



Career and Technology Studies

Course Listing	Course Description
Agriculture	
AGR1040 - Introduction to Animal Basics	Students learn to identify and demonstrate the basic steps involved in raising and caring for a domestic animal. Students gain an understanding of general care to ensure animal health.
AGR2020 - Animal Husbandry and Welfare Pre-Req: AGR1040 & AGR3000	Students apply the principles of animal science and health technology in providing care for a domestic animal.
AGR3000 - Agriculture Safety	Students recognize and assess the hazards and manage the risks of working in agriculture.
Career Transitions	
CTR1010 - Job Preparation	Students develop successful employment search skills and a personal employment search portfolio.
CTR2010 - Job Maintenance Pre-Req: CTR1010	Students acquire knowledge about workplace requirements, rights and responsibilities and relate this knowledge to personal career/employment expectations.
CTR2310 - Career Directions	Students build on work done in Career and Life Management (CALM) to update their learning/career plan, to enhance their career tool kit, and to update their action plan for strengthening essential competencies and learning capacity.
CTR3010 - Preparing for Change Pre-Req: CTR1010	Students develop knowledge and skills relating to the changing labour market, and relate these changes to analyzing and refining personal career plans.
CTR3310 - Career Direction Transitions	Students build on work done in CTR2310: Career Directions—Expansion to update their learning/career plan, and to ensure their career tool kit can support them as they make the transition from high school into the workplace or post-secondary learning.
Communication Technology	
COM1005 - Visual Composition	Students learn to employ fundamental elements and principles of design for various media and gain a strong foundational multidisciplinary experience in preparation for other Communication Technology courses.
COM1025 - Typography Pre-Req: COM1005	If there is no type on the page, it isn't graphic design, it is fine art. Students learn about the power of typography and its uses in today's world.



COM1035 - Graphic Tools Pre-Req: COM1005	Students are introduced to the basics of computer graphics (vector and raster), and graphic computer programs.
COM1205 - Photography Intro Pre-Req: COM1005	Students develop essential skills in camera use with a focus on basic composition, set-up and examination of exposure. Students operate a camera to capture images and produce final display proofs.
COM1215 - Photography Exposure Pre-Req: COM1005	Students learn the technical and creative uses of aperture, shutter speed and ISO, and demonstrate how combinations of the three elements give very different results. Students also discover how a correct exposure is obtained through the combination of shutter speed, aperture and ISO, which make up the photographic triangle.
COM1255 - E-Learning & Learning Management Systems	Students explore the elements of e-learning within a learning management system. They explore the appropriate use of tools and skills required to successfully implement an e-learning plan and evaluate their readiness to form educational relationships that will cross time and distance.
COM1275 - Photography Digital Process Pre-Req: COM1005	Students learn the fundamentals of consumer-based digital image acquisition, management, composition, manipulation and editing software to improve image composition.
COM2025 - Electronic Layout & Publishing 1 Pre-Req: COM1005	Students develop skills and practical working knowledge of electronic publishing computer hardware and software and create well-designed documents and publications using desktop publishing technology.
COM2035 - Raster Graphics 1 Pre-Req: COM1035	A raster format is commonly used in full colour images/graphics and photographs by using a data structure representing a generally rectangular grid of pixels or points of colour. In this course, students are introduced to the fundamental skills of raster graphics and their application.
COM2045 - Vector Graphics 1 Pre-Req: COM1035	Vector graphics are commonly used in graphic design, page layout, typography, logos, sharp-edged artistic illustrations, technical illustrations, diagramming and flowcharting. In this course, students use vector editing software to create basic vector graphics.
COM3025 - Electronic Layout & Publishing 2 Pre-Req: COM2025	Students build on the knowledge and practice gained in Electronic Layout & Publishing 1 and continue to work with desktop publishing software and hardware. Students expand their publication design, layout and print production skills by planning and creating customized, professional, multipage documents for a client.
COM3035 - Raster Graphics 2 Pre-Req: COM2035	Students build on the knowledge and skills acquired in Raster Graphics 1 by using raster editing software to create advanced raster graphics.
COM3045 - Vector Graphics 2 Pre-Req: COM2045	Students build on knowledge and skills acquired in Vector Graphics 1 by using vector editing software to create advanced vector graphics.



Community Care Services	
CCS1080 - Community Volunteerism 1	Students examine the role of volunteers in a community, perform as volunteers and evaluate their volunteering experience.
CCS2080 - Community Volunteerism 2 Pre-Req: CCS1080	Students evaluate the basic structure and function of nonprofit organizations in society and focus their examination of the nonprofit sector on Alberta and a specific rural or urban community. Students perform as volunteers with a nonprofit organization and evaluate their volunteering experience.
CCS3080 - Community Enhancement Pre-Req: CCS2080 & HSS2080	Students examine change in the context of community building and apply inclusive leadership skills while participating in a specific community enhancement project.
CCS3110 - Early Learning & Child Care 1	Students investigate the roles and responsibilities of a child care worker, and develop communication, observation and skills for guiding behaviour.
CCS3120 - Early Learning & Child Care 2 Pre-Req: CCS3110	Students will develop skills to assist in promoting the physical, intellectual and language development in children from birth to age six.
CCS3130 - Early Learning & Child Care 3 Pre-Req: CCS3120	Students will develop skills to assist in promoting the social-emotional and creative development with children from birth to age 6. Students also will examine the development of learning through play.
CCS3140 - Early Learning & Child Care 4 Pre-Req: CCS3130	Students will examine family dynamics and issues, as well as the cultural diversity of the children and families under their care. Students also will develop skills to support and promote the cultural identity of children.
CCS3150 - Early Learning & Child Care 5 Pre-Req: CCS3140	Students will learn appropriate practices related to routines in a child care program. Students also will plan for the health, safety and well-being of children in child care programs.
Cosmetology	
COS1010 - Personal and Professional Practices	Students develop increased appreciation for the significance of personal grooming in various life situations, as well as the knowledge and skills required to maintain a personal health and safety plan.
Electro-Technologies	
ELT1130 - Robotics 1	Students apply the fundamentals of robotics systems and basic robotics functions.
Fashion Studies	
FAS1030 - Sewing Fundamentals	Students learn how to safely use and care for sewing and pressing equipment, and apply these skills during project assembly.



FAS2110 - Creating Home Décor Pre-Req: FAS1030	Students apply design and sewing techniques to create a home décor fashion.
Financial Management Introduction	
FIN1010 - Personal Financial Information	Students explore concepts that affect the finances of an individual, including a code of conduct, the economic environment, acquiring and using financial resources and the effects of government legislation.
FIN1015 - Accounting Prep	Students are introduced to accounting and terminology unique to financial accounting. They become familiar with financial statements, generally accepted accounting principles (GAAP) and how to prepare for the process of starting up a business.
FIN1020 - Accounting Cycle 1 Pre-Req: FIN1015	Students are introduced to the accounting cycle for a service business. They will analyze and record business transactions up to trial balance for the fiscal period of a business using terminology unique to financial accounting.
FIN1030 - Accounting Cycle 2 Pre-Req: FIN1020	Students complete the accounting cycle for a service business, preparing financial statements and closing accounts. They also will explore other factors of a business, including budgets.
FIN2020 - Retail Accounting 1 Pre-Req: FIN1030	Students apply specialized accounting procedures associated with buying and selling goods in a retail system with a credit system and a partnership.
FIN2030 - Retail Accounting 2 Pre-Req: FIN2020	Students continue to apply specialized accounting procedures by preparing financial statements, analyzing adjusting and closing entries and completing the accounting cycle for a retail business.
Foods	
FOD1010 - Food Basics	Students learn safe and sanitary food handling procedures, equipment care, comprehension of recipes and the importance of efficient work habits.
FOD1020 - Contemporary Baking Pre-Req: FOD1010	Students develop and demonstrate an understanding of traditional and contemporary baking focusing on basic measuring techniques, preparation methods, role of ingredients and the proper use of equipment for baked goods.
FOD1030 - Snacks & Appetizers Pre-Req: FOD1010	Students apply the importance of snacks and appetizers related to lifestyle, by making nutritious, as well as delicious, snacks and appetizers.
FOD1040 - Meal Planning 1 Pre-Req: FOD1010	Students develop an understanding of planning, preparation and evaluation of balanced healthy meals.



FOD1060 - Canadian Heritage Foods Pre-Req: FOD1010	Students become aware of how food in Canada today reflects the country's history and origins by examining food patterns and customs, and by analyzing and preparing ethnic foods.
FOD2030 - Food Decisions and Health Pre-Req: FOD1010	Students learn how to balance the energy equation by using strategies for food intake analysis and preparing appropriate foods that help fuel the body efficiently and effectively.
FOD2040 - Cake and Pastry Pre-Req: FOD1010	Students expand their knowledge and skills in the production of a variety of cake and pastry products.
FOD2090 - Creative Cold Foods Pre-Req: FOD1010	Students learn to combine nutrition and creativity in the preparation of salads and sandwiches.
FOD2150 - Food Safety and Sanitation Pre-Req: FOD1010	Students learn about food-borne illnesses and the importance of food safety and sanitation training for anyone handling food in personal, as well as commercial, applications.
FOD2180 - Vegetables & Fruits Pre-Req: FOD1010	Students learn about the wide range of vegetables and fruits available, and how to retain their nutritional value and quality through a variety of preparation and presentation methods.
FOD3020 - Nutrition & Digestion Pre-Req: FOD1010	Students learn about nutrition and how the body processes food by appraising current nutritional theories/issues and dietary needs.
FOD3030 - Creative Baking Pre-Req: FOD1010	Students learn about specialty cakes and pastry products by selecting and creating specialty cakes, pastries, desserts and a major baked project.
FOD3060 - Food Presentation Pre-Req: FOD1010	Students develop creativity and flair while learning the techniques of tempting and artistic food presentation.
FOD3100 - Entertaining with Food Pre-Req: FOD1010	Students plan and prepare food for an event and develop organizational skills that may be used in the hospitality industry, at home or in entrepreneurial endeavors.
FOD3160 - Regional Cuisine Pre-Req: FOD1010	Students explore, in depth, the cuisine of a region in order to appreciate the richness of its history and culture. They discover its foods, learn about food customs, experience traditional cooking methods, and adapt local produce to create regional recipes.
Health Care Services	
HCS1050 - Musculoskeletal System Pre-Req: HSS1010	Students explore the structure and function of the musculoskeletal system, gain an understanding of conditions of the musculoskeletal system and achieve an appreciation for the benefits of practising a healthy lifestyle as it pertains to the individual, family, peers and community.



<p>HCS1080 - Cardiovascular System Pre-Req: HSS1010</p>	<p>Students acquire the attitude, knowledge and skills for the promotion and maintenance of a healthy cardiovascular system. Students study the pathology of cardiovascular conditions, and gain an appreciation for practising a healthy lifestyle as it pertains to the individual, family, peers and community.</p>
<p>HCS2020 - First Aid/CPR with AED</p>	<p>Students study and demonstrate first-aid skills and procedures, including cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED), for dealing with emergency situations. Students recommend practices for a safe environment and demonstrate skills and procedures for dealing with common emergency situations. Students examine safety strategies to prevent infection from blood-borne pathogens in health care and recreational settings.</p>
<p>HCS3000 - Workplace Safety Systems *need prior to receiving Work Exp. credits</p>	<p>Students gain the attitudes, knowledge and skills related to workplace health and safety and examine relevant legislation required in the workplace.</p>
<p>HCS3010 - Workplace Safety Practices *Pre-Req: HCS3000</p>	<p>Students explore workplace safety principles and practices, and apply these principles and practices to a variety of contexts.</p>
<p>HCS3040 – Child Care First Aid</p>	<p>Students study and demonstrate first-aid skills and procedures, including CPR and automated defibrillator (AED), for dealing with emergency situations with emphases on children and infants. Students identify a child safe environment and recognize and demonstrate skills and procedures for dealing with child and infant emergency situations and medical conditions.</p>
<p>Human and Social Services</p>	
<p>HSS1010 - Health Services Foundations</p>	<p>Students examine fundamental attitudes, knowledge and skills to prepare for further study in career pathways in health, recreation and community services. Concepts related to the determinants of health, the dimensions of wellness, basic principles of anatomy, physiology and disease, and basic safety and reporting protocols for providing care to individuals in health, recreation, volunteer and community support settings are reviewed.</p>
<p>HSS1020 - Nutrition & Wellness</p>	<p>Students learn the importance of nutrition and hydration for the promotion and maintenance of physical, emotional and social health and wellness throughout life. Students evaluate food and supplement choices, the effects of activity on nutritional requirements and the use of labels to improve daily nutritional intake at all ages.</p>
<p>HSS1050 - Introduction to Mentorship</p>	<p>Students learn about the characteristics of positive mentoring relationships in their personal lives and society. Students prepare to engage in a mentoring relationship. Students apply basic mentoring skills to a mentoring relationship and explore considerations for safety related to mentoring.</p>



HSS1080 - Leadership Fundamentals 1	Students explore basic principles of leadership and evaluate their personal leadership characteristics and qualities. Students develop a plan for their personal growth as a member of a leadership team and examine the various behaviours, skills and roles of team members that contribute to team effectiveness.
HSS2040 - Family Foundations	Students gain an appreciation for their roles in strengthening current and future family relationships and the rights, roles and responsibilities of family members throughout the family life cycle. Students examine changes that occur within a family and the required adjustments family members must make to manage changes effectively. Cultural diversities are investigated and community resources that support families are identified.
HSS2050 - Becoming a Mentor *Pre-Req: HSS1050	Students analyze the relationship between mentoring and the wellness of individuals and communities. Students build a personal profile to prepare for their role as a mentor and demonstrate mentoring skills.
HSS2080 - Leadership Fundamentals 2 Pre-Req: HSS1080	Students analyze characteristics, qualities and styles of effective leadership. Students plan for personal and group leadership development and demonstrate effective teambuilding skills while participating as a member of a leadership team.
HSS3050 - Becoming a Mentee	Students build a personal profile to engage as a mentee in a successful mentoring relationship to explore career and/or personal goals for citizenship or volunteering in their community.
HSS3060 - Extending the Mentoring Relationship Pre-Req: HSS2050	Students demonstrate effective strategies for enhancing resiliency in the context of a mentoring relationship. Students examine unique populations that commonly occur in communities and adapt mentoring activities to meet the needs of supported populations and cultural differences, including differences related to First Nations, Métis and Inuit (FNMI) perspectives.
Information Processing	
INF1030 - Word Processing 1	Students are introduced to the proper use of word processing software, including document creation, editing and printing of properly formatted documents.
INF1050 - Database 1	Students develop skills in the proper use of a database management system by developing flat-file databases and demonstrating their use in personal and business applications. **Students are required to have Microsoft Access
INF1060 - Spreadsheet 1	Students develop skills in the proper use of spreadsheet software through general data manipulation and personal recordkeeping.
INF1070 - Digital Presentation	Students develop skills with tools used for computerized presentations involving text, data, graphics, sound and animation.



INF2020 - Keyboarding	Students enhance their occupational level keyboarding competence of all keystroke functions, using unedited, edited and straight copy material.
INF2050 - Word Processing 2	Students develop their skills in the proper use of word processing software, including document creation, editing and printing of properly formatted documents.
INF2070 - Database 2	Students expand their skills in the proper use of a database management system by developing relational databases and demonstrating their use in personal and business applications. **Students are required to have Microsoft Access
INF2080 - Spreadsheet 2	Students develop skills in the proper use of spreadsheet software through advanced data manipulation and preparation of appropriate reports and printouts in text and graphic format.
INF2090 - Correspondence	Students enhance their skills in document production as they prepare various forms of correspondence in publishable form, using word processing and e-mail software.
INF2100 - Reports	Students demonstrate efficient word processing skills to produce publishable reports in a variety of formats from formatted and unformatted copy under time constraints.
INF2910 - Project B	Students develop project design and management skills to extend and enhance competencies and skills in other CTS courses through contexts that are personally relevant.
INF3010 - Hardware Software Analysis	Students analyze, compare and evaluate hardware and software based on user requirements.
INF3060 - Word Processing 3 Pre-Req: INF2050	Students master their skills in the proper use of word processing software, including document creation, editing and printing of properly formatted documents.
INF3080 Project Management Tools	Students develop competence in using information management systems software, such as project management, schedules and planners for either personal or workplace applications.
INF3910 - Project D	Students develop project design and management skills to extend and enhance competencies and skills in other CTS courses through contexts that are personally relevant.
Legal Studies	
LGS1010 - Private Law	Students explore workplace and consumer law with a focus on basic rights and responsibilities at a place of work and the legal aspects of buying, selling and renting goods and services.
LGS1020 - Public Law	Students explore the legal relationship between the government and the citizen with an emphasis on criminal law.



LGS1030 - Relationship Law	Students learn about laws affecting family members through the use of realistic scenarios and case studies.
LGS2010 - Family Law	Students examine a broad range of legal issues relating to personal relationships.
LGS2020 - Employment Law	Students learn about contracts of employment, unions and collective bargaining, employment insurance, and workers' compensation.
LGS2050 - Law and the Traveller	Students identify and describe the issues and legal considerations that may arise when individuals travel domestically and internationally.
LGS3010 - Property Law	Students identify laws relating to real, personal and intellectual properties and investigate the processes of buying and selling real property and the legal implications associated with Internet transactions.
LGS3020 - Dispute Resolution	Students examine and apply methods such as negotiation, mediation, arbitration, adjudication and litigation, and identify challenging issues related to the dispute resolution methods.
LGS3040 - Negligence	Students explore the legal meaning of negligence and legal actions relating to negligence.
LGS3070 - Landmark Decisions	Students analyze in detail landmark decisions and their influence on society.
LGS3080 - Criminal Law	Students examine the criminal justice system, including the criminal process and the roles and responsibilities of the participants. Students also explore challenging issues and law-related careers.
Marketing and Management	
MAM1010 - Marketing and Management	Students identify basic management and marketing concepts and describe retail merchandising strategies of value to the retail employee, manager or owner.
MAM1020 - Quality Customer Service	Students identify and describe the target customer and the selling floor, including sales and nonsales activities. They will demonstrate techniques required by employees in the field.
MAM1030 - Communications Strategies 1	Students improve oral and written business communications skills necessary for efficient and effective management of information. The focus is on business writing strategies and composing memorandums, messages and business letters.
Recreation Leadership	
REC1020 - Injury Management 1	Students learn prevention, assessment and management techniques related to injuries that may occur during recreation and sporting events and activities.



REC1030 - Technical Foundations for Injury Management Pre-Req: HCS1050	Students explain basic taping and wrapping fundamentals, explore the role of the athletic therapist, identify first-aid supplies, describe common injuries, and apply basic taping and wrapping techniques to various body regions.
REC1040 - Foundations for Training 1	Students apply basic training and movement principles to health-related and performance-related components of fitness training. Students create fitness activities and develop a basic individual fitness plan to achieve goals for health-related and performance-related components.
REC1050 - Sport Psychology 1	Students assess the impact of mental fitness on optimal sport, artistic and/or academic performance and motivation. Students examine and demonstrate strategies to strengthen mental fitness, including relaxation, visualization and positive self-talk.
REC2010 - Nutrition for Rec. Activities & Sport	Students explain the role of food and hydration in helping individuals achieve optimal physical performance for recreational physical activities and sport. Students acquire knowledge and skills to plan effectively for nutrition and hydration related to a variety of recreational activities and athletic events. Students examine food labelling and the role of recreation leaders and coaches related to promoting nutrition for performance.
REC2040 – Foundations for Training 2 Pre-Req: REC1040	Students demonstrate training and movement principles related to muscular and cardiovascular development as well as the development of speed, agility, quickness and flexibility. Students apply safe practices when leading and participating in training exercises and activities.
REC2060 – Leadership in Rec. & Sport	Students learn basic skills and developmental principles for teaching recreation activities and foundational movement concepts to children and youth.
REC2120 - Coaching 1	Students learn basic coaching skills common to all sports in the areas of planning and delivering a practice, teaching and learning, and mental skills training. Students develop an appreciation for the role of coaches in community recreation programs.
REC3010 - Human Movement Pre-Req: HCS1050	Students acquire advanced knowledge and skills necessary for the application of the basic principles of movement and biomechanics to a variety of physical activities. Students gain an appreciation for how biomechanics can impact the health and wellness of individuals and their families, peers and communities.
Tourism	
TOU1010 - The Tourism Sector	Students analyze the organizational structure of the tourism industry at local, provincial, national and global levels. Students will perform introductory investigations of employment opportunities in tourism.



TOU1120 - Adventure & Ecotourism 1 Pre-Req: TOU1010	The student will develop knowledge and skills related to the adventure and ecotourism industry.
TOU3000 - Tourism Essentials Pre-Req: TOU1010	Students develop essential employability or transferable skills for the tourism sector as well as the ever-changing workplace.
TOU3040 - Accommodations Operations Pre-Req: TOU1010	Students research and discuss issues related to alternative accommodations.
TOU3060 - Destination Management	Students research the management and operation of a travel destination.
TOU3080 - Air Transportation Pre-Req: TOU1010	Students research, report on and develop a concept plan for the organization and operation of an airline.
TOU3090 - Surface Transportation Pre-Req: TOU1010	Students research the business operations of the rail, motor coach, auto, recreational vehicle and cruise travel industries.
Wildlife	
WLD1010 - Introduction to Wildlife	Students develop the attitudes, skills and knowledge related to wildlife and ecosystems, and an understanding for the need to manage wildlife.
WLD1020 - Wildlife Diversity	Students investigate the diversity of Canadian wildlife in terms of structure, behaviour and habitat, and compare Alberta wildlife with wildlife in other parts of the world.
WLD1070 - Hunting & Game Management Theory	Students explain the role of regulated hunting in game management, identify Alberta's game animals, and develop and demonstrate the attitudes, skills and knowledge necessary for safe and comfortable experiences in the outdoors with bows, arrows, crossbows and firearms.
WLD1075 - Bowhunting Education	Students explain the role of regulated bowhunting in game management, identify Alberta's game animals and develop and demonstrate the attitudes, skills and knowledge for safe and comfortable experiences in the outdoors.
WLD1080 - Angling & Fish Management Theory	Students explain the role of recreational fishing in the management and conservation of fish resources, and develop the attitudes, skills and knowledge required for responsible fishing practices and related outdoor activities.
WLD1090 - Boating Safety	Students develop the attitudes, skills and knowledge to evaluate their capabilities and limits, to prepare themselves adequately before heading out, and to be responsible on the water. Note: Successful completion of this course can lead to obtaining a Pleasure Craft Operators Card through an authorized agency.