



PORTAGE
COLLEGE

Academic Calendar

2024-25

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INSTRUCTIONAL MODES OF DELIVERY

	In Person	Flexible		Virtual	
	Face to Face	Blended	HyFlex	Online Synchronous	Online Asynchronous
Delivery	All classes and labs are held in a physical location	Delivery is a combination of online and in person	Delivery format is a combination of student choice and in person	Online real-time delivery	Online any time delivery
Place	All classes and labs are scheduled time	All in person classes/labs are held in a physical location	Classes are in a physical location but students can remote in to the class that are not required to attend in person	Classes are held virtually in real-time and may be recorded for later viewing	Learners works independently through online materials
Time	All classes and labs are scheduled time	All in person classes/labs are scheduled online may or may not be scheduled	All classes/labs are scheduled	All classes and labs are scheduled	No scheduled classes, although students may have a deadline to complete course
Attendance	Attendance at all scheduled classes/labs is required	Attendance at all scheduled classes/labs is required	Attendance at all scheduled classes/labs is required	Attendance may be required	Not required, scheduled optional supplemental tutorials may be offered
Exams	All exams are in person	Dependent on the percentage of time the learner is online check with program	All exams are in-person	Exams may be online or in person, students may need to arrange proctoring if online.	Exams may be online or in person, student needs to arrange proctoring if online.

NOTE: Unless otherwise indicated, practicum placements for programs are scheduled as in-person regardless of program delivery method. Programs may use a mixture of different course modalities within the same program.

4TH CLASS POWER ENGINEERING

Certificate: On-Campus, Lac La Biche

The 4th Class Power Engineering program follows the 4th Class SOPECC Power Engineering syllabus and regulations set by the Alberta Boilers Safety Association (ABSA). The certificate program consists of theory, labs, and a 160 hours field placement.

Admission Requirements:

High School Diploma or equivalent with:

- English 10-2 (minimum 65%)
- Math 10C (minimum 65%)
- Science 10 (minimum 65%)
- Physics 20 (recommended)

Recommended to have a Valid H2S course (that will not expire in your academic year)

Program acceptance will include a selection process based on high school marks, other related certifications, work experience, and a program interview.

Curriculum:

<u>Required Courses</u>			<u>Credits</u>
PENG	112	4 th Class Power Engineering Lab	4
PENG	113A	4 th Class Power Engineering Theory A	13
PENG	113B	4 th Class Power Engineering Theory B	15
PENG	114	4 th Class Field Placement	4
Total			36

Transferability:

Students who successfully complete this program will be eligible to write Part “A” and “B” of the Interprovincial 4th Class Power Engineering exams. Students obtaining a 4th Class Power Engineering Certificate may progress to 3rd Class Power Engineering training offered at Portage College. Please check the current Alberta Power Engineers Regulation under the Safety Codes Act for further information. Please refer to Program Policy for information regarding requirements to complete the applicable course.

Career Potential:

A student with the appropriate training in the power engineering field who possesses a valid power engineering certificate may find career opportunities in the oil and gas industries, electrical utilities companies, chemical processing plants, pulp, and paper industries, and building operations.

3RD CLASS POWER ENGINEERING

Certificate: Blended, Lac La Biche

The 3rd Class Power Engineering program follows the 3rd Class SOPECC Power Engineering syllabus and regulations set by the Alberta Boilers Safety Association (ABSA). The program consists of theory, labs, and a 960 hours field placement.

Admission Requirements:

- English 20-2 (minimum 65%)
- Math 20 (minimum 65%)
- Physics 20 (minimum 65%)
- Valid interprovincial 4th Class Power Engineering Certificate

Curriculum:

<u>Required Courses</u>			<u>Credits</u>
PENG	200	Applied Science	10
PENG	202	Plant Services	10
PENG	204	Steam Generation	6
PENG	206	Prime Movers and Auxiliaries	6
PENG	220	3 rd Class Field Placement	15
Total			47

Transferability:

Students who complete this program will qualify to write the Part "A" and "B" 3rd Class Power Engineering Interprovincial Exams. Please check the current Alberta Engineers Regulation under the Safety Codes for further information. Please check the Program Policy for information regarding the requirements to complete the applicable course.

Career Potential:

A student with the appropriate training in the power engineering field who possesses a valid power engineering certificate may find career opportunities in the oil and gas industries, electrical utilities companies, chemical processing plants, pulp, and paper industries, and building operations.

ABORIGINAL ARTS CERTIFICATE

Certificate: On-Campus, Lac La Biche

This certificate will prepare you for further study in Portage College diploma programs through the development of a portfolio that will document your artistic and professional development. The certificate also provides you with the knowledge and skills to work in First Nations, Metis and Inuit communities, and a variety of other situations.

Admission Requirements:

Educational

- English 30-2

**Students who do not meet the admission requirements can contact Student Services regarding opportunities for placement testing.*

Curriculum:

Required Courses			Credits
NATA	171	Art Expose	2
NATA	116	Beadwork I	3
NATA	114	Carving I	3
NATA	090	Communications & Computer Basics	2
NATA	120	Decorative Arts I	2
NATA	174	Project Practicum	3
NATA	118	Footwear I	3
NATA	110	Hide Tanning I	3
NATA	122	Nature Crafts I	2
NATA	112	Sewing I	3
NATA	166	Visual Arts I: Drawing	3
NATA	167	Visual Arts II: Painting	3
NATA	168	Visual Arts III: Printmaking & Mixed Media	3
NATA	169	Visual Arts IV: Media Exploration II	3
Total			38

Opportunities for Further Study:

Transfer agreements are currently in place with:

- Alberta College of Art and Design
- Yorkville University

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) or the Transfer Department.

Career Potential:

Students who complete the Aboriginal Art Certificate learn traditional Aboriginal art forms and culture for work in First Nations, Metis and Inuit communities, for their artistic development and various other situations

ACADEMIC FOUNDATIONS

Online and HyFlex, Lac La Biche and St. Paul

Academic Foundations will prepare you for the high school courses that you need. This foundational learning program includes English Communications, Mathematics, Computer Literacy, and Job Preparation and Maintenance courses and is delivered through HyFlex learning. HyFlex allows students to learn either on-site or online for the duration of the course.

These 16-week courses will prepare you for future studies in a program of your choosing. Courses are pre-high school level.

Admission Requirements:

Educational

- Placement Test

Other

- Written Composition interview
- Training Plan

<u>Course Listing</u>			<u>Credits</u>
COML	003A	Computer Literacy	2
COML	003B	Computer Literacy Part B	2
COMM	003A	Communications Part A	9
COMM	003B	Communications Part B	9
CTR	1010	Job Preparation	1
CTR	2010	Job Maintenance	1
MATH	002	Mathematics 200	0
MATH	003	Mathematics 300	0
MATH	1041	Mathematics Preparation 10	5
Total			29

ARTISAN ENTREPRENEURSHIP DIPLOMA

Diploma: On-Campus, Lac La Biche

Our program is structured on the knowledge and appreciation of traditional art forms. It is taught utilizing traditional First Nations, Metis and Inuit teaching styles, which rely heavily on oral and visual instruction in a hands-on learning environment.

Following the Aboriginal Arts Certificate program, you will continue to study First Nations, Metis and Inuit traditional and contemporary art forms in advanced courses in painting and drawing, hide tanning, carving, sewing, footwear, beadwork, and decorative arts while identifying an area of focus or interest. The program includes studio courses that provide you with the opportunity for directed study, under the supervision of instructors, in an identified area of interest and skill such as drawing and painting, printmaking, carving, digital media, and other media.

During this year you will also study and learn entrepreneurial skills in each Aboriginal art course by learning pricing and quality standards of products. You will learn marketing through courses such as Introduction to Marketing Arts & Crafts and Creating an Online Business. In these courses, you will develop your own website as well as learn other important marketing skills and business knowledge such as business networking skills and potential business resources.

Admission Requirements:

- Aboriginal Arts Certificate

Curriculum:

Year Two Required Courses			Credits
NATA	172	Art Expose	1
NATA	117	Beadwork II	2
NATA	154	Care & Collections	2
NATA	115	Carving II	2
COMM	100	Communications for Artists	3
ECOM	100	Creating an Online Business	3
COMA	141	Computers	2
NATA	121	Decorative Arts II	3
NATA	119	Footwear II	3
NATA	111	Hide Tanning II	3
NATA	142	Introduction to Marketing Arts & Crafts	3
NATA	123	Nature Crafts II	2
NATA	113	Sewing II	3
VISA	105	Studio I	2
VISA	106	Studio II	2
NATA	173	Visual Arts V-2D Composition	3
Total			39

Opportunities for Further Study:

Transfer agreements are currently in place with:

- Alberta College of Art and Design
- Yorkville University

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

Career Potential:

Combine your love of art with entrepreneurial skills to equip yourself for self-employment or work in one of the many visual arts and First Nations, Metis and Inuit art and culture careers. Jobs include positions with museums, historic sites, native friendship centers, and community and government organizations.

ADVANCED CARE PARAMEDIC

Diploma: Blended, Lac La Biche

The significant demand for advanced care paramedics throughout the province in rural, urban, and industrial settings provides graduates with a broad range of career opportunities.

Admission Requirements:

Educational

- Primary Care Paramedic (PCP) or Emergency Medical Technician (EMT) certificate
- Biology 30 (minimum 60%)
- English 30-1 (minimum 60%) or English 30-2 (minimum 70%)
- Math 20-2 with minimum 60% ~~or equivalent~~
- Chemistry 30 strongly recommended.

Other

- ESL – ALL students whose first language is not English must meet one of the following:
 - IELTS Academic Format with minimum scores: Listening 7.5, Reading 6.5, Writing 7.0, Speaking 7.0
 - TOEFL iBT (internet based) with minimum test scores: Listening 23, Reading 21, Writing 25, Speaking 22

Note: testing must have been completed within two years prior to application to the program

- Minimum age 18
- Must attend mandatory Selection Interview and Exam

Required Documents Following Successful Selection Interview and Exam

- Valid Heart and Stroke Foundation Basic Life Support (BLS) certification (issued within one year of course start date)
- Photocopy of current Class 4 Alberta driver's license.
- Completed and signed Driver's License Waiver
- Police Information Check and Vulnerable Sector Search dated after June 30 and must be submitted by the start of program.

Curriculum:

Year 1 Required Courses			Credits
BIOL	230	Anatomy I	3
COMM	135	Communications for Health Professionals	3
EMS	260	Professional Driving 2	1
ACP	203	Intermediate Skills	5
ACP	226	Obstetrics	3
HEED	105	Personal Health & Wellness	3
PHRM	250	Pharmacotherapeutics for Health Professionals	3
ACP	221	Physical Examination & History Gathering	3
BIOL	231	Physiology I	3
BIOL	232	Physiology II	3
ACP	227	Professional Paramedics III	2
Total			32

Year 2 Required Courses			Credits
ACP	212	Advanced Pharmacology	6
ACP	202	Advanced Skills	6
ACP	241	Aeromedical	3
ACP	250	Age Specific Advanced Care	1
ACP	242	Clinical Placement	6
ACP	222	Emergency Diagnosis and Treatment	6
ACP	248	Final Ambulance Placement	6
ACP	246	Initial Ambulance Placement	6
CBRNE		CBRNE Course	0
SAFE	070	Transportation of Dangerous Goods	0
SAFE	071	Workplace Hazardous Materials Information System	0
Total			40

Opportunities for Further Study:

Transfer agreements are currently in place with Athabasca University.

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

**** Move to Required Docs listing...** Required signed forms: Police Information Check Waiver, Immunization, Immunization and Placement Disclosure Waiver, and Health Status.

Career Potential: The significant demand for advanced care paramedics throughout the province in rural, urban and industrial settings provides graduates with a broad range of career opportunities.

APPRENTICESHIP ELECTRICIAN

Apprenticeship: Blended, Cold Lake

Learn to install, maintain, repair, and operate electrical wiring and devices safely. Complete all four periods of training to earn your electrician apprenticeship and qualify to take the provincial exam to get your journey person certificate and Red Seal exam.

Admission Requirements:

PERIOD 1

Students must be a registered apprentice with Alberta Apprenticeship and Industry Training (AIT) and be eligible for the identified period training.

PERIOD 2

Successful completion of Period 1

PERIOD 3

Successful completion of Period 2

PERIOD 4

Successful completion of Period 3

Transferability:

Technical training is the standard throughout the province; therefore, apprentices may take up their training at Portage College or any other college or technical institute in Alberta offering Apprenticeship Electrician Training.

Career Potential:

Electricians work for residential, construction and maintenance contractors, manufacturers, resource companies, and other large organizations. Construction based electrical work is subject to project-based timelines. The nature of this work dictates that an electrician is flexible in both scheduling and location of work. Membership in a trade union is voluntary; however, some contractors employ only union people, while others employ only non-union.

Electricians may advance to positions such as foreman, superintendent, estimator, or electrical inspector. Some electricians start their own contracting business but must have a Master Electrician license to pull permits. Electricians may work toward additional tickets such as Power System Electrician, Instrumentation and Millwright.

APPRENTICESHIP STEAMFITTER-PIPEFITTER

Apprenticeship: On-Campus, Lac La Biche

Learn how to measure, lay out, assemble, fabricate, maintain, and repair piping systems which carry water, steam, chemicals, or fuel used in heating, cooling, lubricating, and other processes utilizing not only steel but alloys, plastics, fiberglass as well. Additionally, you'll learn how to join sections of pipe properly, read blueprints and create your own detailed fabrication drawings, manufacture supports and brackets for piping systems, and work with qualified welders to tack fittings and supports in place.

Higher levels of apprenticeship create opportunities like advancement in the field, enhanced skills and responsibilities, higher pay, and increased job opportunities. Each level is another step to fulfilling the requirements to obtain a journeyman ticket.

Admission Requirements:

PERIOD 1

Students must be a registered apprentice with Alberta Apprenticeship and Industry Training (AIT) and be eligible for the identified period training.

PERIOD 2

Successful Completion of Period 1

PERIOD 3

Successful completion of Period 2

PERIOD 4

Successful completion of Period 3

Transferability:

Technical training is the standard throughout the province; therefore, apprentices may take their training at Portage College or any other college or technical institute in Alberta offering Steamfitter-Pipefitter Apprenticeship training.

Career Potential:

Can include hospitals and other commercial building construction and maintenance, pulp mills, ship building, offshore oil platforms, mining sites (both mineral extraction and open pit oil extraction), SAGD oil extraction, chemical and plastic processing facilities, LNG transportation and distribution centers as well as power plants of every type.

APPRENTICESHIP WELDER

Apprenticeship: On-Campus, Lac La Biche

This short apprenticeship training is sure to spark a bright future. You'll learn GMAW, SMAW, FCAW and GTAW welding techniques to fuse and repair metal components used in construction and manufacturing. Higher levels of apprenticeship create opportunities such as advancement in the field, enhanced skills and responsibilities, higher pay, and increased job opportunities. Each level is another step to fulfilling the requirements to obtain a journeyman ticket.

Admission Requirements:

PERIOD 1

Students must be a registered apprentice with Alberta Apprenticeship and Industry Training (AIT) and be eligible for the identified period training.

PERIOD 2

Successful completion of Period 1

PERIOD 3

Successful completion of Period 2

Transferability:

Technical training is the standard throughout the province; therefore, apprentices may take their training at Portage College or any other college or technical institute in Alberta offering Welder Apprenticeship training.

Career Potential:

Welders can find employment across a wide range of industries, from construction and manufacturing to oil and gas, as well as other sectors.

BARBER CERTIFICATE

Certificate: On-Campus, Lac La Biche

As a recognized program by Alberta Apprenticeship and Industry Training (AIT), the barbering program will prepare you to write your theory and practical provincial exams upon successful completion.

As a certified barber, you can work hours that meet your lifestyle, part-time or full-time, in a well-paid job. Whether you decide to continue working in an established salon or start a home-based business, this is truly a flexible, high demand occupation.

Admission Requirements:

- English 10-2
- Math 10-3

**Students who do not meet the admission requirements contact Student Services regarding opportunities for placement testing.*

Curriculum:

Course Requirements			Credits
HAIR	120	Hairstyling Foundations	3
HAIR	121	Hair and Scalp Care	1
HAIR	122	Salon Operations and Consultations	2
HAIR	123	Haircutting	8
HAIR	124	Salon I	4
SAFE	071	Workplace Hazardous Materials Information System	0
Total			18

Career Potential:

As a certified barber, you can work hours that meet your lifestyle, part-time or full-time, in a well-paid job. Whether you decide to continue working in an established salon or start a home-based business, this is truly a flexible, high demand occupation

BUSINESS ADMINISTRATIVE CERTIFICATE

Certificate: Blended, Lac La Biche and Cold Lake

Graduates of the program will be able to perform entry-level functions in accounting or administration in business, industry, and government. They have been hired in the tourism, health, education and social services fields, band or settlement offices, retail businesses, and oil and gas industries.

Admission Requirements:

- English 30-2
- Math 30-2

**Students who do not meet the admission requirements contact Student Services regarding opportunities for placement testing.*

Curriculum:

Required Courses			Credits
COMM	121	Communications I	3
MATH	117	Business Mathematics	3
CMIS	101	Business Productivity Software	3
ECON	186	Microeconomics	3
MGMT	120	Principles of Management	3
COMM	131	Business Communications II	3
ACCT	115	Introductory Financial Accounting	3
ECON	187	Macroeconomics	3
MARK	166	Marketing	3
ORGB	193	Organizational Behavior	3
Total			30

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

Opportunities for Further Studies:

Business Administrative Certificate is transferable to many other institutions throughout Alberta including:

- NAIT
- SAIT
- Bow Valley College
- Red Deer Polytechnic
- Northern Lakes College
- Lakeland College
- Medicine Hat College
- Lethbridge College
- Northwestern Polytechnic
- Athabasca University
- Keyano College
- Norquest College
- Olds College

Career Potential:

Graduates of the program will be able to perform entry-level functions in accounting or administration in business, industry and government. They have been hired in the tourism industry, health, education and social services fields, band or settlement offices, retail businesses, and oil and gas industries.

BUSINESS ADMINISTRATION DIPLOMA – ACCOUNTING

Diploma: Blended, Lac La Biche and Cold Lake

The Business Administration Diploma in Accounting provides the opportunity to concentrate in an in-demand field. Our program focuses on financial, managerial, and tax accounting, giving a wide range of knowledge and skills valued by the accounting profession. Whether you start your career immediately after convocation or continue further training, there are plenty of opportunities if you make Accounting your career choice.

Admission Requirements:

Grade 12 or equivalent with:

- English 30-2
- Math 30-2

**Students who do not meet the admission requirements contact Student Services regarding opportunities for placement testing.*

Curriculum:

<u>Required Courses</u>			<u>Credits</u>
COMM	121	Communications I	3
MATH	117	Business Mathematics	3
CMIS	101	Business Productivity Software	3
ECON	186	Microeconomics	3
MGMT	120	Principles of Management	3
COMM	131	Business Communications II	3
ACCT	115	Introductory Financial Accounting	3
ECON	187	Macroeconomics	3
MARK	166	Marketing	3
ORGB	193	Organizational Behavior	3
Total			30

<u>Year Two Course Requirements</u>			<u>Credits</u>
CMIS	200	Computer & Management Information Systems	3
BUSL	261	Business Law	3
MATH	118	Business Statistics	3
ACCT	201	Financial Accounting Methods	3
ACCT	211	Management Accounting	3
ACCT	212	Computerized Accounting	3
ACCT	215	Financial Accounting I	3
ACCT	220	Tax	3
ENTR	210	Intrapreneurship and Innovation	3
FINA	211	Business Finance	3
Total			30

Opportunities for Further Studies:

The Diploma program transfers as a block of 60 credits to several degree granting institutions throughout Alberta including:

- NAIT
- SAIT
- Athabasca University
- Northwestern Polytechnic

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

Career Potential

Graduates find work in the following occupational categories:

- Accounts receivable/payable
- Auditing
- Bookkeeping
- Cost accounting
- Financial services
- Government service
- Payroll
- Public accounting
- Taxation services

BUSINESS ADMINISTRATION DIPLOMA – MANAGEMENT

Diploma: Blended, Cold Lake and Lac la Biche

The Business Administration Diploma in Management prepares you for a wide range of managerial positions. Work for a large company, start your own business, or "ladder up" to a bachelor's degree. Your opportunities are truly boundless. This program focuses on the real-world application of core business theories, so you have the tools you need to manage people, finances, production, and promotion effectively.

Admission Requirements:

Grade 12 or equivalent with:

- English 30-2 or equivalent
- Math 30-2 or equivalent OR

**Students who do not meet the admission requirements contact Student Services regarding opportunities for placement testing.*

Opportunities for Further Studies:

With a GPA of 2.0 or higher, you can enter directly into the third year of the Northern Alberta Institute of Technologies' (NAIT) Bachelor of Business Administration Degree (BBA). The BBA is hosted at our Lac La Biche and Cold Lake Campus.

Curriculum:

Required Courses			Credits
COMM	121	Communications I	3
MATH	117	Business Mathematics	3
CMIS	101	Business Productivity Software	3
ECON	186	Microeconomics	3
MGMT	120	Principles of Management	3
COMM	131	Business Communications II	3
ACCT	115	Introductory Financial Accounting	3
ECON	187	Macroeconomics	3
MARK	166	Marketing	3
ORGB	193	Organizational Behavior	3
Total			30

Year Two Course Requirements			Credits
MATH	118	Business Statistics	3
ACCT	211	Management Accounting	3
CMIS	200	Computer & Management Information Systems	3
ENTR	210	Intrapreneurship and Innovation	3
BUSI	221	Human Resource Management	3
BUSI	222	Operations Management	3
BUSI	261	Business Law	3
BUSI	225	Strategic Management	3
BUSI	227	Project Management	3
FINA	211	Business Finance	3
Total			30

The Diploma program transfers as a block of 60 credits to several degree granting institutions throughout Alberta including:

- NAIT
- SAIT
- Athabasca University
- Northwestern Polytechnic

Credit may also be obtained from other institutions across Canada on a course-by-course basis.

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department

Career Potential:

With the Business Administration Diploma in Management, you fast track your career into managerial roles. Graduates find work in the following occupational categories/industries:

- Aboriginal government
- Finance
- Government
- Insurance
- Hospitality
- Human resources
- Marketing
- Real estate
- Small business management

COLLEGE PREPARATION

Online

College Preparation offers high school courses to begin post-secondary studies. Classes are offered in fall and winter terms beginning in August and January. Courses range from grades 10 to 12.

Available Courses			Credits	Admission Requirements:
BIOL	020	Biology 20	5	Education
BIOL	030	Biology 30	5	➤ Placement Assessment
CHEM	020	Chemistry 20	5	➤ High School Transcripts (if applicable)
CHEM	030	Chemistry 30	5	
PHYS	020	Physics 20	5	Other
SCIE	010	Science 10	5	➤ Written Composition
INF	1070	Digital Presentation	1	➤ Interview
ELA	10-2	English Language Arts 10-2	5	➤ Training Plan
ELA	20-1	English Language Arts 20-1	5	
ELA	20-2	English Language Arts 20-2	5	
ELA	30-1	English Language Arts 30-1	5	Career Potential
ELA	30-2	English Language Arts 30-2	5	The majority of post-secondary institutions require that
COM	1035	Graphic Tools	1	specific pre-requisite courses be completed before
CSS	1080	Community Volunteerism 1	1	admission to their programs is granted. College
CTR	1010	Job Preparation	1	Preparation qualifies students for programs in post-
CTR	1210	Personal Safety	1	secondary institutions, offers courses for credits
CTR	2010	Job Maintenance	1	towards a high school diploma and increases job
INF	2020	Keyboarding	1	opportunities.
INF	1020	Keyboarding 1	1	
LRNS	015	Learning Strategies 15	3	
LRNS	025	Learning Strategies 25	3	
MATH	10C	Math 10C	5	
MATH	10-3	Math 10-3	5	
MATH	20-2	Math 20-2	5	
MATH	20-3	Math 20-3	5	
MATH	30-2	Math 30-2	5	
MATH	002	Mathematics 200	0	
MATH	003	Mathematics 300	0	
MATH	1041	Mathematics Preparation 10	5	
READ	015	Reading 15	3	
SOCS	30-1	Social Studies 30-1	5	
SOCS	30-2	Social Studies 30-2	5	
INF	1060	Spreadsheet 1	1	
INF	2080	Spreadsheet 2	1	
INF	1030	Word Processing 1	1	
INF	2050	Word Processing 2	1	
INF	3060	Word Processing 3	1	
PPSYCH	020	Personal Psychology 20	3	
HCS	3010	Workplace Safety Practices	1	
HCS	3000	Workplace Safety Systems	1	

COMMUNITY SOCIAL WORK DIPLOMA

Diploma: On-Campus, Cold Lake and Lac La Biche

Graduates are eligible to apply to become a registered social worker. Current provincial legislation makes it mandatory for individuals with a social work education who work within the scope of social work practice to be Registered Social Workers (RSWs).

Admission Requirements:

Grade 12 or equivalent with:

- English 30-1 (minimum 60%) or English 30-2 (minimum 70%)

The Following Documentation must also be provided:

- Three academic/professional letters of reference (within the last 5 years)
- Criminal Record Check
- Child and Welfare Intervention Check
- Signed Student Agreement declaring free from substance abuse.

SOCW 232	Selected Issues in Social Work	3
SOCW 238	Social Work Research Methods & Ethics	3
Total		36

Opportunities for Further Studies:

Transfer agreements are currently in place with:

- University of Calgary
- Athabasca University
- MacEwan University
- Thompson Rivers University
- University of Manitoba
- York University

Curriculum:

<u>Year One Required Courses</u>			<u>Credits</u>
ELEC	100	Elective	3
PSYC	202	Developmental Psychology	3
ANTH	260	Indigenous Nations of North America	3
SOCW	131	Introduction to Social Work	3
ENGL	102	Introductory Composition	3
PSYC	104	Introductory Psychology	3
SOCW	110	Practicum 1	-2
SOCW	111	Practicum 2	4
SOCW	217	Social Policy	3
SOCW	133	Social Work Interviewing	3
SOCW	132	Social Work Practice	3
Total			33

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

Career Potentials:

Graduates work with individuals, families, groups, and communities in a variety of agencies including addictions, court and probation services, disability services, emergency shelters, provincial and federal departments, residential treatment centers, schools, First Nations, Metis and Inuit agencies, and senior services.

<u>Year Two Required Courses</u>			<u>Credits</u>
PSYC	285	Abnormal Psychology	3
SOCW	235	Addictions	3
SOCW	219	Community Development	3
ELEC	200	Elective	3
SOCW	231	Family Dynamics	3
SOCW	215	Group Work	3
SOCI	101	Introduction to Sociology	3
SOCW	210	Practicum 1	2
SOCW	211	Practicum 2	4
SOCW	218	Rural and Northern Practice	3

COMPUTER PROGRAMMING & INFORMATION TECHNOLOGY CERTIFICATE

Certificate: Online

The Computer Programming and Information Technology Certificate program is for full-time students or part-time study and allows you to learn various computer skills and programming needed in IT, video games, and website design.

Graduates of our program can continue their studies in a degree programming, such as a Bachelor of Science or work in IT-related fields.

Admission Requirements:

- English 30-2 (minimum 60%)
- Math 30-2 (minimum 60%)

Curriculum:

Required Courses			Credits
COMP	247	Computer Networks	3
COMP	168	Intro to Comp Programming in JAVA	3
COMP	105	Introduction to Computing and Information Systems	3
COMP	106	Intro to Computer Programming (C++)	3
COMP	166	Intro to Web Programming	3
COMP	218	Intro to Game Design	3
COMP	214	Operating Systems	3
COMP	261	Systems Analysis and Design	3
MATH	1XX	Math Elective	3
ENGL	1XX	English Elective	3
ELEC	1XX	Computer Science or INTD Elective	3
Total			30

Career Potential:

Graduates of the program will have the skills to work in several entry-level computer programming and IT positions, such as:

- Network Administrator and Technician
- Technical Consultant/ Support
- Database Administrator
- Database Analyst
- Customer Service Representative
- Helpdesk Technician
- Systems Analyst

Opportunities for Further Studies:

Transferable to other Alberta post-secondary institutions such as

- Athabasca University
- Bow Valley College
- University of Alberta
- Concordia University.

Please refer to Transfer Alberta for more detailed information based on the courses selected.

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

CULINARY ARTS DIPLOMA

Diploma: On-Campus, St. Paul

The Portage College Culinary Arts Diploma provides you with all the specialized knowledge and professional skills needed for the ever-changing and equally exciting food service industry.

Your instructors are certified Red Seal Chefs who are passionate about food. They are just as eager to teach you the fundamentals of regional and international foods as well as how to work in a fully functional commercial kitchen adhering to the strict standards of preparing, handling, and serving food.

Courses include culinary management, nutrition, and an introduction to food processing—all conducted in the professional commercial kitchens at the Hospitality Training Centre. Students graduating from the program are eligible to challenge the third period apprenticeship exam.

Admission Requirements:

- Professional Cooking Certificate (minimum 65%)

Curriculum:

Year 2 Required Courses			Credits
CULA	420	Front of House	1
CULA	421	Regional Foods	4
CULA	422	International Cuisine	4
CULA	423	Food, Wine, & Beverage	2
CULA	424	Grade Manger & Buffet	5
CULA	425	Menu Design	2
CULA	426	Introduction to Food Processing & Entrepreneurship	5
CULA	427	Culinary Management	2
CULA	428	Patisserie & Confections	4
CULA	429	Dining Cuisine	6
Total			35

Cooks can advance through promotions with the same employer or move to more advanced positions with other employers. Career options include chef, sous-chef, executive chef, banquet manager, food service administrator and coordinator, general manager, and food editor. Yet another level of achievement includes Certified Chef de Cuisine (C.C.C.), a highly respected trade certification with many good prospects for travel within Canada and abroad. There are numerous career opportunities for certified cooks, including marketing, media, education, product development, consulting and owning their own business.

Career Potential:

Graduates of the Culinary Arts Diploma program can work in areas such as, but are not limited to:

- Hotels
- Resorts
- Restaurants (from fast food to fine dining)
- Conference centers
- Hospitals
- Banquet halls and clubs.
- Camp kitchens.
- Nationwide specialty food outlets

EARLY LEARNING & CHILDCARE CERTIFICATE

Certificate: Online, On Campus in Cold Lake and Lac La Biche

This program provides you with the credentials to work in institutions or children's programs at the childhood level from birth to age twelve. The program focuses on key areas of childhood growth and development, diverse abilities, program strategies, building and sustaining strong rapport between children and their families, professionalism in the workplace as well as incorporating practical learning experiences.

Admission Requirements:

- English 30-1 (minimum 55%) OR English 30-2 (minimum 60%)
- Criminal Record Check, Child Youth Information Systems Document (formally CWIS) Alberta Child and Youth Services

**Students who do not meet the admission requirements contact Student Services regarding opportunities for placement testing.*

Career Potential:

Graduates of the Early Learning and Childcare Certificate Program qualify for Level 2 Early Childhood Educator Certification through Childcare Staff Certification, Government of Alberta, Children and Youth Services. Students who obtain 45 hours in an Early Childhood course can apply for Level 1 Early Childhood Educator Certification from the Government of Alberta, Children and Youth Services.

Curriculum:

Required Courses			Credits
ECDE	100	Human Development I	3
ENGL	100	Written Communication	3
ELCC	114	Learning Through Play	3
ELCC	103	Field Practicum/Integration	2
ELCC	122	Roles and Responsibilities for ELCC	3
RSER	103	Interpersonal Competence	3
ELCC	107	Infants & Toddlers	3
ELCC	132	Observing & Recording Skills & Applications	3
RSER	101	Developmental Disabilities	3
ELCC	133	Field Practicum II	4
ECDE	111	Guiding Behaviour	3
ELCC	130	School Aged Care	3
Total			36

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

EARLY LEARNING & CHILDCARE DIPLOMA

Diploma: Online

The Early Learning & Childcare Diploma is delivered fully online and builds upon the certificate program, preparing you to work in early learning programs in a supervisory capacity.

The Diploma program emphasizes the development of knowledgeable and skilled practitioners who can model and lead best practices in early learning and childcare environments. The program course content provides the student with advanced knowledge and skills in development, health, family, and more.

Admission Requirements:

- Successful completion of Early Learning & Childcare Certificate from Portage College or another provincial college
- Criminal Records Check, Child Youth Information Systems Document (formally CWIS) Alberta Child and Youth Services

Opportunities for Further Study:

Transfer agreements are currently in place with Athabasca University.

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

Curriculum:

Year Two Required Courses			Credits
ECEA	209	Children with Exceptionalities	3
RSER	201	Advanced Studies in Developmental Disabilities	3
ELCC	212	Early Learning Childcare Curriculum	3
ECEA	201	Early Childhood Foundations	3
ECEA	206	Sociology of the Family	3
ELCC	203	Practicum I/Integration Seminar	2
ECDE	210	Child Health	3
ELCC	211	Developmentally Appropriate Guidance	3
ELCC	215	Introduction to Daycare Administration	3
ELCC	222	Language Growth & Development	3
ELCC	233	Practicum II/Integration Seminar	4
Total			33

Career Potential:

Graduates of the Early Learning and Childcare Diploma Program qualify for Level 3 Early Childhood Educator through Childcare Staff Certification, Government of Alberta, Children Youth Services.

EDUCATIONAL ASSISTANT CERTIFICATE

Certificate: Online

Our program is delivered fully online and prepares you to work alongside teachers in the classroom. You'll study child growth and development, learning strategies, interpersonal skills, and professionalism. This program offers a combination of theoretical instruction along with practical experience in an educational setting.

Admission Requirements:

- English 30-1 (minimum 55%) OR English 30-2 (minimum 60%)
- Math 10-3
- Criminal Records Check, Child Youth Information Systems Document (formally CWIS) Alberta Child and Youth Services

Students who do not meet the admission requirements contact Student Services regarding opportunities for placement testing.

Curriculum:

Course Requirements			Credits
ECDE	100	Human Development I	3
ENGL	100	Written Communication	3
EDAS	112	Introductory Language & Literacy for Education Assistants	3
EDAS	103	Field Practicum /Integration	2
EDAS	122	Roles & Responsibilities of the EA	3
RSER	103	Interpersonal Competence	3
RSER	102	Observation and Assessment	3
RSER	122	Program Design	3
RSER	101	Developmental Disabilities	3
ECDE	111	Guiding Behaviour	3
EDAS	123	Field Practicum 2 —Integration	2
EDAS	113	Introductory Math Learning	3
Total			34

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

Career Potential:

Graduates of The Educational Assistant Certificate Program qualify for Level 1 Early Childhood Educator Certification through Childcare Staff Certification, Government of Alberta, Children and Youth Services upon completion of their certificate. Students who obtain 45 hours in an Early Childhood course can apply for Level 1 Early Childhood Educator Certification from the Government of Alberta, Children and Youth Services

EDUCATIONAL ASSISTANT DIPLOMA

Diploma: Online

Our Educational Assistant Diploma is delivered fully online and builds on the foundations of the Educational Assistant Certificate. The program explores the historical and philosophical influences on current best practices in school-age educational programming. The program offers a combination of theoretical instruction along with practical experience in an educational setting.

Admission Requirements:

- Successful completion of Educational Assistant Certificate from Portage College or another provincial college
- Criminal Record Check and Child Welfare Prior Involvement Check

Curriculum:

Required Courses			Credits
ECEA	209	Children with Exceptionalities	3
RSER	201	Advanced Studies in Developmental Disabilities	3
EDAS	221	Advanced Program Design	3
ECEA	201	Early Childhood Foundations	3
ECEA	206	Sociology of the Family	3
EDAS	203	Field Practicum I	2
EDAS	213	Advanced Curriculum in Math	3
ECDE	210	Child Health	3
EDAS	211	Advanced Behavioral Guidance for the EA	3
EDAS	212	Advanced Language & Literacy Development	3
EDAS	223	Field Practicum II	2
Total			31

Opportunities for Further Study:

Transfer agreements are currently in place with Athabasca University.

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

Career Potential

Graduates of The Educational Assistant Diploma Program qualify for Level 2 Early Childhood Educator Certification through Childcare Staff Certification, Government of Alberta, Children and Youth Services upon completion of their diploma.

Students who obtain 45 hours in an Early Childhood course can apply for Level 1 Childhood Educator Certification from the Government of Alberta, Children and Youth Services.

EMERGENCY MEDICAL RESPONDER

Certificate: Blended, Lac La Biche

Emergency Medical Responders (EMRs) are integral to Emergency Medical Services and provide entry-level medical and trauma care in health services and industrial settings. They may be the first to arrive on the scene, be the only provider in remote areas, or work collaboratively in a team with other EMS/health care providers, first responders (i.e., Fire, Police), or community support agencies.

Admission Requirements:

- English 30-1 (minimum 60%) OR English 30-2 (minimum 70%)
- Math 20-2 (minimum 60%)
- Biology 30 (minimum 60%)
- Chemistry 30 strongly recommended.

Other Requirements

- 18 years of age
- Standard First Aid Certificate (issued within one year of program start date).
- Heart and Stroke Foundation BLS (Basic Life Support) Certificate
- Class 5 Alberta driver's license or Class 4 Alberta driver's license
- Completed and signed Driver's License Waiver
- Police Information Check and Vulnerable Sector Search (within 2 months of program start)
- Signed Police Information Check waiver form.
- Signed Immunization form.
- Signed Immunization and Placement Disclosure waiver form.
- Signed Health Status form.
- EAL- ALL students whose first language is not English must meet one of the following:
 - IELTS Academic Format with minimum scores as follows: Listening 7.5; Reading 6.5; Writing 7.0; Speaking 7.0
 - TOEFL iBT (internet based) with minimum test scores as follows: Listening 23; Reading 21; Writing 25; Speaking 22.

Note: Testing must have been completed within two years prior to application to the program.

Students who do not meet the admission requirements contact Student Services regarding opportunities for placement testing.

Curriculum:

Required Courses		Credits	
BIOL	230	Anatomy I	3
EMS	275	Portage College Emergency Responder	
		Defensive Driving	2
EMRC	105	EMR Foundations I	5
EMRP	125	EMR Placement	1
EMRC	130	EMR Professionalism	1
HEED	105	Personal Health & Wellness	3
BIOL	231	Physiology I	3
CBRNE		CBRNE Course	0
SAFE	070	Transportation of Dangerous Goods	0
SAFE	071	Workplace Hazardous Materials	0
		Information System	
Total			18

Career Potential:

Registered EMRs may be employed in ground ambulances, clinics, fire services and industrial settings.

ENVIRONMENTAL TECHNOLOGIST DIPLOMA

Diploma: On-Campus, Lac La Biche

The Environmental Technologist program is designed for people who have a love for the outdoors and a strong interest in environmental sustainability. This program allows students to learn about the natural world in the classroom, spend an abundant amount of time in the field with hands-on learning, and apply their learning to current natural resource management issues.

Admission Requirements:

High School Diploma with at least one course from each of the following:

- English 30-2 (minimum 60%)
- Chemistry 30 OR Science 30, OR Biology 20 (minimum 60%) or Chemistry 20 (minimum 60%)
- Math 30 -2 (minimum 60%)
- Biology 30 recommended

Curriculum:

Year 1 Required Courses			Credits
NRES	106	Introduction to Soils	3
NRES	115	Fisheries	3
NRES	107	Water and Wetlands	3
NRES	108	Field Botany	3
NRES	109	Mapping and Navigation	3
NRES	110	Weeds and Weed Control	3
NRES	112	Introductory Fish and Wildlife	3
NRES	113	Forest Land Management	3
NRES	114	Industry Certifications	6
NRES	111	GPS/GIS and Aerial Photo Interpretation	3
NRES	120	Work Experience	3
ENGL	102	Introductory Composition	3
Total			39

Year 2 Required Courses			Credits
NRES	203	Wildlife Techniques	3
NRES	205	Petroleum Land Management	3
NRES	210	Reclamation	3
NRES	207	Environmental Law	3
NRES	206	Soil Conservation	3
NRES	208	Global Issues	3
EASC	101	Intro to Earth Sciences: Geology & Geomorphology	3
NRES	204	Site Assessment	3
NRES	233	Statistics and Data Management	3
BIOL	208	Principles of Ecology	3
Total			30

Opportunities for Further Study:

Transfer agreements are currently in place with:

- Lakeland College
- Lethbridge College
- University of Alberta

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

Career Potential:

Graduates may enjoy careers in industries such as:

- Environmental Consulting
- Forestry, Oil & Gas
- Working for Non-Profit Organizations, First Nations, Municipal, Provincial, or Federal Governments.

Fine Arts Certificate

Certificate: On-Campus, Lac La Biche

The Portage College Fine Arts Certificate is for creative individuals who want to develop their skills as artists and those interested in a visual arts career through authentic art learning experiences. The certificate program provides transferability and a pathway for further study at other post-secondary institutions for a Bachelor of Fine Arts.

The curriculum includes hands-on studio classes with theory in design principles and art history. The courses are designed to introduce and develop specific techniques focusing on developing skills and exploring media. Students will learn visual art skills in drawing, painting, sculpture, printmaking, ceramics, photography, digital art, and mixed media. Learners will have the opportunity to work with various mediums to explore and discover their own artistic passion and interest through project-based study. In addition, students will have the opportunity to exhibit their artwork and network with arts professionals through artist studio visits and gallery trips.

Admission Requirements:

High School Diploma with

- English 30-2

Students who do not meet the admission requirements contact Student Services regarding opportunities for placement testing.

Curriculum:

Required Courses			Credits
VISA	172	Art Expose	1
ARTH	101	Introduction to the History of Western Art I	3
ARTH	102	Introduction to the History of Western Art II	3
VISA	108	Fine Arts Studio I	3
NATA	166	Visual Arts I – Drawing	3
NATA	167	Visual Arts II – Painting	3
NATA	168	Visual Arts III – Printmaking and Mixed Media	3
NATA	169	Visual Arts IV – Media Exploration II	3
NATA	173	Visual Arts V- 2D Composition	3
Elective		Junior Level English	3
Elective		General Arts (Humanities or Social Science)	3
Total			31

Opportunities for Further Study:

Transfer agreements are currently in place with the University of Lethbridge.

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

Career Potential:

Portage College Fine Arts program cultivates the strong foundational skills needed for various careers available in the arts and culture sector, including:

- Animator
- Fine Artist
- Art Curator
- Illustrator
- Architect
- Tattoo Artist
- Museum Interpreter
- Video Game Designer
- Textile Designer
- Commercial Artist
- Art teacher
- Interior Designer
- Photographer
- Clothing Designer
- Art Director
- Art Archivist
- Art Historian
- Art Therapist Book Illustrator
- Art Professor
- Creative Art Director
- Graphic Novel Artist
- Cultural Planner

HAIRSTYLING CERTIFICATE

Certificate: On-Campus, Lac La Biche

Hair professionals today require a balance of technical, creative, interpersonal, and entrepreneurial skills to succeed in a competitive industry. Train with our experienced, professional instructors in a program that combines hands-on skills and technical knowledge.

As a recognized program by Alberta Apprenticeship and Industry Training (AIT), the Hairstyling program will prepare you to write your theory and practical provincial exams upon successful completion. With a journey person ticket and Red Seal certification, you can work anywhere in Canada.

As a certified hairstylist, you can work hours that meet your lifestyle, part-time or full-time, in a well-paid job. Whether you decide to continue working in an established salon or start a home-based business, this is truly a flexible, high demand occupation.

Admissions Requirements:

- English 10-2
- Math 10-3

**Students who do not meet the admission requirements contact Student Services regarding opportunities for placement testing. **

Curriculum:

Required Courses			Credits
HAIR	120	Hairstyling Foundations	3
HAIR	121	Hair and Scalp Care	1
HAIR	122	Salon Operations and Consultations	2
HAIR	123	Haircutting	8
HAIR	124	Salon 1	4
HAIR	220	Hair Colouring	5
HAIR	221	Hairstyling	3
HAIR	222	Chemical Texturizing	4
HAIR	223	Specialized Services	2
HAIR	224	Salon 2	4
SAFE	071	Workplace Hazardous Materials Information System	0
Total			36

Career Potential:

As a recognized program by Alberta Apprenticeship and Industry Training (AIT), the Hairstyling program will prepare you to write your theory and practical provincial exams upon successful completion. With a journey person ticket and Red Seal certification, you can work anywhere in Canada.

As a certified hairstylist, you can work hours that meet your lifestyle, part-time or full-time, in a well-paid job. Whether you decide to continue working in an established salon or start a home-based business, this is truly a flexible, high demand occupation.

HEAVY EQUIPMENT OPERATOR

Certificate: On-Campus, Boyle

This comprehensive course will turn you into a mover and a shaker. You'll have hands-on experience with excavators, dozers, graders, and more. You will also have the opportunity to gain real work experience during the placement course. You'll learn about soils, surveying, service and maintenance, radio etiquette, and employability skills along with earning numerous safety tickets like:

- Construction Safety (CSTS), H2S Alive, Roadbuilders Safety (RSTS), and Standard First Aid

Admission Requirements:

- English 10-2
- Math 10-3
- Science 14
- Valid Class-5 driver's license

**Students who do not meet the admission requirements contact Student Services regarding opportunities for placement testing. **

Curriculum:

Required Courses			Credits
HEO	110	Basic Soils & Environmental Awareness	1
HEO	112	Surveying & Mapping	0.5
HEO	113	Radio Etiquette	0.5
HEO	117	Employment Preparation	0.5
HEO	118	Heavy Equipment General Safety	4
HEO	120	Heavy Equipment Service & Maintenance	1.5
HEO	124	Heavy Equipment Operation Motor Grader	1
HEO	126	Heavy Equipment Dozer Crawler	1
HEO	128	Heavy Equipment Operation Excavator	1
HEO	130	Additional Machine Awareness Rock Truck, Packer, Skid Steer	1
HEO	131	Field Placement	4
Total			16

Career Potential:

After successful completion of the Heavy Equipment Operator program, you will be qualified to work in the oil and gas, construction, and road building industries.

OFFICE ADMINISTRATION CERTIFICATE

Certificate: Online

This program prepares you for immediate employment in a constantly changing office environment. You will obtain the knowledge and skills required to gain employment in administrative support positions in business, government, and non-governmental organizations.

The last component of the program is a three-week practicum placement aimed at providing on-the-job training, furthering your employment opportunities.

Admission Requirements:

Grade 11 or equivalent with credit in:

- English 20-2
- Math 10-3 OR 60% in MATH 1041

Students who do not meet the admission requirements contact Student Services regarding opportunities for placement testing.

Curriculum:

Required Courses			Credits
ACCT	101	Accounting	3
BUSI	107	Document Formatting I	3
BUSI	108	Document Formatting II	3
BUSI	113	Job Search	1
BUSI	115	Human Relations for Business	1
BUSI	121	Integrated Projects I	1
BUSI	122	Integrated Projects II	1
BUSI	142	Business Practicum	1.5
COMA	101	Word Processing-Introductory	1
COMA	102	Word Processing-Intermediate	1
COMA	103	Word Processing-Advanced	1
COMA	111	Spreadsheets-Introductory	1
COMA	112	Spreadsheets-Intermediate	1
COMA	113	Spreadsheets-Advanced	1
COMA	115	Data Base-Introductory	1
COMA	116	Data Base-Intermediate	1
COMA	145	Introduction to Operating System Software	1
KEYB	136	Keyboarding	0.5
KEYB	138	Keyboarding	1
COMM	123	Business Communications I	2
COMM	124	Business Communications II	2
MATH	115	Business Math	3
OFFR	100	Office Management	3
Total			35

Career Potential:

Employment opportunities are not limited to private businesses. The Alberta government, colleges, municipalities, settlement, and band offices have all hired Office Administration graduates. Possible job opportunities are:

- Administrative assistant
- Human resources assistant
- Medical receptionist
- Receptionist
- Records management assistant
- Secretary

PRACTICAL NURSE

Diploma: Blended, Cold Lake, Lac La Biche and St. Paul

Our program emphasizes collaboration, health promotion, and family-centered nursing. You'll be equipped with the skills and knowledge required to work in a wide variety of healthcare settings, both rural and urban. Our enthusiastic, experienced instructors focus on building your competency in nursing practice through imaginative, innovative classroom and lab experiences. As a graduate, you'll be eligible to take the national licensing examination administered through the College of Licensed Practical Nurses of Alberta (CLPNA).

This two-year diploma program is delivered via blended delivery with some classes and all labs being offered in person, and some classes being offered online. Students in the first semester of their program can expect most of their classes to be online with in-person labs and exams.

Admission Requirements: (add 2 more wiaver forms??)

- High School Diploma recommended
- English 30-1 (minimum 60%) or English 30-2 (minimum 70%)
- Math 20-2 (minimum 60%)
- Biology 30 (minimum 60%)
- Chemistry 30 strongly recommended.
- Minimum age of 18 prior to first practicum placement
- Copy of CPR Heart & Stroke BLS for Healthcare Providers Certificate to be completed within 3 weeks prior to program's August start date to ensure certification remains valid through their first clinical.
- Current Immunization record, signed by a Canadian physician, nurse practitioner, or public health nurse - to be completed before clinical placement.
- Signed Immunization and Placement Disclosure Waiver Form
- Health Status Questionnaire signed by a nurse practitioner or physician.
- Signed Police Information Check
- Signed Vulnerable Sector Search Waiver Form
- ESL - ALL students whose first language is not English must meet one of the following:

IELTS Academic Format with minimum scores as follows: Listening 7.5; Reading 6.5; Writing 7.0; Speaking 7.0.

TOEFL iBT (internet based) with minimum test scores as follows: Listening 23; Reading 21; Writing 25; Speaking 22.

CELBAN, with a minimum test score as follows: Listening 10; Reading 8; Writing 7; Speaking 7

NOTE: Testing must have been completed within two years prior to application to the program.

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

Curriculum:

<u>Year 1 Required Courses</u>			<u>Credits</u>
BIOL	230	Anatomy I	3
COMM	135	Communications for Health Professionals	3
NURS	152	Health Assessment	4
HEED	105	Personal Health & Wellness	3
ENGL	102	Introductory Composition	3
PSYC	104	Introductory Psychology	3
NURS	148	Nursing Foundations I: Introduction to Nursing	5
NURS	149	Nursing Foundation 2: Basic Nursing	7
NPRT	155	Nursing Practice 1: Continuing Care Practicum	5
PHRM	250	Pharmacotherapeutics for Health Professionals	3
BIOL	231	Physiology I	3
BIOL	232	Physiology II	3
Total			45

<u>Year 2 Required Courses</u>			<u>Credits</u>
NPRT	210	Nursing Practice 2: Acute Care Practicum	4
SOCI	125	Sociology of Aging	3
NURS	200	Nursing Foundations 3: Medical Surgical Nursing	9
NURS	203	Nursing Foundations IV: Maternity	3
NURS	205	Nursing Foundations V: Pediatrics	3
NURS	206	Nursing Foundations VI: Community Nursing	3
NURS	204	Nursing Foundations VII: Mental Health	3
NURS	202	Nursing Foundations VIII: Transition to Professional Practice	3
NPRT	215	Nursing Practice 3: Acute Care Practicum	4
NPRT	230	Nursing Practice: Final Comprehensive Practicum	7
Total			42

*Enrolled students must maintain an overall GPA of 2.0 (C average) to progress to the next semester.

Opportunities for Further Study:

Transfer agreements are currently in place with the University of Calgary.

Career Potential: Graduates are eligible for jobs in acute care hospitals, continuing care centers, community care settings, client homes or doctor's offices. Practical nurses earn approximately \$26.45 to \$34.63 per hour.

PRE-APPRENTICESHIP CARPENTRY

Blended, Lac La Biche

This program incorporates an Academic Upgrading portion which will be delivered online or blended, with courses unique to each student. Theory will be assessed through tests and exams, while performance-based outcomes will be assessed in the lab.

Students will each participate in an 8-week, 200-hour, trade-appropriate work placement which may be used for apprenticeship hours. Graduates are eligible to challenge the period one examination administered through Alberta Apprenticeship and Industry Training. Our enthusiastic, experienced instructors integrate individual learning needs and imaginative, innovative classroom and lab experiences.

Admission Requirements:

- English 10-2 and Math 10-3 OR
- Completion of Portage College COMM 300 and MATH 300 courses

Students who do not meet the admission requirements can contact Student Services regarding opportunities for placement testing.

Curriculum:

Required Courses			Credits
ELA	1XX	English 10-2 or higher	5
MATH	1XX	Math 10-3 or higher	5
CTS	1XX	CTS Elective Course	3
CARP	145	Building Materials	0.5
CONT	120	Construction Safety Training Systems	0
CARP	170	Estimating & Plans	4
CARP	165	Floor Frame	1
CARP	160	Foundation	2
CARP	150	Hand & Power Tools	4
CARP	175	Safety	1
FAID	070	Standard First Aid/ Level A CPR	0
CARP	180	Shop	7
CARP	155	Site Preparation & Building Layout	0.5
WORK	100	Work Experience	4
Total			37

Career Potential:

Pre-Apprenticeship Carpentry prepares students for direct entry into employment and/or further studies.

PRE-APPRENTICESHIP HEAVY EQUIPMENT TECHNICIAN

Blended, Lac La Biche

This program starts with academic upgrading, then heavy equipment technician training – both theory and practical and concludes with on-the-job technical training. All students will receive support in job placements which may be used for apprenticeship hours. Students will participate in an 8-week, 200-hour, trade-appropriate work placement. Upon completion, students will graduate with a certificate which will allow credits towards apprenticeship training in the future.

Admission Requirements:

- English 10-2 and Math 10-3 OR
- Completion of Portage College COMM 300 and MATH 300 courses

Students who do not meet the admission requirements can contact Student Services regarding opportunities for placement testing.

Curriculum:

Required Courses			Credits
ELA	1XX	English 20-2 or higher	5
MATH	1XX	Math 20-3 or higher	5
CTS	1XX	CTS Elective Course	3
HETA	105	Air Brakes	3
HETA	104	Electrical 1 & Electronics 1	3
HETA	103	Hydraulics 1 & Hydraulic Brake Systems	3
HETA	106	Lab / Practical Period 1	2
HETA	000	Orientation to HET Program	0
HETA	101	Standard Workplace Safety Materials & Tools	2
HETA	102	Suspension, Wheels, and Systems	3
SAFE	071	Workplace Hazardous Materials Information System	0
WORK	100	Work Experience	4
Total			33

Career Potential:

Pre-Apprenticeship Heavy Equipment Technician prepares students for direct entry into employment and/or further studies.

PRE-EMPLOYMENT HEAVY EQUIPMENT TECHNICIAN

Certificate: On-Campus, Lac La Biche

This 16-week program will introduce you to hydraulics, electrical and electronics, brake systems, air brakes, hand, shop, and power tools, and workplace safety. Sometimes referred to as a Heavy-Duty Mechanic, the Heavy Equipment Technician is a high-demand career and after successfully passing the Pre-employment program you will have the opportunity to write the First Period Apprenticeship exam and begin your pathway toward a Red Seal trade.

Admission Requirements:

- English 20-2
- Math 20-3
- Science 10

Curriculum:

<u>Required Courses</u>			<u>Credits</u>
HETA	105	Air Brakes	3
HETA	104	Electrical 1 & Electronics 1	3
HETA	103	Hydraulics 1 & hydraulic Brake Systems	3
HETA	106	Lab/Practical Period 1	2
HETA	000	Orientation to the Heavy Equipment Technician Program	0
HETA	101	Standard Workplace Safety Materials and Tools	2
HETA	102	Suspension, Wheels, and Systems	3
SAFE	071	Workplace Hazardous Materials Information System	0
Total			16

Career Potential:

Heavy equipment technicians are typically employed by specialized repair shops or companies that own or lease heavy equipment used in construction, forestry, agriculture, mining, materials hauling and transportation industries. An experienced journeyman may find opportunities to advance into supervisor or service manager positions.

PRE-APPRENTICESHIP WELDING

Blended, Lac La Biche

This unique Pre-apprenticeship program prepares students to enter the dynamic profession of Welding. This program incorporates an Academic Upgrading portion which will be delivered online or blended, with courses unique to each student. Theory will be assessed through tests and exams, while performance-based outcomes will be assessed in the lab.

Students will each participate in an 8-week, 200- hour, trade-appropriate work placement which may be used for apprenticeship hours. Graduates are eligible to challenge the period one examination administered through Alberta Apprenticeship and Industry Training. Our enthusiastic, experienced instructors integrate individual learning needs and imaginative, innovative classroom and lab experiences.

Admission Requirements:

- English 10-2 and Math 10-3 OR
- Completion of Portage College COMM 300 and MATH 300 courses

Students who do not meet the admission requirements can contact Student Services regarding opportunities for placement testing.

Required Courses			Credits
ELA	1XX	English 20-2 or higher	5
MATH	1XX	Math 20-3 or higher	5
CTS	1XX	CTS Elective Course	3
CONT	120	Construction Safety Training Systems (CSTS)	0
PWELD	161	Cutting Lab	1
PWELD	162	FCAW Lab	2
PWELD	177	GMAW, FCAW, MCAW, & Saw Theory	4
PWELD	178	GMAW Lab	2
FAID	070	Standard First Aid/Level A CPR	0
WELD	172	Trades Math	2
PWELD	160	Welding Technology and Properties of Metal	4
PWELD	170	Workplace Safety and Tools	1
WORK	100	Work Experience	4
Total			33

Career Potential:

Pre-Apprenticeship Welding prepares students for direct entry into employment and/or further studies.

PRE-EMPLOYMENT WELDING

Certificate: On-Campus, Lac La Biche

Interested in obtaining training and employment in the welding field? This pre-employment program is recommended to those with a burning desire to get into a welding career, having little or no previous exposure. It provides 16 weeks of theory and practical in the classroom and shop.

You will also have the opportunity to attain safety training certification in:

- TDG, WHMIS, H2S Alive, Confined Space, Aerial Platform, Fall Protection and more - based on individual needs for employability enhancement.

Admission Requirements:

- English 10-2
- Math 10-3

Students who do not meet the admission requirements can contact Student Services regarding opportunities for placement testing.

Curriculum:

Required Courses			Credits
PWELD	161	Cutting Lab	1
PWELD	162	FCAW Lab	2
PWELD	177	GMAW, FCAW, MCAW, & Saw Theory	4
PWELD	178	GMAW Lab	2
WELD	172	Trades Math	2
PWELD	160	Welding Technology and Properties of Metal	4
PWELD	170	Workplace Safety and Tools	1
Total			16

Career Potential:

Upon successful completion of the Portage College program, students will be given the opportunity to challenge the First Period Apprenticeship Welder exam. In passing the Provincial Apprenticeship exam, you will have the opportunity to work in industry as an apprentice welder, welder's helper, as well as other related jobs in the welding industry.

PRIMARY CARE PARAMEDIC

Certificate: On-Campus, Lac La Biche

Primary Care Paramedics (PCPs) are integral members of Emergency Medical Services and provide basic life support, medical and trauma care in health services and industrial settings. They may be the first to arrive on scene, they may be the only provider in remote areas, or they may work collaboratively in a team with other EMS/health care providers, first responders (i.e. Fire, Police) or community support agencies. Duties vary depending on the employment setting but responsibilities for PCPs include patient assessment, treatment, stabilization, and transportation.

Admission Requirements:

- English 30-1 (minimum 60%) OR English 30-2 (minimum 70%)
- Math 20-2 (minimum 60%)
- Biology 30 (minimum 60%)
- Chemistry 30 recommended.
- Minimum age 18
- Must attend mandatory Selection Interview and Exam
- Required Documents following successful Selection Interview and Exam:
- Standard First Aid certification (issued within one year of program start date) or Medical First Responder Certificate (issued within one year of program start date) or Emergency Medical Responder Certificate
- CPR - Heart and Stroke Foundation Basic Life Support for Health Care Provider
- Photocopy of current Class 5 Alberta driver's license or Class 4 Alberta driver's license
- Completed and signed Driver's License Waiver
- Police Information Check and Vulnerable Sector Search dated after June 30 and must be submitted by the start of program.
- Mandatory signed forms: Police Information Check, Immunization, Immunization and Placement Disclosure and Health Status
- iPad, tablet, or smartphone for competency tracking with CompTracker Program. Please contact the program for additional details or questions.
- ESL - ALL students whose first language is not English must meet one of the following:
 - IELTS Academic Format with minimum scores as follows: Listening 7.5; Reading 6.5; Writing 7.0; Speaking 7.0.
 - TOEFL iBT (internet based) with minimum test scores as follows: Listening 23; Reading 21; Writing 25; Speaking 22.

NOTE: Testing must have been completed within two years prior to application to the program.

Curriculum:

Required Course			Credits
PCP	110	Ambulance Placement	5
BIOL	230	Anatomy I	3
PCP	111	Clinical Placement	1
COMM	135	Communications for Health Professionals	3
EMS	250	Professional Driving	1
PCP	130	Paramedic Foundations I	8
PCP	200	Paramedic Foundations II	8
PCP	210	Paramedics in Special Populations	4
HEED	105	Personal Health & Wellness	3
PHRM	250	Pharmacotherapeutics for Health Professionals	3
ACP	221	Physical Examination & History Gathering	3
BIOL	231	Physiology I	3
BIOL	232	Physiology II	3
PCP	220	Professional Paramedics	3
SAFE	070	Transportation of Dangerous Goods	0
SAFE	071	Workplace Hazardous Materials Information System	0
Total			51

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

Career Potential:

Primary Care Paramedic graduates may be employed in rural or urban ambulance services, in various industrial settings or with municipal fire departments.

PROFESSIONAL COOKING CERTIFICATE

Certificate: On Campus, St. Paul

This program will introduce you to the kitchen, teaching you about vegetables, proteins, stocks, soups, sauces, and kitchen management. With a three-week practicum, you'll have the opportunity to learn in an actual work environment.

Professional Cooking combines theory, demonstration, and hands-on practical application, along with Food Safe, First Aid, and WHIMS certification. After successful completion of the program, students can transfer into the Culinary Arts Diploma program. Students will also have the opportunity to challenge the first and second period Apprenticeship exams for Cook.

Admission Requirements:

- English 10-2
- Math 10-3

** Students who do not meet admission requirements can contact student services regarding opportunities for placement testing.**

Curriculum:

Required Courses			Credits
CULA	403	Fruits, Vegetables & Starches	4
CULA	402	Stock, Soups & Sauces	4
CULA	408	Baking & Pastries	5
CULA	410	Balanced Nutrition	2
CULA	409	Breakfast, Beverages & Dairy	1
CULA	406	Cold Kitchen	3
CULA	404	Culinary Math	2
CULA	405	Fish & Seafood	2
CULA	407	Proteins	5
CULA	400	Hospitality Safety	2
CULA	401	Kitchen Introduction	2
CULA	411	Kitchen Management	2
CULA	412	Pantry & Cheeses	2
CULA	413	Practicum	3
Total			39

Career Potential:

Cooks can advance through promotions with the same employer or move to more advanced positions with other employers. Career options include chef, sous-chef, executive chef, banquet manager, food service administrator and coordinator, general manager and food editor. There are numerous career opportunities for certified cooks, including marketing, media, education, product development, consulting and owning their own business.

UNIVERSITY STUDIES DIPLOMA

Diploma: Online or Blended, Cold Lake, Lac La Biche and St. Paul

The University Studies Diploma program at Portage College is for students looking to take a full-time program. The Program offers a range of transferable university courses that provide students with a foundation for pursuing further studies and career preparation in selected areas of Science, Arts, Health, Business, Education, and Human Services. Students can select courses to meet their individual needs, bridge into diploma programs at Portage College, or transfer credits to other institutions, including universities.

Course credits are transferable to universities and colleges in Alberta.

Admission Requirements:

High School → A minimum average of 60% and no mark lower than 50% in the following courses:

- English Language Arts 30-1
- Four other 30-level courses (5 credits each) from the following list.

Humanities: Social Studies 30-1, 30-Level language other than English, Aboriginal Studies 30 (5 credits minimum)

Fine Arts: Art 30, Art 31, Dance 35, Drama 30, Music 30 (10 credits maximum)

Sciences: Biology 30, Chemistry 30, Science 30, Mathematics 30-1, Mathematics 30-2*, Mathematics 31 (Courses may be pre-requisites for particular junior level science or mathematics university courses) **dependent on the program this course may not be accepted by other institutions as entrance requirements or pre-requisites.*

Electives: Physical Education 30, World Geography 30, Advanced CTS subjects (5 credits maximum)

Mature Student → 19 years of age or older, out of high school for at least one full year, and a minimum average of 60% with at least 50% in English Language Arts 30-1 and one other five credit Grade 12 course.

Open Studies Admission → Successful completion of nine credits

International Student Admission → Based on transcripts, students may need to complete the Grade 12 English proficiency exam and subject area proficiency exam based on the degree stream selection.

OTHER REQUIREMENTS

- Complete high school transcripts and post-secondary transcripts (if applicable)
- May be required to an interview with the instructor or coordinator.

Curriculum:

Required Courses	Credits
SIX CREDITS IN JUNIOR ENGLISH	6
SIX CREDITS IN SCIENCE BIOL, CHEM, MATH, EASC, or combination	6
SIX CREDITS IN HUMANITIES Senior-level English, History, Philosophy, Religious Studies, etc.	6
*Max of 42 credits at the 100 junior level	
Total	60

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

UNIVERSITY TRANSFER

Online, On-Campus or Blended, Cold Lake, Lac La Biche and St. Paul

Our University Transfer Program allows students to attend as full-time or part-time students. Students can choose from a wide selection of university courses offered in person, HyFlex, or online. Working with a student advisor, you can build a course plan to suit your future and get started right here at Portage College. Transfer to other post-secondary within the province with ease. Just one of the advantages of our program is flexibility. You choose the courses that fit your schedule and accommodate your needs.

Admission Requirements:

High School → A minimum average of 60% and no mark lower than 50% in the following courses:

- English Language Arts 30-1
- Four other 30 level courses (95 credits each) from the following list.
 - Humanities: Social Studies 30-1, 30-Level language other than English, Aboriginal Studies 30 (5 credits minimum)
 - Fine Arts: Art 30, Art 31, Dance 35, Drama 30, Music 30 (10 credits maximum)
 - Sciences: Biology 30, Chemistry 30, Science 30, Mathematics 30-1, Mathematics 30-2*, Mathematics 31 (Courses may be junior level science or mathematics university courses)
**dependent on the program this course may not be accepted by other institutions as entrance requirements or pre-requisites.*
 - Electives: Physical Education 30, World Geography 30, Advanced CTS subjects (5 credits maximum)

Mature Student → 19 years of age or older, out of high school for at least one full year, and a minimum average of 60% with at least 50% in English Language Arts 30-1 and one other five credit Grade 12 course.

Advisor-Assisted Admission → Students who do not meet other admission requirements are encouraged to discuss options for admission into the university transfer program with a Portage College Student Advisor.

- Full time or part time
- In person, online, HyFlex

- Entry 100 level courses are free to high school students who meet the course requirements.

Open Studies Admission → Successful completion of nine credits

Transferability:

This program has transfer options available, with up-to-date information accessible through the Alberta Council on Admissions and Transfer (ACAT) and/or the Transfer Department.

Career Potential:

Graduates of our University Programs are able to continue their studies in a degree programming such as a Bachelor of Arts, Business, Education, Science, Social Work, or Nursing.

Our University Transfer program also supports working professionals who need a university degree for career advancement.

Discipline	Subject	Courses
Humanities	Anthropology	ANTH103, ANTH110, ANTH207, ANTH210, ANTH260
	Art	ARTH101, ARTH102
	Classics	CLAS102
	Cree	CREE101, CREE102
	Drama	DRMA101, DRMA102
	English	ENGL102, ENGL106, ENGL108, ENGL200, ENGL377, ENGL388
	French	FREN101, FREN102
	History	HIST101, HIST102, HIST210, HIST211, HIST368
Mathematics	Math	MATH100, MATH160
	Statistics	STAT141
Sciences	Biology	BIOL101, BIOL102, BIOL207, BIOL208, BIOL230, BIOL231, BIOL232
	Chemistry	CHEM101, CHEM102
	Computer Science	COMP105, COMP 106, COMP166, COMP168, COMP214, COMP218, COMP247, COMPE261, CSCR101
	Earth Sciences	EASC101, EASC205
	Trades	TRAD131
Education	Education	AEDU101, AEDU102, AEDU103, AEDU104, AEDU201, AEDU202, AEDU203, AEDU204, COMA200, EDPY200, EDUC250
Health	Health Education	COMM135, HEED105, PHED200
Social Sciences	Psychology	PSYC104, PSYC105, PSYC202, PSYC233, PSYC241, PSYC275, PSYC285
	Sociology	SOCI101, SOCI125, SOCI224, SOCI225
	Women's Studies	WGST201
Interdisciplinary	Internship	INTD205, INTD206

NOTE: Some courses may be tentative or subject to change. Additionally, not every course is offered every year and not every combination of courses is possible, due to timetable limitations.

OPEN STUDIES

Online, On-Campus or Blended, Cold Lake, Lac La Biche and St. Paul

Open Studies gives students the unique opportunity to experience more than one program at a time. Students in Open Studies enroll in individual courses rather than a complete program. This makes it a great option for those looking to take general interest courses or those who don't quite meet the entrance requirements for a specific program.

At Portage College, Open Studies can open doors for students who want to explore potential career paths in various fields like Practical Nursing, Environmental Technologist, and Community Social Work. Our goal is to help each student acquire a well-rounded general education with strong skills in a variety of areas.

Admission Requirements:

Varies by individual course pre-requisites.