

2004-2005 Diploma Program Calendar

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2004-2005 academic year, including the Summer Semester 2004, the Fall Semester 2004 and the Winter Semester 2005.

For your convenience the Diploma Calendar is available in PDF format.

If you wish to link to the Diploma Calendar please refer to the Linking Guidelines.

Collège d'Alfred

Keptville College

Agricultural College

Ridgetown College

The University is a full member of:

- The Association of Universities and Colleges of Canada

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Disclaimer

University of Guelph 2004

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2004-2005 academic year, including the Summer Semester 2004, the Fall Semester 2004 and the Winter Semester 2005.

The University reserves the right to change without notice any information contained in this calendar, including any rule or regulation pertaining to the standards for admission to, the requirements for the continuation of study in, and the requirements for the granting of degrees or diplomas in any or all of its programs. The publication of information in this calendar does not bind the University to the provision of courses, programs, schedules of studies, or facilities as listed herein.

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In the event of a discrepancy between a print version (downloaded) and the Web version, the Web version will apply.

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XI. Certified Programs

Subject Area and Alpha Course Prefix Index

ALPHA PREFIX	SUBJECT AREA
CARB	Arboriculture
CDEV	International Development
CEQ	Equine
CEC	Equine Coaching
CEM	Equine Management
CFPT	Food Processing Technology
CIUF	Industrial Welding and Fabrication
CLMG	Landscape Management
CVMR	Veterinary Medical Office Administration

Collège d'Alfred

In addition to Diploma programs, Collège d'Alfred offers innovative French-language certificate programs such as Food Processing Technology, International Development and Veterinary Medical Receptionist. These programs are designed to offer its graduates life-long, rewarding opportunities in food processing, international development and animal health careers. Campus tours are the best way for you to learn more about Collège d'Alfred. Explore the educational possibilities and sample the College's lifestyle. In touring the facilities and when making arrangements to discuss specific programs, you will be sure to receive the personal attention you deserve. To obtain more information about Collège d'Alfred or to arrange an appointment please call (613) 679-2218 Ext. 514. For information on admissions, fees, courses and program requirements for any of the following certificate programs contact the college directly at Collège d'Alfred, 31, rue St-Paul - C.P. 580, Alfred, Ontario, Canada, K0B 1A0, Tel: 613-679-2218 Extension 514, Fax: 613-679-2421 or 613-679-2423, Email: admissions@alfredc.uoguelph.ca

International Development Postdiploma Program (OCAS program Code A106)

This one year post-diploma program provides students, who already have completed a primary professional training, the means to break into the international development job market. This very practical program is built around three activities: a field trip, a development project proposal and a developing country in-service training.

Course List

CDEV*1100	Business Management
CDEV*1200	Group Facilitation and Team Work
CDEV*1300	Pre-Departure Training
CDEV*1400	International Development
CDEV*1500	Spanish Conversation I
CDEV*1600	Developing Country Field Trip
CDEV*1700	Business Accounting
CDEV*1800	Project Management
CDEV*1900	Marketing
CDEV*2000	Humanitarian Relief
CDEV*2100	Development Project
CDEV*2200	Knowledge and Tech. Transfer
CDEV*2300	Adaptation of Professional Knowledge
CDEV*2400	Cross-Cultural Communications
CDEV*2500	Spanish Conversation II
CDEV*2600	Developing Country In-Service Training

Food Processing Technology Program(OCAS program Code A2-18)

College d'Alfred, in collaboration with McGill University, has designed a unique program that will enable students to benefit from the many employment opportunities in the Food Processing Industry.

This 34 week intensive program provides students with the skills and techniques that are in demand among employers. It combines practical understanding of food processing with the technical and scientific information that is required to successfully operate modern food processing plants. In addition to the technical skills and knowledge required to perform the duties, valuable insights into communication, organizational and interpersonal behaviour will contribute to the student's success. Applicants must have obtained an Ontario Secondary School Diploma (or equivalent) to be accepted in the program. Students are encouraged to complete senior level courses (grade 11 and/or 12) in mathematics, biology and chemistry.

Course List

CFPT*1010	Food Processing Project - Part A and B
CFPT*1020	Organizational Behaviour
CFPT*1030	Food Analysis
CFPT*1040	Food Chemistry

CFPT*1050	Food Microbiology
CFPT*1060	Food Packaging
CFPT*1070	Food Processing
CFPT*1080	Hygiene and Sanitation
CEPT*1090	Food Laws and Regulations
CFPT*1100	Plant Operations & Proces. Equipment
CFPT*1200	Food Safety and Quality

Veterinary Medical Receptionist (OCAS Program Code A101)

This 30-week certificate program offers specialized training to prepare the student for a front-line role in the animal health sector. The principal objectives are to develop effective interpersonal communication skills, business management skills and the basic technical skills and knowledge of animal care, and the practices and protocols of a veterinary clinic. After 26 weeks of intensive training, the student will have the opportunity to work in a veterinary clinic for 4 weeks as part of a work placement. Other employment opportunities include animal shelters, pet stores, boarding facilities, emergency clinics and referral hospitals for animals. Applicants must have obtained an Ontario Secondary School Diploma (or equivalent) in order to be considered for admission. Mature students can also be considered for admission if they are 19 years of age or more on registration day and if they have been out of high school for at least one year.

Course List

Semester 1

CVMR*1020	Computers
CVMR*1040	Introduction to Animal Care
CVMR*1080	Veterinary Anatomy & Terminology
CVMR*1120	Animal Diseases
CVMR*1130	Office Procedures I
CVMR*1160	French
CVMR*1200	Work Preparation

Semester 2

CVMR*1030	Interpersonal Communications
CVMR*1050	Laboratory Procedures
CVMR*1060	Nutrition
CVMR*1070	Pharmacology
CVMR*1100	Work Placement
CVMR*1170	Office Procedures II
CVMR*1180	Animal Behaviour

Kemptville College

In addition to Diploma programs, Kemptville College offers a number of innovative certificate programs, developed with direct industry input to satisfy their requirements for qualified workers. These programs are designed to offer graduating students life-long, rewarding career opportunities in diesel equipment, welding, and equestrian and arboriculture industries.

Established in 1917, Kemptville College is one of Ontario's oldest and most beautiful colleges. Kemptville College is committed to specialized quality education and academic excellence with many years of experience, heritage, and tradition. Our programs are recognized and supported by the Ontario Ministry of Training, Colleges and Universities (Apprenticeship Branch); the Canadian Welding Bureau (CWB); the Ontario Farm Equipment Dealers Association (ORFEDA); the Upper Canada District School Board; and many other institutions and associations in the Canadian agri-business sector.

The College is a highly specialized school offering unique programs comparable to no other community college. All programs are integrated with technologically equipped facilities, computerized machinery and laboratory equipment. The college has built a strong foundation with a network of solid support from the industries of Canada. Preparation for exciting, challenging careers and employment begin at Kemptville College.

The college faculty and staff combine their extensive career experience with a strong desire to improve their respective industries in passing on this experience during the development and delivery of "In-Demand" training to all students.

This full commitment to students continues in supplying assistance and counsel as students move from college to the work environment.

The Power and Equipment Centre at Kemptville College is approved by the Ministry of Training, College, and Education to deliver the in-school apprenticeship training requirements in farm equipment, heavy duty equipment and fork lift equipment apprentice mechanic training programs.

Campus tours are the best way for you to learn more about Kemptville College. Explore education possibilities or sample the lifestyle at our college. Tours are available year round, every Wednesday at 1:00 p.m. with special tours to the residence. Touring the facilities, and making arrangements to discuss specific programs, you'll be sure to receive the personal attention you deserve. To find out more information about the Kemptville College, watch for posters and visiting dates available at your local school or call the Campus Tours/Liaison Office at 613-258-8336 ext 316 to arrange an appointment. For information on admissions, fees, courses and program requirements for any of the following certificate programs contact the college directly at Kemptville College, P.O. Bag 2003, Kemptville, Ontario, Canada, K0G 1J0, Tel: 613-258-8336 Ext.316 / Fax: 613-258-8384.

Industrial Welding and Fabrication

OCAS Program Code K110 - Two Semesters

Industrial Welding and Fabrication Certificate is the newest certificate program being offered by the Power & Equipment Centre at Kemptville College. This course starts in January and is designed for students with previous welding experience who have chosen to make welding a full-time career. The selection of courses has been assembled to meet the requirements of industry in Canada and world wide. Students will be introduced to many new welding and metallurgy techniques. Graduates will have extensive knowledge and hands-on experience to add to their resume. Industry recognized inspectors will provide testing and tickets for a variety of plate and pipe welds. This program is recognized by both the Canadian Welding Bureau and the Technical Standards and Safety Association. Employment opportunities include manufacturing, custom fabrication, pipeline construction, commercial building construction, general contracting/road construction, marine and aviation, and equipment repair.

Semester 1

CIUF*AW01	0AW-OXY-Acetylene Weld I
CIUF*AW02	SMAW-Sheilded Metal ARC I
CIUF*AW03	MIG-Metal Inert Gas I
CIUF*AW04	OA-OXY-Acetylene Flame
CIUF*AW05	Blueprint Reading and Layout
CIUF*AW06	CIUF*AW06
CIUF*AW07	Computer Applications I
CIUF*AW08	Equipment Maintenance I
CIUF*AW09	Basic Machine Shop I
CIUF*AW10	Ontario Business Practices I

Semester 2

CIUF*AW11	SMAW-Sheilded Metal ARC II
CIUF*AW12	MIG-Metal Inert Gas II
CIUF*AW13	TIG-Tungsten Inert Gas
CIUF*AW14	Plasma Cutting
CIUF*AW15	Fabrication II
CIUF*AW16	Computer Applications II
CIUF*AW17	Equipment Maintenance II
CIUF*AW18	Basic Machine Shop II
CIUF*AW19	Ontario Business Practices II
CIUF*AW20	Metallurgy
CIUF*AW21	Welding Theory

Arboriculture Program

OCAS Program Code K107 - Two Semesters (begins in September)

Increasingly federal, provincial and municipal services, as well as parks and conservation authorities and horticultural businesses, including fertilizer and chemical dealers, are seeking employees with an interest in large trees and with specialized knowledge in how trees contribute to the urban landscape. Students will learn how trees function, how to use integrated pest management to control diseases and insect problems, how to improve fertility through proper soil management and how to scout for tree problems. Business management skills are also taught. Students will also learn how to cable and brace trees and to fell trees. Students must supply own basic safety equipment and some climbing equipment. Courses leading to external licenses and certificates also available.

Semester 1

CARB*5110	Starting a Small Business
CARB*5120	Tree Management I
CARB*5130	Tree Identification
CARB*5170	Climbing I
DAGR*1200	[0.50] Applied Plant Science
DAGR*1300	[0.50] Soil Principles
DAGR*1610	[0.50] Computer Applications
DAGR*3700	[0.50] Agroforestry

Semester 2

CARB*5210	Tree Morphology and Physiology
CARB*5220	Tree Management II
CARB*5230	Tree Pest Identification & Management
CARB*5250	Climbing II
CARB*5260	Computer Applications II
CARB*5270	Equipment Operation, Maintenance & Management
CARB*5290	Safety
DAGR*4050	[0.50] Dairy Cattle Nutrition and Selection
DAGR*4610	[0.50] Business Project

Equestrian Program

Equine Management Program

OCAS Program Code K108 - Two Semesters

The Equine Management Certificate Program is designed for the individual who wants a job working with horses on a day-to-day basis in the equine industry. This program starts

in September. Students often combine this certificate with one of our other Equestrian Certificates (Riding, Coaching & Horsemanship or Standardbred).

Semester 1 - Fall

DAGR*1001	[0.50]	Stable Management I
DAGR*1800	[0.50]	Equine Anatomy and Physiology
DAGR*3810	[0.50]	Horse Conformation and Lameness
DAGR*4810	[0.50]	Horse Health
DAGR*3930	[0.50]	Equine Alternative Therapies
CER*0060		Stable Duty I

Semester 2 - Winter

DAGR*2820	[0.50]	Change to Stable Management II
DAGR*3820	[0.50]	Horse Feeds and Feeding
DAGR*4820	[0.50]	Equine Reproduction and Selection
DAGR*4800	[0.50]	Equine Conditioning
CER*0120		Stable Duty II

During Semester 2 students may also choose to take the following 2 courses:

DAGR*1750	[0.50]	Coaching Techniques
DAGR*4830	[0.50]	Care and Management of an Equine Business

The following equestrian certificates are primarily designed for students enrolled in either our Diploma in Agriculture - Equine Option or our Equine Management Certificate Program. Depending upon space availability students enrolled in one of these two full time programs may choose one of the following certificates. From time to time, space may be available in these programs as separate stand alone certificates.

Riding Certificate

OCAS Program Code K203

This equestrian program offers students enrolled in either our Diploma in Agriculture - Equine Option or our Equine Management Certificate Program the opportunity to develop their riding skills utilizing one of the school horses. It also develops the knowledge and experience required to care for horses. This program is very skills oriented, and students learn "by doing". The Kemptville College environment is challenging and encourages team work. Training is provided to assist the student to progress to the next level of rider certification as approved by the Equine Canada. Students are placed in groups for semester long training according to their current recognized riding level. Highlights of the program include:

- Two hours of riding instruction weekly throughout the semester.
- One hour of theory instruction on a weekly basis.
- Students may specialize in English or Western riding.

Staff members are qualified to perform rider level testing accredited by Equine Canada and its Provincial Equestrian Federations. Since the program is very skills oriented, enrolment is limited. The physical demands of this program include lifting, shovelling and riding. Therefore, it is essential that students applying be physically able to participate in these activities.

Coaching & Horsemanship Certificate

OCAS Program Code K293

This equestrian program offers students enrolled in our Diploma in Agriculture - Equine Option or our Equine Management Certificate Program the opportunity to develop both their riding and coaching skills while utilizing their own horse. It also develops the knowledge and experience required to care for horses. This course is very skills oriented, and students learn "by doing". The Kemptville College environment is challenging and encourages team work. Training is provided to assist the student to progress to the next level of rider certification as accredited by Equine Canada and the Provincial Equestrian Federations. Students are placed in groups for semester long training according to their current recognized riding level. Students also have the opportunity to acquire the knowledge and foundations required to pursue their Instructor and Coaching Levels. Highlights of the program include:

- Three hours of riding instruction weekly throughout the semester.
- One hour of riding theory instruction on a weekly basis.
- One hour of coaching theory instruction on a weekly basis.
- Students are entitled to participate in a minimum of three weekend clinics per semester.
- Students will also receive training in Standard First Aid (St. John's or equivalent) as well as the "Learning to Teach" Course (provided by KC in cooperation with the Ontario Equestrian Federation) - where certification or re-certification needs exist.
- Students may specialize in English or Western riding.
- Rider level testing recognized by Equine Canada can be completed at an added fee for certification.
- Opportunities of completing Coaching Certification exist, where numbers permit, and Equine Canada pre-requisites are met.

Since the program is very skills oriented and requires that the student bring their own horse, enrolment is limited. The physical demands of this program include lifting, shovelling and riding. Therefore, it is essential that students applying be physically able to participate in these activities.

Standardbred Industry Certificate Courses

This equine program offers students enrolled in our Diploma in Agriculture - Equine Option or our Equine Management Certificate Program the opportunity to develop knowledge and experience associated with the rapidly expanding Standardbred Industry. Organizations are seeking front line workers and management candidates who have strong race track industry skills and who also have strong business leadership skills. In year 1 of the program, the student will acquire the skills set needed to work as a groom, on the front lines in the Standardbred industry. The practicum includes stable management skills related to Standardbreds and general horse husbandry and handling skills. In year 2 the student will continue to learn about exercising and training programs leading to a potential career as a trainer or driver in the Standardbred Industry. Graduates of the certificate program will be extremely desirable to prospective employers.

Course Offering: An Introduction to the Standardbred Industry (offered fall and winter)

This practical course 2 semesters in length introduces the student to various aspects of Standardbred husbandry with a focus on care and handling of racing Standardbred horses. The course also includes information on harness and equipment fitting for training and racing and the care of the horse before and after work. Practice jogging sessions will be included in this portion of the course. At the end of this course the student will have the option of completing the Standardbred Grooms licence accredited by Standardbred Canada and the Ontario Harness Horse Association (OHHA).

Course Offering: Standardbred Training (offered fall and winter)

This practical course 2 semesters in length continues to educate the student in a practical manner on the care, conditioning and training needs of Standardbred race horses. The course includes information on horse handling on the track with a focus on daily training programs, determination of training distances, equipment fitting, etc., in relation to conditioning programs for the Standardbred race horse. Also included is: preparing the horse for race night, evaluation of the horse behaviour and physical condition during racing and training, feeding, soundness and shoeing for race horses. At the end of this session, the candidate may opt to apply for further licencing through Standardbred Canada and OHHA.

Diesel Equipment Mechanic

OCAS Program Code K102 - Two Semesters (28 wks., begins in September)

Designed to provide practical up-to-date training for careers in diagnosing and repairing of equipment in farm, construction and heavy duty equipment industries. You will have the opportunity to develop the skills involved in the diagnosis and repair of equipment found in farm, construction, or highway truck industries. The ever increasing sophistication of diesel equipment found in today's motive power market, coupled with a broad application in a number of industries, will continue to create a demand for skilled, well trained mechanics to maintain this equipment. This in-school program provides time allocation for trade theory, shop practice and industry related subjects.

Certification

The Diesel Equipment Mechanic program is based on the first levels of the Apprenticeship in-school curriculum for Farm Equipment, Heavy Duty Equipment, Truck/Coach, and Power Lift Truck Technician training. Graduate of this program should be prepared to successfully challenge the Ministry exemption exam for Level 1 in-school training in these apprenticeship trades.

Semester 1 - 14 weeks

CDEM*1215	Applied Work Practices I
CDEM*1219	Introduction to Computers
CDEM*1316	Welding I for Mechanics
CDEM*1402	Internal Combustion Engines
CDEM*1405	Engine Fuel Systems
CDEM*1407	Electrical/Electronics I
CDEM*1410	Hydraulics/Pneumatics I
CDEM*141	2 Power Trains
CDEM*1414	Steering, Suspension & Brakes

Semester 2 - 14 weeks

CDEM*2216	Applied Work Practices II
CDEM*2223	Environmental Issues
CDEM*2302	HD Diesel Engines
CDEM*2315	Welding II for Mechanics
CDEM*2404	Diesel Fuel Systems
CDEM*2408	Hydraulics/Pneumatics II
CDEM*2411	HD Power Trains
CDEM*2506	Electrical/Electronics II

Industrial Welding and Fabrication

OCAS Program Code K101 - Two Semesters (28 wks., begins in September)

Students will have the opportunity to develop welding, fabrication and work skills required for employment in a variety of positions in the welding industry. Employers need welders with the ability to perform a wide variety of tasks in the construction, fabrication, repair and maintenance fields. In addition to a sound knowledge of the safe and efficient use of welding processes and equipment, students will be exposed to a variety of Ontario employment business operation, health and safety issue. This program places a heavy emphasis (70% of training hours) on the hands-on mode of training. You learn to weld by welding.

Certification

Students meeting required standards during this program will have the opportunity to challenge (at additional cost) a variety of CWB and TSSA welding tickets and licences.

Semester 1 - 14 weeks

CIWF*121	5 Applied Work Practices I
CIWF*1219	Introduction to Computers
CIWF*1221	Welding and Metallurgy Theory I
CIWF*1222	Blue Print Reading I
CIWF*1225	Gas Metal Arc Welding I
CIWF*1230	Fabrication and Layout I
CIWF*1408	Electricity for Welders
CIWF*1423	Oxyacetylene Cutting & Welding
CIWF*1624	Shielded Metal Arc Welding I

Semester 2 - 14 weeks

CDEM*2216	Applied Work Practices II
CIWF*2218	Welding & Metallurgy Theory II
CIWF*2222	Gas Tungsten (TIG) Welding
CIWF*2224	Hydraulics for Welders
CIWF*2225	Machine Shop for Welders
CIWF*2226	Blue Print Reading II
CIWF*2228	Cutting Processes
CIWF*2327	Fabrication and Layout II
CIWF*2620	Shielded Metal Arc Welding II
CIWF*2621	Gas Metal Arc Welding II

Oil Burner Technician Certification (OBT)

Developed in partnership with the Canadian Oil Heat Association and Technical Standards and Safety Authority, Kemptville College delivers a comprehensive training program for the oil heat industry. In eleven weeks you can be employed as a certified technician meeting the growing demand for skilled workers across Ontario. Students receive room and board, free parking, and access to our recreational facilities available on campus.

Welding and Equipment Repair

OCAS Program Code K101 - Two Semesters (30 wks., begins in September)

Students will have the opportunity to develop welding, fabrication and repair skills required for employment in a variety of repair and welding occupations. Employers need welders today with the ability to perform a wide variety of tasks in the fabrication, repair and maintenance fields. In addition to a sound knowledge of the safe and efficient use of welding equipment, students will gain an understanding of the operation and repair of equipment found in Ontario. The program places a heavy emphasis (70% of training hours) on the hands-on mode of training. You learn to weld by welding.

Certification

Students successfully meeting the completion standards of the Welding and Equipment Repair Program are given a certificate recognizing their achievements in specific welding operations.

Semester 1 - 15 weeks

CPE*1624	Shielded Metal Arc Welding
CPE*1221	Welding & Metallurgy Theory
CPE*1222	Blue Print Reading for Welders
CPE*1225	Metal Inert Gas (MIG) Welding
CPE*1320	Power Trains
CPE*1403	Internal Combustion Engines
CPE*1408	Electricity for Welders
CPE*1423	Oxyacetylene Welding I
CPE*1331	Applied Work Practices

Semester 2 - 15 weeks

CPE*1219	Introduction to Computers
CPE*2312	Steering, Suspension & Brakes
CPE*2621	Metal Inert Gas (MIG) Welding
CPE*2222	Gas Tungsten (TIG) Arc Welding
CPE*2328	Applied Work Practices

CPE*2620	Shielded Metal Arc Welding II
CPE*2409	Hydraulics/Pneumatic Systems
CPE*2218	Welding & Metallurgy Theory II
CPE*2219	Oxyacetylene Welding II

Ridgetown College

Veterinary Medical Office Administration Program

OCAS Program Code R101 (2 semesters)

This certificate program offers specialized training to prepare the student for a front-line role in the field of animal health. The principal objectives are to develop effective interpersonal communication skills, business management skills and the basic technical skills and knowledge of animal care, and the practices and protocols of a veterinary clinic. Other employment opportunities include animal shelters, pet stores, boarding facilities, emergency clinics and referral hospitals. Applicants must have obtained an Ontario Secondary School Diploma (or equivalent).

Courses

CVMR*1010	Business Communications
CVMR*1020	Computers
CVMR*1030	Interpersonal Communications
CVMR*1040	Introduction to Animal Care
CVMR*1050	Laboratory Procedures
CVMR*1060	Nutrition
CVMR*1070	Pharmacology
CVMR*1080	Veterinary Anatomy and Terminology
CVMR*1090	Veterinary Medical Office Procedures I & II
CVMR*1100	Work Placement

Contact Carolyn Lucio, Business Development and Training Group, Ridgetown College directly at 519/674-1524 (email: clucio@ridgetownc.uoguelph.ca), fax 519-674-1530 for information on admission requirements, fees and courses.