

# Career & Technology Studies

## Career & Technology Studies (CTS) (1 Credit Each)

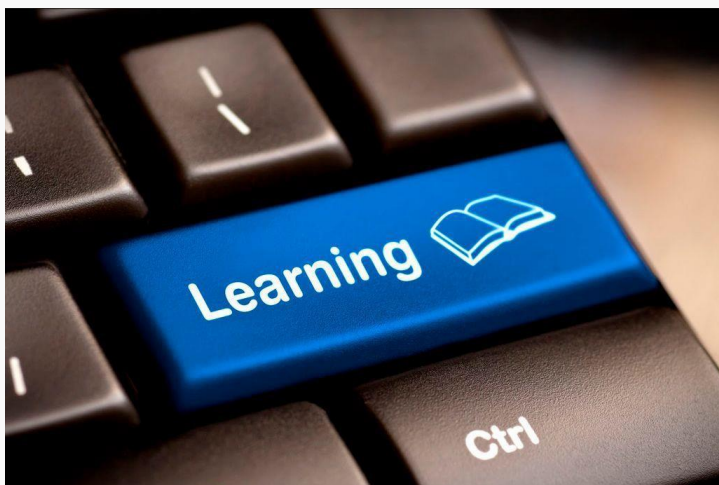
Career and Technology Studies (CTS) are complementary courses, providing important learning opportunities for students to:

- develop skills that can be applied in their daily lives, now and in the future;
- refine career-planning skills;
- develop technology-related skills;
- enhance employability skills;
- apply and reinforce learnings; developed in other subject areas and prepare for transition into adult roles in the family, community, workplace and/or further education.

Each CTS course is worth one-credit, and represents approximately 25 hours of instruction. There are three levels: introductory (1000-level), intermediate (2000-level), or advanced level (3000-level).

If a course has a pre-requisite, students must complete the pre-requisite course first.

E.g. FOD 1010 (Foods Basics) is the pre-requisite for all other foods classes. Once a student completes this course, he or she can complete any other foods courses.



# Career & Technology Studies

Agriculture:	
AGR1040 - 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. <b>Required Resources:</b> access to a domestic animal e.g. cat, horse etc.
AGR2020 - Animal Husbandry & Welfare <b>Pre-Req: AGR1040 &amp; AGR3000</b>	Students apply the principles of animal science and health technology in providing care for a domestic animal. <b>Required Resources:</b> access to a domestic animal e.g. cat, horse etc.
AGR3000 - Agriculture Safety	Students recognize and assess the hazards and manage the risks of working in agriculture. Required Resources: access to appropriate agricultural facilities and/or equipment. <b>This course is the pre-requisite to Green Certificate.</b>
Communication Technology:	*COM1005 IS the pre-requisite for ALL COM modules
COM1005 - Visual Composition  <b>Pre- Req: COM1005 for all COM courses</b>	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*	If there is no type on the page it is not graphic design, it is fine art. Students learn about the power of typography and its uses in today's world.
COM1035 - Graphic Tools*	Students are introduced to the basics of computer graphics (vector and raster), and graphic computer programs.

Communication Technology:	<b>*COM1005 IS the pre-requisite for ALL COM modules</b>
COM1205 - Photography Intro*	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. <b>Required Resources:</b> access to a camera (can be digital) with manual settings to control aperture and shutter speed independently
COM1215 - Photography Exposure*	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. <b>Required Resources:</b> access to a camera (can be digital) with manual settings to control aperture and shutter speed independently
COM1275 - Photography Digital Processing*	Students learn the fundamentals of consumer-based digital image acquisition, management, composition, manipulation and editing software to improve image composition. <b>Required Resources:</b> access to a camera (can be digital) with manual settings to control aperture and shutter speed independently
COM2035 - Raster Graphics 1 <b>Pre-Req: COM1035</b>	A raster format is commonly used in full color images/graphics and photographs by using a data structure representing a generally rectangular grid of pixels or points of color. In this course, students are introduced to the fundamental skills of raster graphics and their application.

<b>Communication Technology:</b>	<b>*COM1005 IS the pre-requisite for ALL COM modules</b>
COM2045 - Vector Graphics 1 <b>Pre-Req: COM1035</b>	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.
COM3045 - Vector Graphics 2 <b>Pre-Req: COM2045</b>	Students build on knowledge and skills acquired in Vector Graphics 1 by using vector-editing software to create advanced Vector Graphics.
<b>Computing Science:</b>	
CSE1010: Computer Science 1	Students explore hardware, software and processes. This includes an introduction to the algorithm as a problem-solving tool, to programming languages in general and to the role of programming as a tool for implementing algorithms. <b>Provided Resources:</b> access to a programming language will be provided.
CSE1110: Structured Programming 1	Students are introduced to a general programming environment in which they write simple structured algorithms and programs that input, process and output data, use some of the more basic operators and data types, and follow a sequential flow of control. <b>Provided Resources:</b> access to a programming language will be provided.
CSE1120: Structured Programming 2	Students build on their general programming skills from CSE 1110 by writing simple structured algorithms and programs that input, process and output data, use some of the more basic operators and data types, and follow a sequential flow of control. <b>Provided Resources:</b> access to a programming language will be provided.

<b>Electro-Technologies:</b>	
ELT1130 - Robotics 1	Students apply the fundamentals of robotics systems and basic robotics functions.
<b>Fashion Studies:</b>	
FAS1030 - Sewing Fundamentals	Students learn how to safely use and care for sewing and pressing equipment, and apply these skills during project assembly. <b>Required Resources:</b> access to a sewing machine and related materials.

<b>Financial Management:</b>	
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 <b>Pre-Req: FIN1015</b>	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 <b>Pre-Req: FIN1020</b>	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.

<b>Foods:</b>	* FOD1010 is the pre-requisite for ALL Foods modules
FOD1010 - Food Basics <b>Pre-Req: FOD 1010 for all FOD courses</b>	Students learn safe and sanitary food handling procedures, equipment care, comprehension of recipes and the importance of efficient work habits. <b>Required Resources:</b> families must purchase cooking ingredients and provide kitchen access
FOD1020 - Contemporary Baking*	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. <b>Required Resources:</b> families must purchase cooking ingredients and provide kitchen access
FOD1030 - Snacks & Appetizers*	Students apply the importance of snacks and appetizers related to lifestyle, by making nutritious, as well as delicious, snacks and appetizers. <b>Required Resources:</b> families must purchase cooking ingredients and provide kitchen access
FOD1040 - Meal Planning 1*	Students develop an understanding of planning, preparation and evaluation of balanced healthy meals. <b>Required Resources:</b> families must purchase cooking ingredients and provide kitchen access
FOD1060 - Canadian Heritage Foods*	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. <b>Required Resources:</b> families must purchase cooking ingredients and provide kitchen access
FOD2040 - Cake and Pastry*	Students expand their knowledge and skills in the production of a variety of cake and pastry products. <b>Required Resources:</b> families must purchase cooking ingredients and provide kitchen access

FOD3020 - Nutrition & Digestion*	Students learn about nutrition and how the body processes food by appraising current nutritional theories/issues and dietary needs. Required Resources: families must purchase cooking ingredients and provide kitchen access
FOD3030 - Creative Baking*	Students learn about specialty cakes and pastry products by selecting and creating specialty cakes, pastries, desserts and a major baked project. Required Resources: families must purchase cooking ingredients and provide kitchen access
FOD3060 - Food Presentation*	Students develop creativity and flair while learning the techniques of tempting and artistic food presentation. Required Resources: families must purchase cooking ingredients and provide kitchen access
FOD3100 - Entertaining with Food*	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. Required Resources: families must purchase cooking ingredients and provide kitchen access
FOD3160 - Regional Cuisine*	<p>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.</p> <p>Required Resources: families must purchase cooking ingredients and provide kitchen access</p>
<b>Health Care Services:</b>	
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 practicing 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 practicing 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 recommended 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 healthcare and recreational settings.</p> <p>Provided Resources: students will be enrolled in an ‘Adult-Child-Infant CPR/AED First Aid’ course if they do not already possess relevant certification</p>
<p>HCS3000 - Workplace Safety Systems</p>	<p>Students gain the attitudes, knowledge and skills related to workplace health and safety and examine relevant legislation required in the workplace. This course is the prerequisite for Work Experience and RAP.</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 emphasis 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. Provided Resources: students will be enrolled in an 'Adult-Child-Infant CPR/AED First Aid' course if they do not already possess relevant certification</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.</p>
<p>Information Processing:</p>	
<p>INF1030 - Word Processing 1</p>	<p>Students are introduced to the proper use of word processing software, including document creation, editing and printing of properly formatted documents.</p>
<p>INF1050 - Database 1</p>	<p>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.</p>

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.
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
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.

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.
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.

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.
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.
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.

<p>REC2010 - Nutrition for Rec. Activities &amp; Sport</p>	<p>Students explain the role of food and hydration in helping individuals achieve optimal physical performance for recreational physical promoting nutrition for performance. Activities and sport.</p> <p>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 a variety of recreational activities and athletic events.</p> <p>Students examine food labelling and the role of recreation leaders and coaches related to promoting nutrition for performance.</p>
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<b>Wildlife:</b>	
<p>WLD1010 - Introduction to Wildlife</p>	<p>Students develop the attitudes, skills and knowledge related to wildlife and ecosystems, and an understanding for the need to manage wildlife.</p>
<p>WLD1020 - Wildlife Diversity</p>	<p>Students investigate the diversity of Canadian wildlife in terms of structure, behavior and habitat, and compare Alberta wildlife with wildlife in other parts of the world.</p>
<p>WLD1090 - Boating Safety</p>	<p>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.</p>