprenticeship**

### **Program Summary**

#### **FOUR-YEAR PROGRAM**

Eight-weeks each year with different exit points and credentials.

Applicants must be indentured as apprentices and employed in the heavy equipment industry prior to entering technical training at Olds College.

#### **PROGRAM DESCRIPTION**

A Heavy Equipment Technician apprenticeship may be for you if you are an individual who likes a technically challenging career working with large off road machinery, trucks, trailers and buses or other heavy industrial machinery.

### **Admission Requirements**

Applicants must have a minimum of Grade 11 or pass an entrance exam prepared and administered by the Apprenticeship and Industry Training Division of Alberta Advanced Education and Technology.

### **Employment Opportunities**

Heavy Equipment Technicians may work in equipment dealer's service centres, resource company shops, trucking firms, industrial plants, and municipal shops. Heavy Equipment Technicians typically repair and overhaul engines, mechanical and power-shift transmissions, hydraulic and electrical systems on mobile and stationary equipment.

## Training Period Descriptions

Subject areas are listed below for each in school training period.

**First Period Training Topics Include:** Safety, tools, material and equipment, truck and trailer suspension, wheels and systems, hydraulic and air brake systems, basic electrical, basic electronics, and hydraulics.

**Second Period Training Topics Include:** Engine fundamentals, service and repair, engine systems, diesel fuel injection, electronic fuel management and heavy duty charging and cranking systems.

**Third Period Off Road Training Topics Include:** Advanced hydraulics, electrical and electronic diagnosis, hydraulic, power shift transmissions and steering and suspension systems.

**Fourth Period On-Road Training Topics Include:** Power steering systems, truck and transport power train, air conditioning, antilock braking systems, and vehicle electrical and electronic diagnosis and failure analysis.

## Landscape Gardener Apprenticeship

### Program Summary

#### **FOUR-YEAR PROGRAM**

Eight weeks technical training each year

Applicants are indentured as apprentices and employed in the Landscape/Horticulture industry prior to entering technical training at Olds College.

#### **PROGRAM DESCRIPTION**

If you like to work with plants and are interested in growing, installing and maintaining trees, flowers and turf grass in ornamental landscapes this program is for you. Does the idea of earning while learning as you work toward certification as a journeyman suit your lifestyle and career goals? You will work with hard landscaping including pavers, wood construction projects and water features.

### Admission Requirements

To enter the Landscape Gardener Apprenticeship program you must be at least 16 years of age and have a minimum of a Grade 9 education or its equivalent or pass an entrance examination administered by Alberta Apprenticeship and Industry Training.

### Employment Opportunities

During your apprenticeship and as a journeyman you can find employment throughout the widely varied horticulture industry. A list of some of the possibilities include: parks/golf course maintenance, retail/wholesale horticulture marketing and sales, nursery production, green house production, sod production, landscape construction, installation and maintenance, tree care, and pest control.

Depending on your aptitude, interests and experience you may eventually become self-employed or work for someone else in the private or public sector.

## Training Period Descriptions

Subject areas for each technical training period are listed below.

**First Period Training Topics Include:** Workplace safety, tools and machinery, soils, plant identification, botany, greenhouse production, and landscape construction.

**Second Period Training Topics Include:** Sales and communications, basic surveying, landscape construction, greenhouse structures and environments, plant identification, pests and pest management, pesticide use and safety, and turf maintenance.

**Third Period Training Topics Include:** Landscape design, interior plantscape maintenance, plant identification, and herbaceous ornamentals in the landscape, plant physiology, irrigation, arboriculture, and plant production.

**Fourth Period Training Topics Include:** Landscape design; landscape construction, irrigation, estimating and tendering, plant identification, and nursery and sod production.

## Other Opportunities for LGAP

Journeymen wishing to continue their technical training in a more specialized vein can apply to the Ornamental Horticulture or Turfgrass Management program. Recognition of Prior Learning may be granted based on relevant work experience, training and recognized certification through the College Prior Learning Assessment and Recognition process. Journeymen Landscape Gardeners who obtained better than 75% in their examinations may apply for entrance into the Arboriculture, Landscape Management majors or Turfgrass Management.

Journeymen will receive credits for Prior Learning (varies with major) for training taken in the Landscape Gardener Apprenticeship program.

These applications will be handled on a case by case basis.

Upon completion of a diploma, journeymen may apply to continue in the third-year of the Bachelor of Applied Science Degree Program.

# Bachelor of Applied Science - Agribusiness

## Program Summary

**TWO-YEAR DIPLOMA PLUS THIRD YEAR – ACADEMIC STUDY**

Two-Semesters  
Fall: September - December  
Winter: January - April

#### **FOURTH YEAR – DIRECTED FIELD STUDY**

Eight Months Commencing with the Industry Placement

The information you are receiving is current but please be advised that all programs are subject to revision.

## Program Details

Two Year Diploma plus Third Year Academic Study

Two-Semesters  
Fall: September - December  
Winter: January - April

Fourth Year Directed Field Study

Eight Months Commencing with the Industry Placement

The information you are receiving is current but please be advised that all programs are subject to revision.

## Admission Requirements

Admission to the Bachelor of Applied Science – Agribusiness degree program requires successful completion of a two-year diploma program at Olds College (or an equivalent diploma program or related bachelor degree, from another accredited college or institution) with a GPA of at least 2.50 or the consent of the program team within the school.

## Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: [http://www.oldscollge.ca/programs/pdfs/factsheets/BAppSc\\_Agribusiness.pdf](http://www.oldscollge.ca/programs/pdfs/factsheets/BAppSc_Agribusiness.pdf)

## Program Requirements

Third Year

Fall Semester: September - December

- MGT 3100 - Financial Management
- MGT 3200 - Project Management for Agriculture
- MGT 3400 - Human Resources Management
- MKG 3000 - Marketing
- MGT 3333 - Agriculture Innovation and Leadership
- BAS 3999 - Introduction to Self Directed Learning

Winter Semester: January - April

- MGT 3333 - Agriculture Innovation and Leadership Continues
- BAS 3999 - Introduction to Self Directed Learning Continues
- MGT 3500 - Applied Research
- MKG 2020 - Personal Selling/Customer Relationship Management
- MGT 4000 - Strategic Business Management
- MKG 3500 - International Marketing

Fourth Year - Required course

Two Semesters - Eight Months

BAS 4999 - Directed Field Study

Students are required to pay the tuition fee for each term of BAS 4999 prior to commencement of the term.

- BAS 4999 - Directed Field Study

Total Credits

Total Third Year Credits: 30

Total Directed Field Study Credits: 30

Total Required Credits: 60

Graduation Requirements

Students must complete the following to qualify for the Bachelor of Applied Science - Agribusiness degree:

1. Two semesters of academic study at Olds College (30 credits)
2. Two semesters (eight months) of Directed Field Study (30 credits)
3. Complete all courses successfully and have a GPA of 2.50 or better
4. Fulfillment of the Graduation Policy - Residency Requirement

## **Bachelor of Applied Science - Horticulture**

## Program Summary

### Three Majors

- Golf Course Management Major
- Landscape Management Major
- Production Horticulture Major

### Two-Year Diploma plus Third Year - Academic Study

#### Two Semesters

- Fall: September - December
- Winter: January - April

### Fourth-Year - Directed Field Study

Eight months commencing with the industry placement.

## Applied Degree Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: [http://www.oldscollege.ca/programs/pdfs/factsheets/BAppSc\\_Production\\_Hort.pdf](http://www.oldscollege.ca/programs/pdfs/factsheets/BAppSc_Production_Hort.pdf);

[http://www.oldscollege.ca/programs/pdfs/factsheets/BAppSc\\_Landscape\\_Mgmt.pdf](http://www.oldscollege.ca/programs/pdfs/factsheets/BAppSc_Landscape_Mgmt.pdf)

[http://www.oldscollege.ca/programs/pdfs/factsheets/BAppSc\\_Golf\\_Course\\_Mgmt.pdf](http://www.oldscollege.ca/programs/pdfs/factsheets/BAppSc_Golf_Course_Mgmt.pdf)

## Admission Requirements

Applicants must have the following:

#### 1. Academic Qualifications

a) a diploma in horticulture with a minimum 2.50 GPA or department consent

#### **OR**

b) a degree in a closely related area

2. A minimum of 640 hours work experience in the horticulture industry

## Golf Course Management Major

The Golf Course Management major prepares graduates to succeed in the golf course industry as leaders, managers, and technicians who strive to create value for all golf course stakeholders. The curriculum reflects key competencies found in the

CGSA's National Occupational Standards. In mastering these competencies, students learn how to manage a golf course system and the various sub-systems found within.

The Golf Course Management major brings together the strengths of both academic and workplace learning and provides students with the opportunity to further develop those areas of knowledge and skill identified as important to success in managing a golf course. Students will gain increased abilities to manage design, construction, and maintenance projects; manage water effectiveness and efficiency; find and understand relevant technical and scientific materials; manage environmental issues and human and financial resources; write clear, concise reports, and make effective oral presentations.

## Program Requirements

### Third Year Required Courses

Fall Semester: September - December

- BAS 3999 - Introduction to Self Directed Learning
- BHO 3100 - Research Methods
- BHO 3300 - Project Management Principles
- BHO 4710 - Ethics and Pest Management
- TRF 4100 - Environmental Management for Golf Courses

Winter Semester - Required Courses

- MKG 3000 - Marketing  
OR
- MGT 3400 - Human Resources Management
  
- BHO 3800 - Plant Environment Systems
- BHO 4000 - Integrated Project
- MGT 3000 - Small Business Planning and Management
- TRF 4000 - Golf Course Master Planning

Fourth Year - Required Course

- BAS 4999 - Directed Field Study

## Total Credits

Total Credits Third Year: 30  
Total Credits Fourth Year: 30  
Total Required Credits: 60

## Landscape Management Major

The Landscape Management major prepares graduates to succeed in the landscape industry as leaders, managers, and technicians who strive to create value for all stakeholders. Graduates will develop the strong analytical and problem solving abilities and business and technical knowledge they require to manage all aspects of landscape projects.

The Landscape Management major prepares students for a career in managing the landscape design process, the landscape construction process, the landscape maintenance process, the tree care process and the business practices involved in all four areas.

An applied degree brings together the strengths of both academic and workplace learning and provides students with the opportunity to further develop those areas of knowledge and skill identified as important to success in the landscape industry. Building upon competencies developed at the diploma level, students gain increased abilities to plan projects; design landscapes; estimate costs; acquire materials; manage human, physical, and financial resources; find and use technical and scientific materials; plan for and manage risk in the landscape; manage environmental issues; write clear, concise reports; make effective oral presentations; and manage public concerns in pursuit of environmental sustainability.

## Program Requirements

### Third Year Required Courses

Fall Semester: September - December

- BAS 3999 - Introduction to Self Directed Learning
- BHO 3100 - Research Methods
- BHO 3300 - Project Management Principles
- BHO 4710 - Ethics and Pest Management
- ELM 3500 - Presentation Graphics

### Winter Semester - Required Courses

- MGT 3400 - Human Resources Management  
OR

- MKG 3000 - Marketing
- BHO 3800 - Plant Environment Systems
- BHO 4000 - Integrated Project
- ELM 4500 - Sustainable Sites
- MGT 3000 - Small Business Planning and Management

#### Fourth Year - Required Course

- BAS 4999 - Directed Field Study

#### Total Credits

Total Credits Third Year: 30  
 Total Credits Fourth Year: 30  
 Total Required Credits: 60

### Production Horticulture Major

The Production Horticulture Major builds upon knowledge and skills gained through prior diploma training in greenhouse, field and nursery production. Graduates will develop an advanced understanding of both the scientific and business principles involved in all aspects of crop production. Students will also develop strong analytical and problem solving abilities required to make efficient and effective production decisions in addition to managing financial, human and physical resources.

Students will gain increased abilities to work as managers to more effectively learn on the job; to find and understand relevant technical and scientific materials; to manage environmental issues; to manage human and financial resources; to write clear, concise reports and to make effective oral presentations.

An applied degree brings together the strengths of both academic and workplace learning and provides students with the opportunity to further develop those areas of knowledge and skill identified as important to success in the production industry. Building upon competencies developed at the diploma level, students gain increased abilities to plan projects; schedule crops, initiate appropriate pest management practices; acquire materials; manage human, physical and financial resources; find and use technical and scientific materials; plan for and manage risk in the business of production; manage environmental issues; write clear, concise reports; make effective oral presentations; and manage public concerns in pursuit of environmental sustainability.

### Program Requirements

#### Third Year Required Courses

## Fall Semester: September - December

- BAS 3999 - Introduction to Self Directed Learning
- BHO 3100 - Research Methods
- BHO 3300 - Project Management Principles
- BHO 4710 - Ethics and Pest Management
- PRH 3530 - Technology Applications in Production Horticulture

## Winter Semester - Required Courses

- MGT 3400 - Human Resources Management  
OR
- MKG 3000 - Marketing
- BHO 3800 - Plant Environment Systems
- BHO 4000 - Integrated Project
- MGT 3000 - Small Business Planning and Management
- PRH 3540 - Biotechnology

## Fourth Year Required Course

- BAS 4999 - Directed Field Study

## Total Credits

Total Credits Third Year: 30  
Total Credits Fourth Year: 30  
Total Required Credits: 60

## Graduation Requirements

The academic portion of the Applied Degree program consists of 30 credits of core courses taken by the Golf Course Management major, the Landscape Management major, and the Production Horticulture major.

Students must complete the following to qualify for the Bachelor of Applied Science:

- Two semesters of academic study at Olds College (30 credits)
- One eight-month period of Directed Field Study (30 credits)
- Complete all courses successfully and have a GPA of 2.50 or better
- Fulfillment of the Graduation Policy – Residency Requirement
- Successful completion of the Olds College Writing Proficiency Exam

# **Business Administration**

## **Program Summary**

### **Four Semesters (first two semesters are the Certificate program)**

FOUR SEMESTERS  
Fall: September - December  
Winter: January - April

#### **FALL ENTRY**

Olds College has made every effort to include accurate information, however, reserves the right to make changes that may be significantly different from this version.

## **Four Majors**

Accounting Major

Marketing and Sales Major

General Management Major

Sports Management Major

### **Marketing and Sales Major**

This major is designed to prepare you to take on a position dedicated to the marketing and sale of a variety of products and services. This major is suited to the career-minded individual who hopes to assume a sales management position in the future.

### **General Management Major**

This major prepares you for a variety of positions in business including a management role in a designated business unit or as part of the general management team. Options in this major provide flexibility to accommodate your diverse business interests while preparing you for transfer to a degree program.

### **Accounting Major**

The accounting major is designed to prepare you for entry level accounting positions and to fulfill the transfer requirements for degree and professional accounting designations.

## Sports Management Major

This major prepares you for various positions in the management of local, regional, national and global sports organizations.

## Program Details

### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at : <http://www.oldscollege.ca/programs/pdfs/factsheets/BusinessAdmin.pdf>

### Admission Requirements

Successful completion of the one year Business Management Certificate or equivalent.

#### **OR**

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office.

## Program Description

### Further Olds College Opportunities

Graduates who have achieved a GPA of 2.50 are eligible to apply for the Olds College Bachelor of Applied Science degree program.

### University Transfer

Olds College currently has 2+2 block transfer agreements in place for our Business Administration Diploma graduates with the University of Lethbridge (Lethbridge, Calgary, Edmonton), Okanagan College (Kelowna) and Royal Roads University (Victoria). We continue to negotiate other university transfer agreements.

For more information see Olds College/University Transfer Section and also consult the Calendar sections regarding Transfers and Exchanges at <http://www.oldscollege.ca/recruitment/apply-for-admission/transfers-exchanges.html>

# Program Requirements

## Common First Year

### Fall Semester: September - December

- ACT 1011 - Accounting Principles I
- BUS 1050 - Business Mathematics
- ECN 1010 - Microeconomics
- MGT 1000 - Principles of Management  
OR
- SPM 1000 - Principles of Sport Management
- COM 1020 - Workplace Communication

### Winter Semester: January - April

- ACT 1012 - Accounting Principles II
- ECN 1020 - Macroeconomics
- MGT 1200 - Organizational Behaviour
- MKG 1021 - Marketing Principles
- COM 1050 - Business Communications  
OR
- SPM 1200 - Introduction to Coaching

## Total Credits

Total Credits First Year: 30

## Marketing and Sales Major

### Second Year

### Fall Semester: September - December

- MGT 1060 - Business Law
- MGT 3100 - Financial Management
- OR
- ACT 2010 - Managerial Accounting
- MKG 2020 - Personal Selling/Customer Relationship Management
- MGT 3400 - Human Resources Management
- MGT 1410 - Retail Management
- OR
- DSN 1210 - Visual Design and Merchandising

### Winter Semester: January - April

- MGT 2800 - Business Strategy
- MGT 3500 - Applied Research
- MKG 2680 - E-marketing
- MKG 3500 - International Marketing
- COM 1030 - Workplace Professionalism

### Total Credits

Total Credits Second Year: 30

## General Management Major

### Second Year

#### Fall Semester: September - December

- ACT 2010 - Managerial Accounting
- BUS 2000 - Business Statistics
- FIN 2600 - Finance
- MGT 1060 - Business Law
- MGT 3400 - Human Resources Management

#### Winter Semester: January - April

- MGT 2060 - Managing Information Systems
- MGT 2800 - Business Strategy
- MKG 3500 - International Marketing
- COM 1030 - Workplace Professionalism
- MGT 3500 - Applied Research
- OR
- ACT 2600 - Intermediate Financial Accounting: Liabilities and Equities
- OR
- FIN 2900 - Applied Corporate Finance

## Total Credits

Total Credits Second Year: 30

## Accounting Major

### Second Year

#### Fall Semester: September - December

- ACT 2010 - Managerial Accounting
- ACT 2210 - Intermediate Financial Accounting: Assets
- BUS 2000 - Business Statistics
- FIN 2600 - Finance
- MGT 1060 - Business Law

#### Winter Semester: January - April

- ACT 2600 - Intermediate Financial Accounting: Liabilities and Equities
- FIN 2900 - Applied Corporate Finance
- MGT 2060 - Managing Information Systems
- MGT 2800 - Business Strategy
- COM 1030 - Workplace Professionalism

## Total Credits

Total Credits Second Year: 30

## Sports Management Major

### Second Year

#### Fall Semester: September - December

- MKG 2020 - Personal Selling/Customer Relationship Management
- SPM 2200 - Introduction to Coaching - Level 2
- MGT 3100 - Financial Management
- MGT 3400 - Human Resources Management
- SPM 2500 - Event Planning

#### Winter Semester: January - April

- COM 1030 - Workplace Professionalism
- MGT 2800 - Business Strategy
- MGT 3500 - Applied Research
- SPM 2300 - Facility Management
- SPM 2400 - Industrial Relations of Sports

### Total Credits

Total Credits Second Year: 30

### Total Credits

Total First Year Credits:	30
Total Second Year Credits:	30
Total Required Credits:	60

## Graduation Requirements

To obtain a diploma a student must achieve the following:

1. A minimum of 60 credits
2. A cumulative G.P.A. of 2.00

3. Satisfactory completion of practical occupational experience and/or project assignment as may be required; as well as completion of all required courses as listed as program requirements
4. Fulfillment of the Graduation Policy – Residency Requirements.

## **Business Management Certificate**

Business Management Prepares students for entry level positions in management to support local, regional, national, and global organizations.

### **Program Summary**

Two Terms

### **Program Description, Tuition Deposit, Employment Opportunities**

Please click on the link :

### **Admission Requirements**

#### **Fall Semester Intake: September - December**

- ACT 1011 - Accounting Principles I
- BUS 1050 - Business Mathematics
- ECN 1010 - Microeconomics
- MGT 1000 - Principles of Management
- OR
- SPM 1000 - Principles of Sport Management
- COM 1020 - Workplace Communication

#### **Winter Semester: January - April**

- ACT 1012 - Accounting Principles II
- ECN 1020 - Macroeconomics
- MGT 1200 - Organizational Behaviour
- MKG 1021 - Marketing Principles
- COM 1050 - Business Communications
- OR
- SPM 1200 - Introduction to Coaching

## Total Credits

Total 30 credits

## Graduation Requirements

To obtain a certificate a student must achieve the following:

1. A minimum of 30 credits
2. A cumulative G.P.A. of 2.00
3. Fulfillment of the Graduation Policy - Residency Requirements.

## Career and Academic Preparation

# Career and Academic Preparation

The information that you are receiving is current but please be advised that all programs are subject to revision.

Career and Academic Preparation at Olds College offers a wide range of courses to prepare students for further skill training programs, technical institutes, colleges, universities, or for direct employment.

Both a basic education and a high school Alberta Education accredited program are offered. Courses cover skills from literacy to Grade 12. Students are placed into courses according to their needs, career goals and the results of placement tests.

### **Make the Most of Your Future!**

Ever think about completing high school?

How about improving your high school marks?

Have you got a career in mind that starts at college or university or requires a new skill set?

Regardless of what high school courses or skills training you want, or whether you want to attend part-time or full-time, Olds College can accommodate your learning goals with a wide range of courses. Olds College in partnership with Chinooks Edge School Division (CESD) is providing the opportunity for adult students to remain in their home communities and complete their high school courses. Olds College Academic Upgrading will be present in the communities of Sylvan Lake, Red Deer, Innisfail, Didsbury and Olds at the CESD Outreach schools. Students will be registered as Olds College students and will receive support and assistance from staff at Olds College and CESD.

### **BASIC EDUCATION – GENERAL PROGRAM**

The Basic Education program has three levels, which cover the grade equivalents of 1 to 3 (Level I), 4 to 6 (Level II), and 7 to 9 (Level III).

English and mathematics courses form the core of the program. Life and employment skills issues such as problem solving, decision making, budgeting, resume writing and computer usage are included. Courses offered are both instructor-directed and/or self-directed learning.

# Career and Academic Preparation

Customize your education towards skill training programs, prepare for entrance into colleges and universities or update your computer training to get a better job. This program is designed to meet your individual needs by improving your academic skills. Adult learners can upgrade academic high school courses from September to June. The goal of our program is to prepare learners for post-secondary opportunities.

## HIGH SCHOOL PROGRAM

Students can enroll on a part-time or full-time basis. High School courses are offered in a self-paced environment with support from certified teachers. You will be placed into courses according to your needs, career goals and results of placement tests (if required).

### Courses Offered:

Biology	20/30
Career Transitions	20/30
Chemistry	20/30
English	ELA 10 – 1 & 2; ELA 20 – 1 & 2; ELA 30 – 1 & 2
Mathematics	10/20/30 Pure & Applied
Social Studies	10/13/20/23/30/33

CTS courses offered are in the strands Information Processing (Computers).

Other courses are provided on an as needed basis only.

Contact (403) 556-8285 or [snotley@oldscollege.ca](mailto:snotley@oldscollege.ca) regarding requirements and placement in the program.

Contact (403) 507-7715 or [info@oldscollege.ca](mailto:info@oldscollege.ca) for an application form or visit the Olds College website at [www.oldscollege.ca](http://www.oldscollege.ca)

**NOTE:** A \$150 per course textbook security deposit must be paid at registration. Half of this deposit will be refunded upon return of the undamaged textbooks.

## ADMISSION REQUIREMENTS

If you have been out of school for three or more years, you must arrange testing through the Career and Academic Preparation office at (403) 556-8351 or e-mail [snotley@oldscollege.ca](mailto:snotley@oldscollege.ca)

If you have attended school within the last three years, you must make an appointment with the program personnel to discuss your academic plans.

You may apply for financial assistance to attend through the Alberta Works Human Services.

Information is available through the local office of Alberta Works Human Services or call (403) 556-8285 or e-mail [snotley@oldscollege.ca](mailto:snotley@oldscollege.ca)

## Carpentry Apprenticeship

Please refer to Apprenticeship Programs

## Case New Holland Tech Training

This two week training is product specific for Apprentices who are employed by Case New Holland Dealers.

## Program Summary

### FOUR YEAR PROGRAM

The CNH Tech program parallels the four year Ag or Heavy Equipment Apprenticeship Program. The program is designed to enhance the technician's apprenticeship training with Case New Holland product specific training. Each eight week annual apprenticeship training session that the student technician takes will be accompanied by two weeks of Case New Holland product specific training.

## Admission Requirements

Participants in the CNH Tech program must first be indentured as an Agricultural Equipment Technician (AET) apprentice or a Heavy Equipment Technician (HET) apprentice (see entrance requirements for AET or HET). After consultation with their employer, prospective students may apply for admission to the Case New Holland Tech program. This program can also be a stand alone program for journeymen already employed at Case IH or New Holland dealerships.

## Training Period Descriptions

The CNH Tech program is designed to enhance the training obtained in the Agricultural Equipment Technician or Heavy Equipment Technician apprentice program with topics that relate specifically to Case IH & New Holland Equipment.

CNH Tech at Olds College is structured as follows:

### First Period Training Topics Include:

Agricultural Equipment Technician or Heavy Equipment Technician training of eight-weeks followed by two-weeks of Case New Holland product specific training including: Round Baler, Color Monitors, Electronic Service Tool Detailed Report Writing, Information Retrieval, Customer Relations & Personal Finance. Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

### Second Period Training Topics Include:

Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks followed by two-weeks of Case New Holland product specific training including: Heritage CNH Engines, CNH Electronic Engines, Advanced Electronic Service Tool, Electrical Schematic & Customer Relations. Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

### Third Period Training Topics Included:

Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two weeks of Case New Holland Product specific training including: CNH Combines & topics to be determined. Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

### **Fourth Period Training Topics Included:**

Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two-weeks of Case New Holland specific training (content to be determined). Required work experience at a sponsoring Case IH or New Holland dealer. Each work experience period is 1,500 hours.

### **Graduation**

Graduates of the Case New Holland Tech Training program are awarded a joint Olds College – CNH Certificate upon completion.

### **For Further Information**

For further information regarding the Case New Holland Tech program offered at Olds College

Search [CNH Tech Program](http://oldscollege.ca) at [oldscollege.ca](http://oldscollege.ca)

#### **Or Contact**

Joe Nemeth  
CNH Coordinator Olds College

4500 4500 – 50th Street

Olds, AB, T4H 1R6  
Phone: (403) 556 8255  
E-mail: [jnemeth@oldscollege.ca](mailto:jnemeth@oldscollege.ca)

## **Environmental Horticulture**

### **Program Summary**

#### **Two Year Diploma**

Four Semesters  
Fall: September – December  
Winter: January – April

## TWO MAJORS

Arboriculture Major - Aerial Specialisation  
- Small Tree Specialisation  
Landscape Management Major

## Program Details

### Program Description, Tuition Deposit, Employment Opportunities

Please see Fact Sheets at: <http://www.oldscollege.ca/programs/pdfs/factsheets/HortEnviroArboriculture.pdf>;

[http://www.oldscollege.ca/programs/pdfs/factsheets/HortEnviroLandscape\\_Mgmt.pdf](http://www.oldscollege.ca/programs/pdfs/factsheets/HortEnviroLandscape_Mgmt.pdf);

## Admission Requirements

Applicants must have:

- High school diploma or its equivalent with
- 50% or better in English Language Arts 30-1 or 30-2
- 50% or better in Pure Math 20 or Applied Math 20
- 50% or better in Biology 20 and Chemistry 20 OR Science 30

### OR

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office.

### NOTE:

- It is recommended that students entering under Alternate Admission Status register for CSS 6000 - College Success Skills offered the week before classes begin in the Fall.
- It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets. High school students are encouraged to complete CTS modules 1010, 1020, 1030 and 1060.
- Previous experience in the industry is beneficial but not essential.

## Further Olds College Opportunities

Graduates who have achieved a GPA of 2.50 are eligible to apply for the Olds College Bachelor of Applied Science Degree Program.

## Transfer Agreements

Transfer Agreements are in progress.

## Program Requirements

### Arboriculture Major (Tree Care)

#### First Year

Fall Semester: September - December

- EAB 1010 - Ground Operations
- HRT 1300 - Plant Selection
- PLS 1010 - Plant Science Principles
- SOI 1410 - Urban Soils
- COM 1020 - Workplace Communication

Winter Semester: January - April

- CAD 1000 - Site Assessment Methods
- COM 1030 - Workplace Professionalism
- ELM 1600 - Diseases of Landscape Plants
- PLS 1310 - Ecological Principles and Weed Management
- EAB 2020 - Tree Climbing  
OR
- EAB 2030 - Tree Value and Risk Assessment

#### Second Year

Fall Semester: September - December

- EAB 1000 - Utility Arboriculture

- ELM 2020 - Landscape Maintenance Operations
- ELM 2040 - Urban Forestry
- ELM 2660 - Landscape Pest Management
- HRM 1010 - Human Resources Management  
OR
- MKG 1020 - Principles of Marketing

Winter Semester: January - April

- WTR 2031 - Sustainable Irrigation Practices
- ACT 1000 - Recordkeeping
- EAB 2021 - Pruning Practices
- SOI 2410 - Urban Soil Applications
- EAB 2621 - Aerial Operations  
OR
- EAB 2050 - Report Writing for Arborists

#### Total Credits

Total Credits First Year:	30
Total Credits Second Year:	30
Total Required Credits:	60

#### Landscape Management Major

#### First Year

Fall Semester: September - December

- ACT 1000 - Recordkeeping
- HRT 1300 - Plant Selection
- PLS 1010 - Plant Science Principles
- SOI 1410 - Urban Soils
- COM 1020 - Workplace Communication

Winter Semester: January - April

- CAD 1000 - Site Assessment Methods
- ELM 1010 - Fundamentals of Landscape Construction
- ELM 1600 - Diseases of Landscape Plants
- PLS 1310 - Ecological Principles and Weed Management
- COM 1030 - Workplace Professionalism

## Second Year

### Fall Semester: September - December

- ELM 1000 - Landscape Graphics
- ELM 2020 - Landscape Maintenance Operations
- ELM 2040 - Urban Forestry
- ELM 2510 - Landscape Construction Operations
- ELM 2660 - Landscape Pest Management

### Winter Semester: January - April

- ELM 2500 - Landscape Design
- ELM 2710 - Landscape Project Management
- SOI 2410 - Urban Soil Applications
- WTR 2031 - Sustainable Irrigation Practices
- HRM 1010 - Human Resources Management  
OR
- MKG 1020 - Principles of Marketing

## Total Credits

Total Credits First Year:	30
Total Credits Second Year:	30
Total Required Credits:	60

## Graduation Requirements

To obtain a diploma a student must achieve:

1. A minimum of 60 credits
2. A cumulative GPA of 2.00 or better
3. Successful completion of all required courses as listed in the program requirements
4. Fulfillment of the Graduation Policy – Residency Requirement

# Equine Science

## Program Summary

Four Semesters

### **FIRST YEAR**

Fall: September - December

Winter: January - April

### **SECOND YEAR**

Fall: September - December

Winter: January - April for Horsemanship, Business & Event Management, Equestrian Coaching    Winter: January - June for Production & Breeding

## Five Majors

Equestrian Coaching Major

Horsemanship Major ( Western & English)

Production and Breeding Major

Business and Event Management Major

## Program Details

## Admission Requirements

Applicants must have:

- a) High School Diploma or its equivalent
- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure or Applied Math 20
- d) 50% or better in Biology 30
- e) A minimum of 80 hours (additional hours will improve your score in the program selection process) of volunteer and/or paid work experience in an established equine related business (may be completed on or outside of a family owned business/farm).
- f) Submit a Work Experience Verification Form(s) to verify the number of completed work experience hours. Form will be mailed upon application or available on the Olds College website on the Equine Science Program of Study webpage.
- g) On-campus Riding and Practical Test

### Alternate Admissions Status:

Alternate Admissions status will apply for those students that have not achieved the high school diploma admission requirement. The applicant must meet all other requirements as above.

Admission into the Equine Science program is on a competitive basis. Applications will be pre-screened and those meeting the minimum requirements are invited to the College for testing. All applicants will take the same test which consists of a riding component and a practical component. (To be held each spring for entry into the program in the fall of the same year.) Please note that only qualified applicants will be tested. We will contact applicants by letter as to their specific test date and time.

## Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/Equine.pdf>

### Multiple Majors

Graduates who wish to complete a second major will require a third and possibly a fourth year at Olds College. Completing multiple majors in two years is not possible because of limited quotas and timetabling restrictions.

### Transfer Agreements

A transfer agreement is in place for students who wish to attend Hartpury College in Gloucester, England for a third year to obtain a Bachelor of Science (Honors) in Equine Management.

### All Majors

Students are required to obtain 60 credits in order to graduate from the Equine Science Program. Some credits are earned through core courses that all students in the program take, with the remainder coming from courses specific to each major.

In addition, there are option courses within the program that students may wish to take to expand their knowledge and skill set.

## Program Requirements

### Fall Semester: September - December (First Year) Common to All Majors

- EQN 1000 - Equine Anatomy and Physiology
- EQN 1010 - Managing Equine Tack and Equipment
- EQN 1020 - Farm Equipment Operation
- EQN 1030 - Interacting with Horses
- COM 1020 - Workplace Communication

### Equestrian Coaching Major

### Winter Semester: January - April (First Year)

- ACT 1000 - Recordkeeping
- EQN 1230 - Managing Equine Health
- EQN 1240 - Horse Care Lab
- EQN 2030 - Riding and Coaching Specifications
- COM 1030 - Workplace Professionalism

### Fall Semester: September - December (Second Year)

- EQN 2410 - Equestrian Instructional Skills Practicum
- EQN 2409 - Equestrian Instructional Skills
- EQN 2500 - Enterprise Management Practicum I
- EQN 2520 - Equine Nutrition
- MGT 2100 - Small Business Planning and Management

### Winter Semester: January - April (Second Year)

- EQN 2420 - Analyzing Performance
- EQN 2430 - Instructing and Analyzing Performance Practicum
- EQN 2501 - Enterprise Management Practicum II
- EQN 2530 - Equine Health Care and Lameness
- EQN 2540 - Using Genetics and Conformation for Selection

### Spring Semester: May - June (First or Second Year)

- EQN 2950 - Industry Practicum

### Horsemanship Major - English or Western

### Winter Semester: January - April (First Year)

- ACT 1000 - Recordkeeping
- EQN 1230 - Managing Equine Health
- EQN 1240 - Horse Care Lab
- EQN 2300 - Conditioning for Performance
- EQN 2020 - Riding the English Horse  
OR
- EQN 2021 - Riding the Western Horse

#### Fall Semester: September - December (Second Year)

- MGT 2100 - Small Business Planning and Management
- EQN 2500 - Enterprise Management Practicum I
- EQN 2520 - Equine Nutrition
- EQN 2360 - Starting the Young Horse
- EQN 2330 - Training the Young English Horse I  
OR
- EQN 2340 - Training the Young Western Horse I

#### Winter Semester: January - April (Second Year)

- EQN 2501 - Enterprise Management Practicum II
- EQN 2530 - Equine Health Care and Lameness
- EQN 2540 - Using Genetics and Conformation for Selection
- EQN 2331 - Training the Young English Horse II  
OR
- EQN 2341 - Training the Young Western Horse II
- COM 1030 - Workplace Professionalism

#### Spring Semester: May - June (First or Second Year)

- EQN 2950 - Industry Practicum

#### Production and Breeding Major

#### Winter Semester: January - April (First Year)

- ACT 1000 - Recordkeeping
- EQN 1230 - Managing Equine Health
- EQN 1240 - Horse Care Lab
- EQN 2040 - Artificial Breeding Techniques
- COM 1030 - Workplace Professionalism

### Fall Semester: September - December (Second Year)

- EQN 2401 - Breeding Management
- EQN 2402 - Foaling and Foal Management
- EQN 2500 - Enterprise Management Practicum I
- EQN 2520 - Equine Nutrition
- MGT 2100 - Small Business Planning and Management

### Winter Semester: January - April (Second Year)

- EQN 2501 - Enterprise Management Practicum II
- EQN 2530 - Equine Health Care and Lameness
- EQN 2540 - Using Genetics and Conformation for Selection
- EQN 2403 - Breeding Management Practicum
- EQN 2404 - Foaling Management Practicum

### Spring Semester: May - June

- EQN 2950 - Industry Practicum (On-site)

## Business and Event Management Major

### Winter Semester: January - April (First Year)

- ACT 1000 - Recordkeeping
- EQN 1230 - Managing Equine Health
- EQN 1240 - Horse Care Lab
- MGT 2040 - Advanced Computer Applications
- COM 1030 - Workplace Professionalism

## Fall Semester: September - December (Second Year)

- EQN 2500 - Enterprise Management Practicum I
- EQN 2520 - Equine Nutrition
- EQN 2406 - Event Management Procedures
- MGT 1000 - Principles of Management
- MGT 2100 - Small Business Planning and Management

## Winter Semester: January - April (Second Year)

- EQN 2407 - Advanced Equine Marketing
- EQN 2408 - Event Production Practicum
- EQN 2501 - Enterprise Management Practicum II
- EQN 2530 - Equine Health Care and Lameness
- EQN 2540 - Using Genetics and Conformation for Selection

## Spring Semester: May - June (First or Second Year)

- EQN 2950 - Industry Practicum

## Graduation Requirements

To obtain a diploma a student must achieve:

1. Completion of all required courses – 60 credits – as listed in the program requirements.
2. A cumulative GPA of 2.0 or better.
3. Fulfillment of the Graduation Policy – Residency Requirement.

## **Exercise Rider/Jockey Training Program**

### Program Summary

Winter/Spring 2013 January 11, 2013 - April 30, 2013 + documented 60 ride practicum

Location: Olds College and Northlands Park - Edmonton.

A partnership between Olds College and Horse Racing Alberta.  
Accredited by Advanced Education

## Admission Requirements

18 years of age or older.

Advanced riding and horse skill.

Appropriate information and references

Selection process (4 parts - see website)

## Course Fees

\$1000 for Alberta Residents and \$2,000 for Non-Alberta Residents + Current Student Fees

\$250 Material Fees

## Employment Opportunities

The horse racing industry needs trained entry-level workers right now. Students will discover a training program that exposes them to a variety of employment options within the Alberta Horse Racing industry. Work with leading trainers and get valuable practical experience and the opportunity to fill the shortages in the area of trained personnel. Our graduates have job offers by the completion of the course.

## Program Description

A serious introduction to the horse racing industry and the skills needed to work as an entrance level exercise rider and/or a future jockey.

## Program Requirements

Courses are waiting for approval.

- ERJ 6001 - Management of the Race Horse
- ERJ 6002 - Introduction to Race Horse Employment
- ERJ 6003 - Rider Preparation
- ERJ 6004 - Exercising the Flat Racer
- ERJ 6005 - Race Day Procedures and Practicum

## Total Credits

Total Credits: 15

## Graduation Requirements

Exercise Rider/Jockey Training students must complete the prescribed course of studies and attain an overall average grade of C (2.00) to be certified. Grades are determined both in class and during the practice period.

To obtain a certificate students must achieve the following:

1. A minimum of 15 credits.
2. A cumulative GPA of 2.00.
3. Completion of all required courses as listed in the program requirements.
4. Satisfactory completion of the practical experience and/or assignments.

## Farrier Science

### Program Summary

Two-Year Diploma

Fall Semester: October - December (8 weeks)

Winter Semester: January - April (15 weeks)

Directed Field Study I (6.5 months)

Fall Semester: October - December (8 weeks)

Winter Semester: January - April (15 weeks)

### Program Details

### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/Farrier.pdf>

### Admissions Requirements

Applicants must:

1. Be 18 years of age or older.
2. Demonstrate knowledge of the farrier profession.
3. Complete an on-campus verbal interview.
4. Exhibit sufficient experiences with horses at time of entrance to the college to adequately cope with the course material offered.
5. Applicants will be asked to handle a horse and respond to questions regarding conformation, disposition and soundness.
6. Demonstrate competency for handling tools.

Academic Requirements:

1. 50% or better in Pure Math 20 or Applied Math 20
2. 50% or better in English Language Arts 20-1 or 20-2
3. 50% or better in Biology 20

or

General requirements for Alternate Admission Status:

1. May be required to meet specific program prerequisites
2. Acceptance will be based on approval of the program coordinator and the Registrar's Office.

## Program Requirements

### First Year

Fall Semester: October - December

- FAR 1000 - Introduction to Trimming and Keg Shoeing
- FAR 1100 - Introduction to Blacksmithing
- FAR 1200 - Equine Anatomy

Winter Semester: January - April

- ACT 1000 - Recordkeeping
- FAR 1250 - Horse Handling
- FAR 1500 - Blacksmithing
- FAR 1600 - Horseshoeing
- WLD 1167 - Introductory Welding

First Directed Field Study

- DFS 1550 - Directed Field Studies I

### Second Year

Fall Semester: October - December

- FAR 2000 - Performance Shoeing

- COM 1020 - Workplace Communication
- FAR 2400 - Advanced Keg Shoe Modifications

Winter Semester: January - April

- FAR 2100 - Farrier Welding, Machining and Fabrication
- FAR 2200 - Advanced Forging and Horseshoeing
- FAR 2300 - Advanced Therapeutic and Corrective Horseshoeing
- MGT 2100 - Small Business Planning and Management
- COM 1030 - Workplace Professionalism

## Total Credits

Total Credits First Year: 36

Total Credits Second Year: 24

Total Required Credits: 60

## Graduation Requirements

Farrier Science students must complete the prescribed course of studies and attain an overall average grade of C (2.00) to be certified. Grades are determined both in class and during the practice period.

To obtain a certificate students must achieve the following:

1. A minimum of 60 credits
2. A cumulative GPA of 2.00
3. Completion of all required courses as listed in the program requirements
4. Satisfactory completion of the practical experience and/or assignments
5. Fulfillment of the Graduation Policy – Residency Requirements

## Fashion Marketing

### Program Summary

TWO SEMESTERS

Fall: September - December

Winter: January - April

**FALL ENTRY ONLY**

**OFFERED AT CALGARY AND OLDS CAMPUSES**

(Also see our Apparel Technology Diploma offered at the Olds campus only)

The information that you are receiving is current but please be advised that all programs are subject to revision.

## Program Description, Tuition Deposit, Employment Opportunities, Transfer Agreements

Please see the Fact Sheet at: <http://www.oldscollge.ca/programs/pdfs/factsheets/FashionMarketing.pdf>

### Admission Requirements

Applicants must have:

- a) High School Diploma or its equivalent
- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure or Applied Math 20

OR

Alternate Admission Status:

Alternate Admission Status applies if you do not meeting the Alberta High School requirements of the program to which you are applying, or if you received your high school education through home based learning. Alternate Admission Status students may be required to meet specific program admission requirements. To apply under this status, you must submit a transcript(s) showing any completed high school and post-secondary courses, a statement in support of your application outling aspects of your background and experience that might have prepared you for the program. Documents such as a resume, letters of reference from previous educators or employers, and/or a protfolio of related academic/project work must be included with your application.

### Program Requirements

Fall Semester: September - December

- MGT 1410 - Retail Management
- DSN 1210 - Visual Design and Merchandising
- FAS 1050 - Garment Analysis
- MKG 1020 - Principles of Marketing
- COM 1005 - Communication and Career Preparation

Winter Semester: January - April

- FAS 1110 - Fashion Research and Career Analysis
- MKG 1510 - Fashion Promotions

- MGT 1200 - Organizational Behaviour
- FAS 2010 - Introduction to Image Consulting
- CMP 1100 - Computer Applications I

## Total Credits

Total Credits: 30

## Graduation Requirements

To earn a certificate students must achieve the following:

1. A total of 30 credits
2. A GPA of 2.00 or better
3. Completion of all required courses as outlined in the program requirements
4. Fulfillment of the Graduation Policy – Residency Requirement

# Fashion Marketing On-Line

## Program Summary

Two Semester: Fall Semester: September 6 - December 16, 2011

Winter Semester: January 4, 2012 - April 20, 2012

## Program Description

This program is the same as the on-campus program except for the learning format.

One year Certificate program.

Students complete on-line coursework from September to April. Five courses are scheduled each semester. Assignments and course work are completed through an on-line learning module and follow a scheduled program of assignments and due dates. Students may choose to take courses as either a full-time or part-time student, but should note that courses are only offered in the time frames mentioned above. Students completing the courses on a part-time basis, need to ensure that they have completed any pre-requisite courses prior to registering.

## Admission Requirements

Applicants must have:

- a) High School Diploma or its equivalent
- b) 50% or better in english Language Arts 30-1 or 30-2
- c) 50% or better in Pure or Applied Math 20

OR

Alternate Admission Status:

Alternate Admission Status applies if you do not meet the Alberta high school requirements of the program to which you are applying, or if you received your high school education through home based learning. Alternate Admission Status students may be required to meet specific program admission requirements. To apply under this status, you must submit a transcript(s) showing any completed high school and post-secondary courses, a statement in support of your application outlining aspects of your background and experience that might have prepared you for the program. Documents such as a resume, letters of reference from previous educators or employers and/or a portfolio of related academic/project work must be included with your application.

## Program Requirements

Fall Semester: September - December

- FAS 6105 - Garment Analysis
- DSN 6121 - Visual Design and Merchandising
- COM 6105 - Communication and Career Preparation
- CMP 6110 - Computer Applications I
- MKG 6102 - Principles of Marketing

Winter Semester: January - April

- FAS 6111 - Fashion Research and Career Analysis
- FAS 6201 - Introduction to Image Consulting
- MGT 6120 - Organizational Behaviour
- MGT 6141 - Retail Management
- MKG 6151 - Fashion Promotions

## Total Credits

Total Credits: 30 credits

## Graduation Requirements

To earn a certificate, students must achieve the following:

1. A total of 30 credits
2. A GPA of 2.00 or better
3. Completion of all required courses as outlined in the program requirements

#### 4. Fulfillment of the Graduation Policy - Residency Requirement

## General Studies

### Program Summary

One Year Certificate

The information that you are receiving is current but please be advised that all programs are subject to revision.

### Program Details

#### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/GeneralStudies.pdf>

#### Admission Requirements

Applicants must have:

- a) High school diploma or its equivalent

#### Program Requirements

##### Fall Semester: September - December

Five courses for a total of 15 credits

- COM 1020 - Workplace Communication
  - CMP 1100 - Computer Applications I
- Plus three approved courses

##### Winter Semester: January - April

Five courses for a total of 15 credits.

- COM 1030 - Workplace Professionalism
- Plus four approved courses.

## Total Credits

Required Credits:	9
Elective Credits:	21
Total Required Credits:	30

## Graduation Requirements

To obtain a certificate a student must achieve the following:

- A minimum of 30 credits
- A cumulative G.P.A of 2.00
- Nine credits of core courses, and 21 elective credits chosen in consultation with the program coordinator or designate
- Fulfillment of the Graduation Policy - Residency Requirements

# Heavy Equipment Operator

Please refer to the Continuing Education Calendar for specifics.

## Program Summary

12 Weeks + Work Practicum

Sept 10 - Nov 30, 2012

## Program Description

The Heavy Equipment Operator Certificate program prepares the graduate for entry into heavy equipment operation focusing on entry level jobsite fundamentals including health, safety, and environmental training and awareness, equipment maintenance and operation, and application of earthmoving techniques in hands-on operations.

## Conditions and Characteristics

Important attributes of an operator include mathematical ability, excellent vision, and a high degree of physical coordination as well as:

Full range of body motion

Manual and finger dexterity as well as eye, hand and foot coordination for handling and operating levers or controls

Sitting for extensive periods of time on vibrating and/or bouncing machinery

Occasionally lifting and carrying items up to (50 lbs/22.5 kg)  
Corrected vision and hearing within normal range  
Good oral and written communication skills  
Excellent physical condition

## Employment Opportunities

Our heavy construction equipment operator graduates are prepared to operate heavy equipment used in the construction and maintenance of roads, bridges, airports, gas and oil pipelines, tunnels, buildings and other structures; in surface mining and quarrying activities; and in material handling work.

## Attendance Policy

Regular attendance in all aspects of training is essential for learner success as skill development and safety requirements build progressively from day to day. Students are expected to conform to policies as outlined by Olds College. Failure to comply with all policies including all applicable legislated and/or industry accepted safety standards may result in removal from the learning environment up to and including withdrawal from the program.

## Special Requirements

### **Personal Protective Equipment Requirements**

Personal protective equipment is required for all field components of the program, and must be CSA approved, which includes:

Steel toe safety footwear (minimum 6" ankle height)  
Safety glasses  
Reflective vest or reflective marked coveralls  
Hard hat (yellow preferred, NOT white)  
Hearing protection  
Work gloves

Failure to wear this equipment when required will result in dismissal from class, as this is a violation of the Occupation Health and Safety Regulations of Olds College.

## Admission Requirements

High School Diploma or its equivalent  
Proof of age (18 years or older)  
A copy of an unrestricted class 5 Driver's License  
A recent copy of a Driver's Abstract  
Submit a completed personal profile

OR

### **Alternate Admissions Status - General Requirements:**

If you do not meet the Alberta high school diploma or its equivalent requirements, please submit the following:

A high school transcript of completed courses  
Proof of age (18 years or older)  
A copy of an unrestricted class 5 Driver's License  
A recent copy of a Driver's Abstract

Letter of introduction and interest in Olds College and this program. The applicant should also address why they feel they will be successful in this program without having completed the high school diploma admission requirement.  
Submit a completed personal profile

Students must be mentally and physically capable of safely operating equipment on a daily basis in order to successfully complete the program. Any medication, dependency or mental or physical limitation that may interfere with one's ability to safely operate equipment may prevent a student from graduating and/or obtaining employment.

A small class with a high ratio of instructors to students promotes quality education, therefore applicants will be carefully selected and acceptance will be based on the approval of the Admission's Office. Admission will be offered to students who fully meet program requirements and qualifications. Students will be considered for admission when all application materials have been received by the Admissions office. The language of instruction at Olds College is English. Applicants whose previous academic study was in a language other than English must provide proof of English language capabilities, as outlined in Olds College policies.

## Program Requirements

- HEO 6001 - Workplace Safety and Safety Tickets
- HEO 6002 - Introduction to Earthmoving
- HEO 6003 - Equipment Operation and Preventative Mechanical Maintenance
- HEO 6004 - Fieldwork and Jobsite Fundamentals
- HEO 6005 - Earthmoving Operational Techniques

## Total Credits

15 credits

## Graduation Requirements

1. A minimum of 15 credits
2. A cumulative G.P.A. of 2.00 or better
3. Completion of all required courses for this program

## Heavy Equipment Technician

Please refer to the Apprenticeship programs.

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/HeavyEquipTechApprent.pdf>

## John Deere Tech Training

# John Deere Tech Training

## **FOUR-YEAR PROGRAM**

Two-Weeks Each Year

Applicants must be indentured as Agricultural Equipment Technician or Heavy Equipment Technician Apprentices (or already be a journeyman), and be employed by a sponsoring John Deere Dealer before entering the JD Tech Program. Applications are available from your employer.

## **ADMISSION REQUIREMENTS**

Participants in the JD Tech program must first be indentured as an Agricultural Equipment Technician (AET) apprentice or a Heavy Equipment Technician (HET) apprentice (see entrance requirements for AET or HET). After consultation with their employer, prospective students may apply for admission to the John Deere Tech program. This program can also be a stand alone program for journeymen already employed at John Deere dealerships.

## **TRAINING PERIOD DESCRIPTIONS**

The JD Tech program is designed to enhance the training obtained in the Agricultural Equipment Technician or Heavy Equipment Technician apprentice program with topics that relate specifically to John Deere Equipment.

JD Tech at Olds College is structured as follows:

**First Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight-weeks at Olds College followed by two-weeks of John Deere specific training including: Electrical, Hydraulics, Service Advisor I, Hay, Forage, Tillage and Seeding, and Tech Fundamentals Computerized Resources. Each work experience period is a minimum of 1,500 hours and one year working in the trade.

**Second Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight-weeks at Olds College followed by two-weeks of John Deere specific training including: Advanced JD Engines, Tractor Performance, Treating Customers Right, (customer relations), Field Service Technician Training, AMS DLM and Components. Required work experience at a sponsoring John Deere dealer. Each work experience period is 1,500 hours.

**Third Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two weeks of John Deere specific training including: JD Combine, Forage Harvester and Seed Cart, AMS II Operations and Diagnostics, Personal Finance, and Electrical Systems Diagnostics. Required work experience at a sponsoring John Deere dealer. Each work experience period is 1,500 hours.

**Fourth Period Training Topics Include:** Agricultural Equipment Technician or Heavy Equipment Technician training of eight weeks at Olds College followed by two-weeks of John Deere specific training including: Service Advisor II, JD Self Propelled Sprayers, JD Power Trains, and Personal Finance. Required work experience at a sponsoring John Deere dealer. Each work experience period is 1,500 hours.

## **GRADUATION**

Graduates of the John Deere Tech Training program are awarded a joint Olds College – John Deere Certificate upon completion.

For further information regarding the John Deere Tech program offered at Olds College contact:

Olds College Coordinator JD Tech Apprenticeship Program

Cliff Laursen

4500 – 50th Street  
Olds, AB, T4H 1R6

Phone: (403) 507-7930  
E-mail: [clausen@oldscollege.ca](mailto:clausen@oldscollege.ca)

## Land Administration

### Program Summary

The Land Administration program has delivery both at the Olds College Campus and on-line on the [eCampusAlberta.ca](http://eCampusAlberta.ca) site.

The information that you are receiving is current but please be advised that all programs are subject to revision.

### One Year Certificate

Fall Semester: September 6 - December 16, 2011

Winter Semester: January 3 - April 20, 2012

### Program Details

Program Delivery Options

On-Campus: Students study on campus in September and complete their eight month program at the end of April.

### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://oldscollege.ca/programs/pdfs/factsheets/LandAdmin.pdf>.

### Admission Requirements

Applicants must have:

High school diploma or its equivalent with

- a) 50% or better in English Language Arts 30-1 or 30-2
- b) 50% or better in Pure Math 20 or Applied Math 20

**OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites.
- Acceptance will be based on approval of the program coordinator and the Registrar's Office.

**NOTE:**

- a) It is recommended that students entering under Alternate Admission Status register for CSS 6000 – College Success Skills

offered the week before classes begin in the Fall.

b) It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets.

High school students are encouraged to complete CTS modules 1010, 1020, 1030 and 1060.

## Program Requirements

Fall Semester: September - December

- CMP 1100 - Computer Applications I
- COM 1005 - Communication and Career Preparation
- LND 1000 - Land Documentation
- LND 1001 - Surface Rights and Regulations
- LND 1410 - Petroleum Industry Fundamentals

Winter Semester: January - April

- CMP 2100 - Computer Applications for Land Administration
- LND 1005 - Managing Alberta's Lands
- LND 2000 - Advanced Land Documentation
- LND 2002 - Advanced Regulations
- LND 2006 - Stakeholder Consultation

## Total Credits

Total Credits: 30

## Graduation Requirements

To obtain a certificate a student must achieve the following:

1. Successful completion of all required courses as listed in the program requirements
2. Completion of a minimum of 30 credits
3. A cumulative GPA of 2.00
4. Fulfillment of the Graduation Policy – Residency Requirement

## **Land Administration On-Line**

This program is the same as the on-campus delivery

## Program Summary

One year Certificate program.

Students complete on-line coursework from September to April. Five courses are scheduled each semester. Assignments and course work are completed through an on-line learning module and follow a scheduled program of assignments and due dates. Students may choose to take courses as either a full-time or part-time student, but should note that courses are only offered in the time frames mentioned above. Students completing the courses on a part-time basis, need to ensure that they have completed any pre-requisite courses prior to registering.

## Program Description, Tuition Deposit, Employment Opportunities

For the complete program description please see: <http://oldscollege.ca/programs/pdfs/factsheets/LandAdmin.pdf>

## Program Requirements

### Fall Semester: September - December

- CMP 6110 - Computer Applications I
- COM 6105 - Communication and Career Preparation
- LND 6100 - Land Documentation
- LND 6101 - Surface Rights and Regulations
- LND 6141 - Petroleum Industry Fundamentals

### Winter Semester: January - April

- CMP 6210 - Computer Applications for Land Administration
- LND 6105 - Managing Alberta's Lands
- LND 6200 - Advanced Land Documentation
- LND 6202 - Advanced Regulations
- LND 6206 - Stakeholder Consultation

## Graduation Requirements

To earn a certificate students must achieve the following:

1. A total of 30 credits
2. A GPA of 2.00 or better
3. Successful completion of all required courses as outlined in the program requirement
4. Fulfillment of the Graduation Policy - Residency Requirement

## Admission Requirements

Applicants must have:

- a) High School Diploma or its equivalent
- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure or Applied Math 20

OR

Alternate Admission Status:

Alternate Admission Status applies if you do not meet the Alberta high school requirements of the program to which you are applying, or if you received your high school education through home based learning. Alternate Admission Status students may be required to meet specific program admission requirements. To apply under this status, you must submit a transcript(s) showing any completed high school and post-secondary courses, a statement in support of your application outlining aspects of your background and experience that might have prepared you for the program. Documents such as a resume, letters of reference from former educators or employers and/or a portfolio of related academic/project work must be included with your application.

## Land Agent

### Program Summary

#### **TWO-YEAR DIPLOMA**

Four Semesters  
Fall: September - December  
Winter: January - April

#### **FALL ENTRY ONLY**

The information that you are receiving is current but please be advised that all programs are subject to revision.

### Program Details

#### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollge.ca/programs/pdfs/factsheets/LandAgent.pdf>

### Admissions Requirements

Applicants must have:

- a) High school diploma or its equivalent with

- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure Math 20 or Applied Math 20
- d) 50% or better in Chemistry 20 or Biology 20 OR Science 30

**OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office.

The most desirable candidate is one with a special interest in land negotiations, administration, acquisition and evaluation.

\*All Applicants must complete a Career Investigation Report.

**NOTE:**

1. It is recommended that students entering under Alternate Admission Status register for CSS 6000 - College Success Skills offered the week before classes begin in the Fall.
2. It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets.
3. A Commissioner for Oaths appointment is required for Surface Land Agents who wish to work in Alberta or for an Alberta company. The duties of a Commissioner for Oaths include administering oaths, taking and receiving affidavits, declarations and affirmations. The Commissioner for Oaths designation is available to any Canadian resident who is working and living in Alberta. To be eligible for a Commissioner for Oaths appointment, you must meet specific criteria. A criminal record may prevent an appointment. Please contact the coordinator of the Land Agent program at (403) 556-7914 or email at [cfulkerth@oldscollege.ca](mailto:cfulkerth@oldscollege.ca) for more information.
4. A valid Class 5 driver's license is also required for a practicing Land Agent since they may be required to drive to clients anywhere in Western Canada.
5. Further information on the Career Investigation and a contact list of licensed Surface Land Agents will be provided upon submission of an application.

## Transfer Agreements

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/LandAgent.pdf>

## Program Requirements

### First Year

Fall Semester: September - December

- LND 1003 - Energy Fundamentals

- LND 1004 - Alberta Crown Lands
- SOI 1000 - Fundamentals of Soil Science
- COM 1020 - Workplace Communication
- LND 1009 - Land Documents & Compensation

### Winter Semester: January - April

- AGB 1000 - Agricultural Value and Practices
- AGN 1010 - Vegetation of Western Canada
- LND 1001 - Surface Rights and Regulations
- LND 1010 - Other Land Acquisition Types
- COM 1030 - Workplace Professionalism

### Total Credits

Total Credits: 30

### Second Year

### Fall Semester: September - December

- GIS 1010 - Site Maps and Interpretation
- LND 2002 - Advanced Regulations
- LND 2006 - Stakeholder Consultation
- WTR 1330 - Water Fundamentals
- LND 2460 - Reclamation Fundamentals

### Winter Semester: January - April

- COM 2020 - Advanced Communications
- LND 2350 - Land Negotiations and Ethics
- LND 2500 - Land Negotiation Simulation
- LND 2501 - Land Agent Licensing
- LUP 2010 - Land Planning and Appraisal

### Total Credits

Total Credits: 30

Total Credits First Year:	30
Total Credits Second Year:	30
Total Required Credits:	60

## Graduation Requirements

To obtain a diploma a student must achieve:

1. Successful completion of all required courses as listed in the program requirements
2. Completion of a minimum of 60 credits
3. A cumulative GPA of 2.00
4. Fulfillment of the Graduation Policy – Residency Requirements

## Land and Water Resources

### Program Summary

#### Two Year Diploma

#### Two Majors

Environmental Stewardship Major

Land Reclamation and Remediation Major

Rural Land-use Planning Major (This Major was suspended for entry in September 2012)

For students currently completing the second year of this major, please see the Academic Calendar for 2011-12)

### Program Details

#### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/LandWater.pdf>

#### Admission Requirements

Applicants must have:

- High school diploma or its equivalent with
- 50% or better in English Language Arts 30-1 or 30-2
- 50% or better in Pure Math 20 or Applied Math 20
- 50% or better in Biology 20 and Chemistry 20 OR Science 30

**OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office

**NOTE:**

- It is recommended that students entering under Alternate Admissions Status register for CSS 6000 – College Success Skills - offered the week before classes begin in the Fall.
- It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets. Students with inadequate computer skills will require remedial courses and may not be able to complete the program in two years.

## Professional Designation

Graduates of the Land and Water Resources program are eligible for membership in the Alberta Institute of Agrology (AIA), which allows them to earn the Registered Technical Agrologist designation (R.T. Ag.).

The AIA is the legally mandated provincial body that governs the activities of professionals in the areas of agriculture and environmental science. The R.T. Ag. designation is a legal requirement for certain field activities including “sign-off” authority for reclamation projects.

## Program Requirements

### Common First Year

Fall Semester: September - December

- EVS 1210 - Applied Ecology
- GPS 1200 - GPS, Site Mapping and Graphics
- PLS 1010 - Plant Science Principles
- SOI 1000 - Fundamentals of Soil Science
- WTR 1330 - Water Fundamentals

Winter Semester: January - April

- AGN 2210 - Field and Forage Crop Production
- EVS 1730 - Land Reclamation and Ethics
- LUP 1620 - Land Systems and Legislation
- CHE 1020 - Environmental Chemistry
- COM 1020 - Workplace Communication

Total Credits

Second Year

Environmental Stewardship Major

Fall Semester: September - December

- EVS 2710 - Wildlife Management and Biometrics
- PLS 2510 - Integrated Weed Management
- SOI 2340 - Soil Classification and Mapping
- WTR 2330 - Water Quality
- PLS 2410 - Native Plants of Alberta

Winter Semester: January - April

- EVS 2880 - Global Sustainability
- GIS 1300 - GIS Tools
- SOI 2500 - Sustainable Soil Management
- WTR 2630 - Watershed Management
- COM 1030 - Workplace Professionalism

Total Credits

Total First Year Credits: 30  
Total Second Year Credits: 30  
Total Required Credits: 60

## Land Reclamation and Remediation Major

Fall Semester: September - December

- EVS 2330 - Oilfield Reclamation
- PLS 2510 - Integrated Weed Management
- SOI 2340 - Soil Classification and Mapping
- WTR 2330 - Water Quality
- PLS 2410 - Native Plants of Alberta

Winter Semester: January - April

- EVS 2400 - Bioremediation and Biometrics
- EVS 2730 - Managing Contaminated Sites
- GIS 1300 - GIS Tools
- SOI 2500 - Sustainable Soil Management
- COM 1030 - Workplace Professionalism

### Total Credits

Total First Year Credits: 30  
Total Second Year Credits: 30  
Total Required Credits: 60

## Graduation Requirements

To obtain a diploma a student must achieve:

1. A minimum of 60 credits
2. A cumulative GPA of 2.00
3. Successful completion of all required courses as listed in the program requirements
4. Fulfillment of the Graduation Policy – Residency Requirements.

## Landscape Gardener Apprenticeship

Please see the Apprenticeship programs.

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/LGAP.pdf>

## Program Summary

### FOUR-YEAR PROGRAM

Eight weeks technical training each year.

Applicants are indentured as apprentices and employed in the Landscape/Horticulture Industry prior to entering technical training at Olds College.

## Program Description

If you like to work with plants and are interested in growing, installing and maintaining trees, flowers and turf grass in ornamental landscapes, this program is for you. Does the idea of earning while learning as you work toward certification as a journeyman suit your lifestyle and career goals? You will work with hard landscaping including pavers, wood construction projects and water features.

## Admission Requirements

To enter the Landscape Gardener Apprenticeship program you must at least 16 years of age and have a minimum of a Grade 9 Education or its equivalent or pass an entrance examination administered by Alberta Apprenticeship and Industry Training.

## Employment Opportunities

During your apprenticeship and as a journeyman you can find employment throughout the widely varied horticulture industry. A list of some of the possibilities include: parks and golf course maintenance, retail/wholesale horticulture marketing and sales, nursery production, greenhouse production, sod production, landscape construction, installation and maintenance, tree care and pest control.

Depending on your aptitude, interests and experience you may eventually become self-employed or work for someone else in the private or public sector.

## Training Period Descriptions

Subject areas for each technical training period are listed below.

First Period Training Topics Include: Workplace safety, tools and machinery, soils, plant identification, botany, greenhouse production and landscape construction.

Second Period Training Topics Include: Sales and communications, basic surveying, landscape construction, greenhouse structures and environments, plant identification, pests and pest management, pesticide use and safety and turf maintenance.

Third Period Training Topics Include: Landscape design, interior plantscape maintenance, plant identification and herbaceous ornamentals in the landscape, plant physiology, irrigation, arboriculture and plant production.

Fourth Period Training Topics Include: Landscape design, landscape construction, irrigation, estimating and tendering, plant identification and nursery and sod production.

## Other Opportunities for LGAP

Journeymen wishing to continue their technical training in a more specialized vein can apply to the Ornamental Horticulture or Turfgrass Management program. Recognition of Prior Learning may be granted based on relevant work experience, training and recognized certification through the College Prior Learning Assessment and Recognition process. Journeymen Landscape Gardeners who obtained better than 75% in their examinations may apply for entrance into the Arboriculture, Landscape Management majors or Turfgrass Management.

Journeymen will receive credits for Prior Learning (varies with major) for training taken in the Landscape Gardener Apprenticeship program.

These applications will be handled on a case by case basis.

For further information contact:

Coordinator Landscape Gardener Apprenticeship Program

Darlene Morton  
4500 50 Street  
Olds, AB T4H 1R6  
Phone: (403)556-4775  
Email: dmorton@oldscollge.ca

Upon completion of a diploma, Journeymen may apply to continue in the third-year of the Bachelor of Applied Science Degree Program.

## **Meat Processing Certificate**

### **Program Summary**

Four Month Program

September or January Intake

### **Program Details**

### **Program Description, Tuition Deposit, Employment Opportunities**

Please see the Fact Sheet at: <http://www.oldscollge.ca/programs/pdfs/factsheets/MeatProcessing.pdf>

### **Admission Requirements**

Applicants should be 18 years of age or older and in good physical condition.

A high school diploma or equivalent is recommended.

Applicants under 18 may be admitted under special circumstances and approval of the program coordinator.

## Program Requirements

- MEP 1006 - Livestock Slaughter
- MEP 1007 - Meat Cutting
- MEP 1008 - Value Added Processing
- MEP 1009 - Food Safety and Sanitation
- MEP 1010 - Meat Industry Communication

## Total Credits

Total Required Credits: 15

## Graduation Requirements

To obtain a certificate students must achieve the following:

1. Successful completion of the 15 credits
2. A cumulative GPA of 2.00 or better, based on written and skills evaluation.
3. Fulfillment of the Graduation Policy – Residency Requirement

## Office Administration

### Program Summary

Two Semesters

Fall Semester: September - December

Winter Semester: January - April

#### **FALL ENTRY ONLY**

The information that you are receiving is current but please be advised that all programs are subject to revision.

### Program Details

#### Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollge.ca/programs/pdfs/factsheets/OfficeAdmin.pdf>

### Admission Requirements

- a) High school diploma or its equivalent with
- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure Math 20 or Applied Math 20

General Requirements for Alternate Admisstion Status:

May be required to meet specific program prerequisites.

Acceptance is based on approval of the program coordinator and the Registrar's Office.

**NOTE:**

- a) It is recommended that students register for CSS 6000 – College Success Skills offered the week before classes begin in the Fall.
- b) A knowledge of the keyboard with a minimum of 20 words per minute is desired.
- c) Upon completion of this program, students may transfer their course work toward a two-year legal, medical, office administration, or business administration program at other institutions.

## Part-Time Learners

People who choose to complete a certificate over a two-year period will need to:

- Complete and submit an application form
- Meet admission requirements
- Contact the Program Coordinator at (403)556-8350 or [gulry@oldscollge.ca](mailto:gulry@oldscollge.ca) to design a two-year timetable

## Program Expectations

Students are expected to display a professional attitude and follow a casual professional dress code. Program guidelines with be distributed the first week of class.

## Program Requirements

### Fall Semester: September - December

- CMP 1250 - Business Software I
- OFA 1000 - Office Procedures
- OFA 1100 - Proofreading and Editing
- COM 1030 - Workplace Professionalism
- OFA 1220 - Keyboarding

### Winter Semester: January - April

- ACT 1100 - Business Bookkeeping
- CMP 2750 - Business Software II
- OFA 2500 - Office Procedures Practicum
- OFA 2600 - Workplace Communication
- OFA 2720 - Advanced Keyboarding

## Total Credits

## Graduation Requirements

To obtain a certificate students must achieve the following:

1. Completion of a minimum of 30 credits
2. A cumulative GPA of 2.00 or better on written and skill evaluations
3. Fulfillment of the Graduation Policy – Residency Requirement
4. Completion of all courses listed in the program requirements
5. Typing Speed of 45 wpm (5 or less errors) on a 5-minute timing

## Pre-Employment Carpentry

### Pre-Employment Trades

Pre-Employment is for the individual that may not have experience in the field and is not a registered apprentice in the Province of Alberta, however, is interested in the trade. Pre-employment courses offer the same technical training that first period apprentices receive and includes an additional four weeks of classroom and hands-on application.

Upon successful completion of the pre-employment program, students who meet the apprenticeship requirements for the trade (see [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)) are eligible to write the first period apprenticeship exam. (There is a fee of \$150.00 for the PLA exam and \$195.00 for the PRAC exam, payable to Apprenticeship and Industry Training. This fee is in addition to tuition, books and supplies.) CSA approved personal protective equipment is required to complete the practical portion of this program. You may be required to purchase other tools and equipment for your chosen trade.

Student Funding may be available, go to [www.oldscollege.ca/financial\\_aid/index.htm](http://www.oldscollege.ca/financial_aid/index.htm) or call Student Services at 1-800-661-6537 ext. 8285.

## Program Summary

12 weeks

No offerings at this time.

## Admission Requirements

18 years of age upon completion of the program.

High School transcript

Mature students will be evaluated on an individual basis and can apply under Alternate Admission status (an entrance exam be required)

## Tuition Fees

For the class of 2012

Tuition Fees: Approximately \$4500 (includes books and student fees)

To apply go to: <http://www.oldscollge.ca/recruitment/apply-for-admission/general-admissions-how-to-apply.html>

## Program Outcomes

**Graduates of this program will develop knowledge, skills and attitudes that prepare them to:**

- Employ current OH&S and relevant industry standards and procedures in the workplace.
- Communicate interactively in a professional manner with industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate workplace skills in an industry-related learning environment.
- Develop the skills required to recognize the characteristics and proper use of all building construction.
- Develop competencies in both hand and power tools in order to carry out repairs according to manufacturer's specifications.
- Perform assigned tasks in accordance with quality and production standards required by industry.

## Program Description

**The Olds College Pre Employment Carpenter program prepares the graduate to perform entry level residential construction and remodeling. The program also focuses on worksite fundamentals including occupational health and safety training, blueprint reading and applicable trade math skills as well as industry standard practices and procedures associated with the trade. This program is the equivalent to the technical training of first year apprentice.**

## Program Requirements

- PEC 6001 - Safety
- PEC 6002 - Building Materials
- PEC 6003 - Hand and Power Tools
- PEC 6004 - Site Preparation and Building Layout
- PEC 6005 - Foundation
- PEC 6006 - Floor Frame
- PEC 6007 - Estimating and Plans

## Total Credits

Total Credits: 12 credits

## Graduation Requirements

Completion of all required credits: 12 credits with a minimum GPA of 2.0.

Meet all residency requirements.

## Pre-Employment Hairstylist

The Pre-Employment Hairstylist program prepares graduates to cut and style hair to suit each client's face and lifestyle, and make recommendations about home care to ensure clients always look and feel their best. This program also focuses on work site fundamentals and safety precautions.

## Program Summary

8 Months

## Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current OH&S and industry standards and procedures in the workplace, including WHMIS and some first aid.
- Communicate in a professional manner with clientele and industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate workplace skills in an industry-related learning environment.
- Demonstrate the use and care of equipment and tools employed in a salon setting.
- Describe the properties of hair and scalp as they relate to disorders and hair damage.
- Demonstrate entry-level competencies in techniques and procedures for basic types of haircuts, and trimming and shaping mustaches and beards.
- Demonstrate entry-level competencies in advanced and specialty styling techniques and procedures.
- Demonstrate the ability to design and create hairstyles and perform basic finishing techniques.
- Demonstrate the physical and chemical phases of perming and use of hair relaxers.
- Describe hair colour theory, and colour formulation and application techniques.

## Program Requirements

- PHS 6001 - Safety Personal and Professional Development
- PHS 6002 - Client Services
- PHS 6003 - Facility and Equipment

- PHS 6004 - Properties of Hair & Scalp
- PHS 6005 - Draping, Shampooing and Treatments
- PHS 6006 - Haircutting
- PHS 6007 - Hairstyling
- PHS 6008 - Chemical Texturing
- PHS 6009 - Hair Colouring

## Total Credits

Total Credits: 16

## Graduation Requirements

- Completion of total required credits - achieving a minimum G.P.A of 2.0
- Fulfillment of the Residency Policy

## Pre-Employment Heavy Equipment Technician

### Pre-employment Trades

Pre-Employment is for the individual that may not have experience in the field and is not a registered apprentice in the Province of Alberta, however, is interested in the trade. Pre-employment courses offer the same technical training that first period apprentices receive and includes an additional four weeks of classroom and hands-on application.

Upon successful completion of the pre-employment program, students who meet the apprenticeship requirements for the trade (see [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)) are eligible to write the first period apprenticeship exam. (There is a fee of \$150.00, payable to Apprenticeship and Industry Training, to write the exam. This fee is in addition to tuition, books and supplies.) CSA approved personal protective equipment is required to complete the practical portion of this program. You may be required to purchase other tools and equipment for your chosen trade.

Student Funding may be available: go to [www.oldscollege.ca/financial\\_aid/index.htm](http://www.oldscollege.ca/financial_aid/index.htm) or call Student Services at 1-800-661-6537 ext 8285.

## Program Summary

12 week program

## Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current Occupational Health & Safety and industry standards and procedures in the workplace.

- Communicate in a professional manner with industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate technical workplace skills in an industry-related learning environment.
- Demonstrate basic competencies in both hand and power tools in order to carry out repairs according to manufacturer's specifications.
- Perform assigned tasks in accordance with quality and production standards required by industry.
- Demonstrate the basic skills required to diagnose, repair, and maintain any of the working parts of diesel engines as well as the various components of mobile industrial equipment.

## Admission Requirements

- Minimum of 18 years of age upon completion of the program.
- Successful Completion of High School Grade 11.
- Mature students will be evaluated on an individual basis and can apply under Alternate Admissions Status. Successful completion of an entrance exam administered by Alberta Apprenticeship and Industry Training will be required if the student wishes to ladder into the Apprentice program.

## Program Description

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

## Program Requirements

- PEH 6001 - Safety, Materials and Tools
- PEH 6002 - Suspensions, Wheels and Systems
- PEH 6003 - Hydraulic Brake Systems
- PEH 6004 - Electrical and Electronics
- PEH 6005 - Hydraulics Systems
- PEH 6006 - Air Brakes

## Total Credits

Total Credits: 12 Credits

## Graduation Requirements

Completion of all program requirements - minimum GPA of 2.0  
 Fullfillment of Residency Requirements

# Pre-Employment Motorcycle Mechanic

The Olds College Pre Employment Motorcycle Mechanic program prepares the graduate to perform entry level assembly, maintenance, repairs, and restoration of motorcycles and other multi-wheeled lightweight all-terrain vehicles. The program also focuses on work site fundamentals including occupational health and safety training, as well as industry standard practices and procedures associated with the trade. This program is the equivalent to the technical training of first year apprentice.

## Program Summary

12 Weeks

## Admission Requirements

- Minimum of 18 years of age upon completion of the program.
- Successful Completion of High School Grade 11.
- Mature students will be evaluated on an individual basis and can apply under Alternate Admissions Status. Successful completion of an entrance exam administered by Alberta Apprenticeship and Industry Training will be required if the student wishes to ladder into the Apprentice program.

## Program Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current OH&S and relevant industry standards and procedures in the workplace.
- Communicate in a professional manner with industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate workplace skills in an industry-related learning environment.
- Develop the entry-level skills required to discuss and diagnose problems and locate failures.
- Identify the legal responsibilities involved in manufacturers' warranties.
- Demonstrate entry-level competencies in the use of both hand and power tools in order to carry out repairs according to manufacturer's specifications.
- Demonstrate entry-level competencies in motorcycle assembly, tune-up, repair, and maintenance.
- Perform assigned tasks in accordance with quality and production standards required by industry.

## Program Requirements

- PEM 6001 - Shop Safety, Equipment and Materials
- PEM 6002 - Trade Tools and Shop Procedures
- PEM 6003 - Basic Electrical Theory and Circuits
- PEM 6004 - Motorcycle Assembly and Pre-Delivery
- PEM 6005 - Basic Tune-Up and Manufacturer's Service
- PEM 6006 - Two and Four Stroke Engine Theory
- PEM 6007 - Wheel and Tire Maintenance
- PEM 6008 - Mechanical and Hydraulic Brake Systems

## Total Credits

Total Credits: 12

## Graduation Requirements

- Completion of total required credits - achieving a minimum G.P.A. of 2.0
- Fulfillment of the Residency Policy

## Pre-Employment Welder

### Program Summary

12 Week Program

### Admission Requirements

- Minimum of 18 years of age upon completion of the program.
- Successful completion of High School Grade 10.
- Mature students will be evaluated on an individual basis and can apply under Alternate Admission status. Successful completion of an entrance exam administered by Alberta Apprenticeship and Industry Training will be required if the student wishes to ladder into the Apprentice program.

### Program 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 Outcomes

Graduates of this program will develop knowledge, skills and attitudes that prepare them to:

- Employ current Occupational Health & Safety and industry standards and procedures in the workplace.
- Communicate in a professional manner with industry associates.
- Demonstrate employability skills and professional conduct.
- Demonstrate technical workplace skills in an industry-related learning environment.

- Demonstrate a working knowledge of the welding equipment involved with the various welding procedures.
- Apply a working knowledge of mathematics calculations pertaining to the welding trade.
- Perform assigned tasks in accordance with quality and production standards required by industry.
- Demonstrate skills in the fusing of metals using prescribed welding applications.
- Demonstrate a working knowledge of metals, arc electrodes, welding gases and gas welding filler rods and recognize defective welds; know the cause and proper procedure for the repair of the defective area.

## Program Requirements

- PEW 6001 - Safety, Tools, Weld Faults and Oxy-Acetylene Welding
- PEW 6002 - SMAW 1
- PEW 6003 - GMAW, FCAW and SAW
- PEW 6004 - Trade Math
- PEW 6005 - SMAW Practical
- PEW 6006 - GMAW Practical
- PEW 6007 - Oxy Cutting Practical

## Total Credits

Total Credits: 12 credits

## Graduation Requirements

Completion of total required credits - minimum GPA of 2.0.  
Fullfillment of the Residency Policy

## **Production Horticulture**

### Program Summary

Four Semesters  
Fall: September – December  
Winter: January – April

### Two Year Diploma

### Program Details

## Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet

at: <http://www.oldscollege.ca/programs/pdfs/factsheets/HortProduction.pdf>

### Admission Requirements

Applicants must have:

- High school diploma or its equivalent with
- 50% or better in English Language Arts 30-1 or 30-2
- 50% or better in Pure Math 20 or Applied Math 20
- 50% or better in Biology 20 and Chemistry 20 OR Science 30

**OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office.

**NOTE:**

- It is recommended that students entering under Alternate Admission Status register for CSS 6000 – College Success Skills offered the week before classes begin in the Fall.
- It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets. High school students are encouraged to complete CTS modules 1010, 1020, 1030 and 1060.
- Previous experience in the industry is beneficial but not essential

### Further Olds College Opportunities

Graduates who have achieved a GPA of 2.50 are eligible to apply for the Olds College Bachelor of Applied Science Degree Program.

### Program Requirements

First Year

Fall Semester: September - December

- HRT 1300 - Plant Selection
- PLS 1010 - Plant Science Principles
- PRH 1020 - Production Horticulture Fundamentals
- SOI 1000 - Fundamentals of Soil Science
- COM 1020 - Workplace Communication

#### Winter Semester: January - April

- ACT 1000 - Recordkeeping
- CAD 1000 - Site Assessment Methods
- PLS 1310 - Ecological Principles and Weed Management
- WTR 1530 - Production Irrigation
- COM 1030 - Workplace Professionalism

#### Second Year

##### Fall Semester: September - December

- PRH 1520 - Fall Greenhouse Crops
- PRH 1620 - Field Production of Floristry Crops
- PRH 1720 - Fruit Production
- PRH 1920 - Vegetable Production
- PRH 2250 - Diseases of Horticultural Crops

##### Winter Semester: January - April

- HRT 2500 - Horticulture Post-Harvest Handling and Processing
- PRH 1820 - Nursery Production
- PRH 2020 - Winter Greenhouse Crops
- PRH 2560 - Production Pest Management
- HRM 1010 - Human Resources Management  
OR
- MKG 1020 - Principles of Marketing

#### Total Credits

Total Credits First Year:	30
Total Credits Second Year:	30
Total Required Credits:	60

## Graduation Requirements

To obtain a diploma a student must achieve:

1. A minimum of 60 credits
2. A cumulative GPA of 2.00 or better
3. Successful completion of all required courses as listed in the program requirements
4. Fulfillment of the Graduation Policy – Residency Requirements

# Race Horse Groom Training Program

## Program Summary

15 Weeks

Winter/Spring 2013 (includes a two-week practicum) Tentative start date - February 12, 2013

Location: Olds College and Northlands Park - Edmonton.

In co-operation and funded by Horse Racing Alberta.

Accredited by Advanced Education.

## Admission Requirements

18 years of age or older

Appropriate information and references

Interview

## Course Fees

\$700 + Current Student Fees

\$250 Material Fees

## Employment Opportunities

The horse racing industry needs trained entry-level workers right now. Students will discover a training program that exposes them to a variety of employment options with the Alberta Horse Racing Industry. Work with leading trainers and get valuable practical experience and the opportunity to fill the shortages in the areas of trained personnel. Our graduates can have multiple job offers by the completion of the course!

## Program Description

This program is a serious introduction to horse racing in Alberta and the basics of working as a racetrack groom. You will learn horse handling techniques, grooming, feeding and nutrition, conformation and body conditioning, health care, first aid and bandaging techniques, tack and equipment usage, and stable management for the flat race track and the harness race track.

## Program Requirements

Courses are waiting for approval.

- GRM 6001 - Introduction to the Horse
- GRM 6003 - Training and Racing
- GRM 6004 - Work Place Regulation and Safety
- GRM 6005 - Personal Development and Employability
- GRM 6006 - Race Stable and Race Horse Management

## Total Credits

Total Credits: 15

## Graduation Requirements

Race Horse Groom Training students must complete the prescribed course of studies and attain an overall average grade of C (2.00) to be certified. Grades are determined both in class and during the practice period.

To obtain a certificate students must achieve the following:

1. A minimum of 15 credits.
2. A cumulative GPA of 2.00
3. Completion of all required courses as listed in the program requirements.
4. Satisfactory completion of the practical experience and/or assignments.

# Rural Finance and Entrepreneurship Certificate

## Program Summary

### **DISTANCE DELIVERY**

This certificate is offered through eCampus Alberta

Internet-based delivery

Please consult the Olds College website at [www.oldscollege.ca](http://www.oldscollege.ca) under Continuing Education courses or call (403) 507-7956 for the most recent information

## Program Details

Entry either September or January

## Course Fees

\$799/course + \$35 fee/course      \$75.00 late fee for registering after deadline

For computer requirements, please consult the Continuing Education Calendar on the website at [www.oldscollege.ca](http://www.oldscollege.ca).

For registration visit the website at [www.ecampusalberta.ca](http://www.ecampusalberta.ca)

## Program Description

### **PROGRAM DESCRIPTION**

Advance your rural enterprise! Upgrade your management skills and improve your financial assessment skills! Whether you are a rural business owner or an agriculture lender, this program will assist you in promoting better business within conventional and non-conventional agriculture.

All courses are directly transferable into the Agriculture Management Diploma for gaining higher credentials and furthering your career in the Agriculture Industry.

### **NOTE:**

To complete a three credit course in one academic term, approximately three to five hours of study per week is required. Students must have access to the Internet in order to complete courses.

## Program Requirements

- AMT 6035 - Agricultural Management Principles
- AMT 6135 - Agribusiness Accounting
- AMT 6235 - Agribusiness Financial Management
- MKG 6102 - Principles of Marketing

One or more approved courses in an area which supports the learner's professional development needs and is consistent with the goals of this Certificate.

## Total Credits

Total Required Credits: 15

## Graduation Requirements

1. A minimum of 15 credits completed
2. A cumulative G.P.A. of 2.00
3. Completion of all required courses as listed

## **Transitional Vocational Program**

### Program Summary

#### **ONE-YEAR CERTIFICATE**

Two Semesters  
Fall: August - December  
Winter: January - June

### Program Details

#### **FALL ENTRY ONLY**

The information you are receiving is current but please be advised that all programs are subject to revision.

### Program Description, Employment Opportunities

Please see the Fact Sheet at : <http://www.oldscollege.ca/programs/pdfs/factsheets/TVP.pdf>

### Admission Requirements

A student must:

- a) Be at least 18 years-of-age
- b) Have a developmental disability
- c) Bring past program and educational reports
- d) Provide previous assessments (if available)
- e) Provide two letters of reference from past school or employers
- f) Provide two names of phone references from past employers or schools

All suitable applicants are interviewed.

### Work Placement

Students receive assistance at the end of their program with resumes, contacts and support in the area of employment search. A one-year follow-up is continued to provide this assistance.

I. Work Experience I and II

Students participate in work experiences within the community of Olds and/or Olds College. This practical hands-on work experience occurs from September to the beginning of April.

## 2. TVP Work Practicum

Students participate in an off-campus work practicum usually back in their home area. This work practicum is to provide students with extended employment training and hopefully leads to full-time employment for the student.

## Program Requirements

### Summer Semester: August

- TVP 1010 - Transition to College Life

### Fall Semester: September - December

- TVP 1020 - Personal and Financial Management
- TVP 1030 - Workplace Communications
- TVP 1040 - Transition to Workplace
- TVP 1110 - Work Experience I

### Winter Semester: January - April

- TVP 1050 - Consumer Skills
- TVP 1060 - Employment Search
- TVP 1070 - Workplace Relations
- TVP 1120 - Work Experience II

### Spring Semester

- TVP 1130 - Work Practicum

### Total Credits

## Graduation Requirements

To obtain a certificate, a student must achieve acceptable evaluations in class work, work experiences and in the final work practicum.

1. Completion of all required courses.
2. Completion of 30 credits.

# Turfgrass Management

## Program Summary

## Two-Year Diploma

Four Semesters - Fall Entry Only

- Fall: September - December
- Winter: January - April

## Program Details

## Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/pdfs/factsheets/Turfgrass.pdf>

## Admission Requirements

Applicants must have:

- High school diploma or its equivalent with
- 50% or better in English Language Arts 30-1 or 30-2
- 50 or better in Pure Math 20 or Applied Math 20
- 50 or better in Biology 20 and Chemistry 20 OR Science 30

**OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's Office.

**NOTE:**

- It is recommended that students entering under Alternate Admission Status register for CSS 6000– College Success Skills offered the week before classes begin in the Fall.
- It is also strongly recommended that students acquire keyboarding skills and gain experience in the use of a common office software package, which includes word processing and spreadsheets. High school students are encouraged to complete CTS modules 1010, 1020, 1030 and 1060.
- Previous experience in the industry is beneficial but not essential.

## Further Olds College Opportunities

Graduates who have achieved a GPA of 2.50 are eligible to apply for the Olds College Bachelor of Applied Science degree program.

## Program Requirements

### First Year

Total First Year Credits: 30

#### Fall Semester: September - December

- ACT 1000 - Recordkeeping
- PLS 1010 - Plant Science Principles
- SOI 1410 - Urban Soils
- TRF 1200 - Introductory Turfgrass Management
- CAD 1050 - Introduction to Golf Course Design Methods

#### Winter Semester: January - April

- PLS 1310 - Ecological Principles and Weed Management
- TRF 1710 - Turf Pest Management
- WTR 1430 - Introductory Golf Course Irrigation
- COM 1020 - Workplace Communication
- COM 1030 - Workplace Professionalism

#### Spring/Summer Semester: May - August

Students may be expected to complete summer projects as assigned for credit within second-year course competencies.

## Second Year

Total Second Year Credits: 30

### Fall Semester: September - December

- ELM 2040 - Urban Forestry
- WTR 2730 - Advanced Golf Course Irrigation
- TRF 2100 - Turf Equipment Maintenance
- TRF 2400 - Advanced Turfgrass Management
- TRF 2300 - Golf Course Management

### Winter Semester: January - April

- SOI 2411 - Advanced Golf Course Soils
- TRF 2700 - Principles of Golf Course Construction
- TRF 2720 - Golf Course Pesticide Application
- TRF 2760 - Turfgrass Diseases
- CAD 1051 - Golf Course Design Methods

### Total Credits

First Year: 30 credits

Second Year: 30 credits

Total: 60 credits

## Graduation Requirements

To obtain a diploma a student must achieve:

1. A minimum of 60 credits
2. A cumulative GPA of 2.00 or better
2. Successful completion of all required courses as listed in the program requirements
3. Fulfillment of the Graduation Policy – Residency Requirements

## **Veterinary Medical Receptionist**

## Program Summary

Two-Semesters

Fall: September - December

Winter: January - April

Four Weeks Work Experience following the Winter Semester

### **FALL ENTRY ONLY**

The information that you are receiving is current but please be advised that all programs are subject to revision.

## One Year Certificate

## Program Details

### Admission Requirements

- a) High school diploma or its equivalent with
- b) 50% or better in English Language Arts 30-1 or 30-2
- c) 50% or better in Pure Math 20 or Applied Math 20
- d) 50% or better standing in Biology 20

### **OR**

General requirements for Alternate Admission Status:

- May be required to meet specific program prerequisites
- Acceptance will be based on approval of the program coordinator and the Registrar's office
- It is recommended that students entering under Alternate Admission Status register for CSS - 6000 College Success Skills offered the week before classes begin in the Fall.

## Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollge.ca/programs/pdfs/factsheets/VMR.pdf>

## Program Expectations

1. Volunteer or paid work experience (minimum of 20 hours) specifically related to the receptionist duties will be an asset to applicants of the program.

2. Students in the VMR program are expected to follow a dress code as written in the VMR Policy Handbook. Students are required to supply the following:
  - Scrubs (minimum 2 sets)
  - Coveralls (recommend 2 sets)
  - Rubber Boots (recommend purchasing an insulated pair and a non-insulated pair)
  - Wrap around Lab Coats are to be purchased at the Olds College Campus Store (recommend purchasing at least 2 coats - approximate cost per coat is \$45.00)
3. Students are actively involved in animal care throughout the program. This will include several (5 - 7) week long rotations involving evenings, weekends and holidays. Students are on these rotations from September to April. Students should be in good health and physically capable of performing the program requirements such as lifting, walking dogs outdoors in all weather conditions, and operating cattle handling facilities.
4. All students enrolled in the VMR program are required to be immunized against rabies. The rabies vaccine series will be provided at Olds College during the first few weeks of the academic year. Students who have received the rabies vaccination previously will be required to provide verification upon request.

## Transfer Agreements

Transfer Agreements in process.

## Program Requirements

### Fall Semester: September - December

- VMR 1010 - Animal Health Systems and Management
- VMR 1020 - Animal Breeds, Handling, Behaviour and Welfare
- VMR 1030 - Veterinary Business Software
- AHT 1050 - Client Relations in Animal Health Care
- COM 1020 - Workplace Communication

### Winter Semester: January - April

- CMP 2800 - Business Software III
- VMR 1510 - Infectious Diseases and Prevention
- VMR 1520 - Veterinary Procedures Awareness
- VMR 1530 - VMR Office Procedures
- OFA 1220 - Keyboarding

### Spring Semester: May - June

- VMR 2950 - Industry Practicum

## Total Credits

Total Credits: 30

## Graduation Requirements

To obtain a certificate students must achieve the following:

1. A cumulative GPA of 2.000 or better on written and skills evaluation
2. Fulfillment of the Graduation Policy - Residency Requirement
3. Completion of all courses listed in the program requirements - 30 credits
4. Typing Speed of 30 wpm
5. Satisfactory completion of practical experience and/or assignments as required

# Veterinary Practice Management

## Program Summary

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

This online certificate offers courses in four, three month blocks:

- Winter Semester (January - March)
- Spring Semester (April - June)
- Summer Semester (July - September)
- Fall Semester (October - December)

This information is current, but please be advised that all programs are subject to revision.

## One Year Certificate

## Program Outcomes

Upon completion of this program, graduates will be able to:

- Demonstrate effective communication and personal management skills in the workplace.
- Apply basic management skills in the supervision of employees.
- Evaluate the effectiveness of marketing plans in attracting and retaining veterinary clients.
- Adhere to legal and ethical obligations for veterinary clinics operations.

- Manage the human resource requirements of the veterinary practice.
- Evaluate financial data to optimize the practice of profitability.
- Manage the daily operations of the veterinary clinic.
- Utilize selected business software.

## Admission Requirements

1. High School Diploma or its equivalent
2. 50% or better in English Language Arts 30-1 or 30-2
3. 50% or better in Math 20-1 or Math 20-2 (Pure or Applied Math 20)

**OR**

Alternate Admissions Status:

1. May be required to meet specific program admission requirements.
2. Acceptance will be based on approval of the program coordinator and the Registrar's office.

## Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: [www.oldscollege.ca/programs/VPM/Veterinary%20Practice%20Manager%202013.pdf](http://www.oldscollege.ca/programs/VPM/Veterinary%20Practice%20Manager%202013.pdf)

## Program Requirements

### Winter Semester: January - March

Block 1

- CMP 6110 - Computer Applications I

### Spring Semester: April - June

Block 2

Course offerings to be determined

### Summer Semester: July - September

Block 3

Course offerings to be determined

### Fall Semester: October - December

Block 4

Course offerings to be determined

## Total Credits

Total Credits: 30

## Graduation Requirements

To obtain a certificate, a student must achieve:

1. Successfully complete all required courses - 30 credits - as listed in the program requirements
2. A cumulative G.P.A of 2.00
3. Fulfillment of the Graduation Policy - Residency Requirement

## Veterinary Technical Assistant

On-Campus Program to learn how to safely handle and restrain animals to assist veterinarians and animal health technologists.

## Program Summary

September or January

## Program Details

## Program Description, Tuition Deposit, Employment Opportunities

Please see the Fact Sheet at: <http://www.oldscollege.ca/programs/VTA/index.htm>

## Admission Requirements

Applicants must have:

- a) High School Diploma or its equivalent
- b) 50% or better in Pure or Applied Math 20
- c) 50% or better in English Language Arts 30-1 or 30-2
- d) 50% or better in Biology 20

OR

Alternate Admissions Status:

Alternate Admission Status applies if you do not meet the Alberta High School requirements of the program to which you are applying, or if you received your high school education through home based learning. Alternate Admission Status students may be required to meet specific program admission requirements. To apply under this status, you must submit a transcript(s) showing any completed high school and post-secondary courses, a statement in support of your application outlining aspects of your background and experience that might have prepared you for the program. Documents such as a resume, letters of reference from previous educators or employers and/or a portfolio of related academic/project work must be included with your application.

## Program Requirements

- VTA 6010 - Small Animal Restraint and Handling
- VTA 6020 - Principles of Veterinary Clinical Procedures
- VTA 6030 - Veterinary Equipment and Instrumentation
- VTA 6040 - Veterinary Patient Preparation and Husbandry
- COM 1005 - Communication and Career Preparation

## Total Credits

Total Credits: 15 credits

## Graduation Requirements

To earn a certificate students must achieve the following.

1. A total of 15 credits.
2. A GPA of 2.00 or better.
3. Completion of all required courses as outlined in the program requirements.
4. Fulfillment of the Graduation Policy - Residency Requirement

## Career Opportunities

Students will have the opportunity to be employed in Veterinary clinics, animal shelters, boarding facilities and pet stores.

Many veterinary hospitals employ assistant staff to work with veterinarians and animal health technologists to provide basic supportive care to animals.

## **Welding Apprenticeship**

Please see the Apprenticeship Programs for information.

## **Schools & Divisions**

### **Olds College**

#### **School of Agriculture**

##### **Animal Health Technology**

##### **Equine Science**

##### **Agricultural Management**

##### **Meat Processing**

##### **Veterinary Medical Receptionist**

##### **Farrier Science**

##### **Race Horse Groom Training Program**

##### **Exercise Rider/Jockey Training Program**

##### **Equine Dental Technology**

**Veterinary Technical Assistant**

**School of Business**

**General Studies**

**Business Administration**

**Office Administration**

**Fashion Marketing**

**Apparel Technology**

**Bachelor of Applied Science - Agribusiness Technology**

**School of Environment**

**Bachelor Applied Science - Horticulture**

**Environmental Horticulture**

**Land Administration**

**Land Agent**

**Land & Water Resources**

**Production Horticulture**

**Turfgrass Management**

**Landscape Gardener Apprenticeship**

**School of Trades**

**Agriculture and Heavy Equipment Certificate**

**Agriculture and Heavy Equipment Diploma**

**Transitional Vocational Program**

**Apprenticeship Programs**

**Pre-Employment Carpentry**

12 Week Course to enter Apprenticeship

**Pre-Employment Heavy Equipment Technician**

12 Week course to enter Apprenticeship

## **Pre-Employment Welder**

12 Week course to enter Apprenticeship

## **Pre-Employment Hairstylist**

## **Pre-Employment Motorcycle Mechanic**