

Hospitality and Tourism Management

Whether you decide to work abroad or remain close to home the skills you acquire in the Hospitality and Tourism Management program will prepare you with a solid management focused education allowing you to be employable in many businesses around the world. These courses are offered on site at Olds College.

- **Global and Sustainable Tourism (HAT 1125) Sept 21-Oct 7 2015, 12:00-3:30 daily**
- **Dining Experience and Service (HAT 1114) and Culinary Theory and Production (HAT 1112) Oct 8-Nov 6, 2015, 9:00-4:00 daily.**
- **Marketing for Hospitality and Tourism (HAT 1130) Sept 21-Oct 7, 2015 9:00-11:00 a.m. daily AND Nov 9 to Dec 11, 2015 M, W 9:00-11:00 a.m.**
- **Accommodation Management (HAT 2038) Nov 9-Dec 11, 2015 M, W 12:00-2:30 p.m. and F 9:00 a.m.-1:30 p.m.**
- **Selling and Convention Management (HAT 2035) Jan 25-April 8, 2016 M, W 9:00-11:00**
- **Rural, Heritage, and Food Tourism (HAT 2450) Pre-req HAT 1255 Jan 25-April 8, 2016 M, W 2:00-4:00**
- **Leisure, Sporting Events, and Recreation Operations (HAT 2355) Pre-req HAT 1255 Jan 4-Jan 22, 2016 daily, 9:00-12:00**
- **Tour Guiding and Managing the Guest Experience (HAT 2550) Pre-req HAT 1255 Jan 25-April 8, 2016 M, W 12:00 to 2:00**

Olds College Dual Credit Courses (3 CTS credits for each course). High school students see your guidance counselor or principal for application forms and for detailed information about each course. Tuition is covered by the Dual Credit Project.



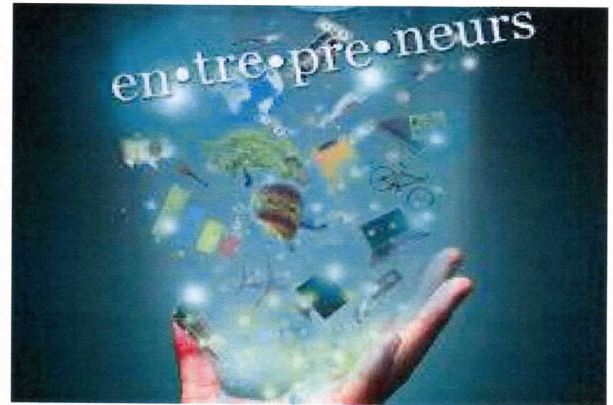
Entrepreneurship Certificate Online Courses (Continuing Education at Olds College)

These online courses are offered through the Continuing Education department at Olds College. Each course is offered online and is asynchronous, meaning you can do it at any time during the day over the months in which it is scheduled.

Entrepreneurship Essentials (ENT 6000) Sept 14-Dec 18, 2015 This course will provide a broad introduction to entrepreneurship. Using the gamified iPad application "Spirit of Entrepreneurship", students will learn to recognize the factors associated with successful entrepreneurship including various business models, a marketing plan, financial tools and human resource requirements for a small enterprise. In addition to mini-games and awards, students to move through 12 modules of comprehensive content. As they progress through the content, more activities are unlocked in the game. As students become more skilled, they are able to run their stands more effectively and profitably. Students are required to assess their business environment, make financial decisions, and apply marketing strategies within the game itself. Must have access to an iPad and internet. (High School credit in ENT 1010, ENT 1020, ENT 2010, ENT 2020, ENT 2030)

Financial Literacy (ENT 6001) Sept 14-Dec 18, 2015 This course provides an overview of financial literacy concepts critical to being a successful entrepreneur, small business owner or non-profit enterprise. Topics will include: Effective management of personal finance techniques, an overview of how small businesses track financial transactions, gain access to capital, evaluate investment options and develop financial donation strategies. (High school credit in FIN 1010, FIN 3080, FIN 3090, FIN 3910)

Olds College Dual Credit Courses High school students see your guidance counselor or principal for application forms. Tuition is covered by the Dual Credit Project.



Dual Credit Program- Meat Processing Certificate FULL TIME PROGRAM

September 2-December 16, 2015

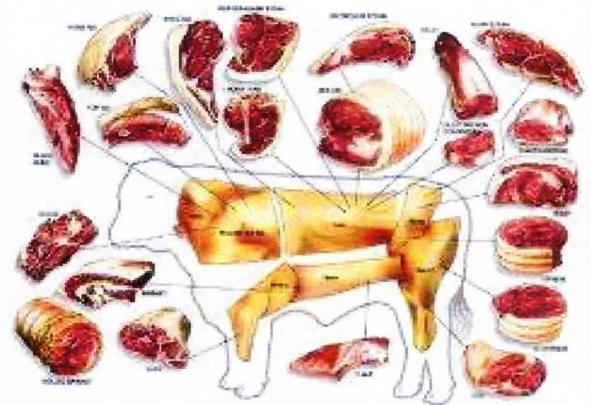
7:00 a.m. to 4:00 p.m. daily (hours per day may vary).

The Olds College Meat Processing certificate is a fifteen week program and provides sound basic skills in meat cutting, slaughter, food safety, HACCP, sanitation procedures and value-added processed meat and sausage production. This innovative program focuses on practical, hands-on training in an environment designed to match what you will find at work.

High school students will earn 15 CTS credits for this program, as follows:

FOD 3080-Advanced Meat Cookery
AGR 1100-Agriculture Technology
AGR 2050-Agrifoods 1
FOD 2100-Basic Meat Cookery
FOD 2150-Food Safety and Sanitation
FOD 3090-Butcher Shop
FOD 3100-Entertaining with Food
AGR 3050-Agrifoods 2
FOD 3110-Food Processing
FOD 2160-Food Venture
FOD 1070-Farm to Table
FOD 2950-Intermediate Practicum
FOD 3950-Advanced Practicum
AGR 1910-Introductory Project
FOD 2910-Intermediate Project

This program is part of the Dual Credit Project (students will also earn high school CTS credits). High school students, see your guidance counselor or principal for application packages. Tuition is paid for by the Dual Credit Pilot Project. Students will be required to pay for their own personal supplies (approximately \$600.00).



So You Love Horses (EQN 1100)

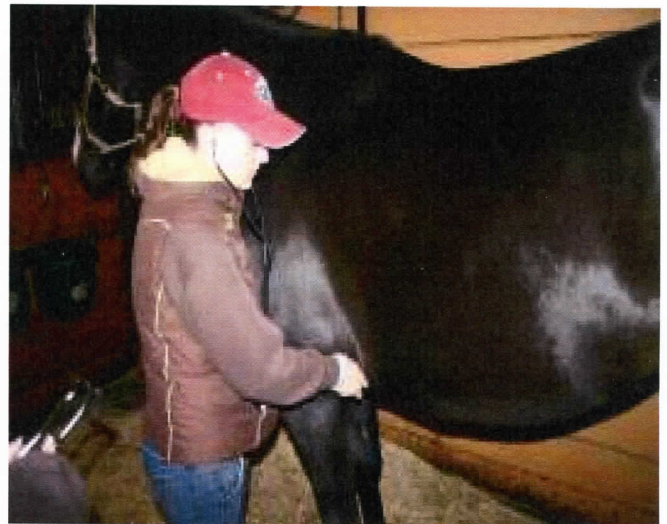
September 21 to December 11, 2015.

So You Love Horses is a basic introduction to the horse, horse care, and horse handling. You will understand the biology of the horse both as an evolving mammal and as a domesticated partner for work and play. Basic equine identification, terminology, behaviours, anatomy and horse breeds are examined. Safe ground handling techniques, stable management, nutrition, reproduction, and grooming are covered.

So You Love Horses is offered online on the student's own time (no set schedule), with one hands-on lab session held at Olds College on Friday November 6, 2015.

- Students must take AGR 3000 (Agriculture Safety) through their high school to receive credit in So You Love Horses.
- Students must have regular access to a horse.
- Students must have computer access to high speed internet for this course.

These courses are part of the Dual Credit Pilot Project (students will also earn three high school CTS credits: AGR 2070, 3070 and AGR 3950). High school students, see your guidance counselor or principal for application packages. Tuition is paid for by the Dual Credit Project. Students are responsible for any transportation required for the course.



Red Deer College Dual Credit Courses-Instructions for Students and Parents

Use this as your Application Checklist

Step 1: INFORMATION GATHERING

- Read the enclosed “Information for Students” for the dual credit courses available in the next semester. Read the information sheet carefully; taking on a college course requires extra commitment.
- Interested students and parents meet with a school counselor and/or administrator to gain an understanding of the dual credit course or program and how it can fit in the student’s career path.
- You may want to research the related career possibilities by checking out the Alberta Learning Information Service (ALIS) website <http://alis.alberta.ca/>. Click on the High School Students section to access a wide variety of information. Learning more about related careers before you apply will help you to make the most of your course and it will also help you be successful in an interview with the college, if one is required.

Step 2: APPLICATION

- Obtain the required application package and any assistance needed to complete the package from your high school counselor and/or administrator.
- Your high school counselor and/or administrator will forward your completed application package to the dual credit coordinator for CESD.

Your application submission includes:

- Red Deer College Dual Credit Application Form (*read carefully and make sure you’ve completed all sections. **You must include a current e-mail address.***)
- Sky Wings Aviation Application Form
- Current High School Course Mark Status

Step 3: NOTIFICATION AND ORIENTATION

- Students are accepted into the courses on a “first qualified, first served” basis. Completing all parts of the application package and submitting the package on time is very important.
- Students will be notified of acceptance into the course or program by Red Deer College and a wait list may be established. If the course is full or if there is not enough room, you may not be able to get into the course.
- The cost of tuition is covered by dual credit project funds. All costs for materials and for any travel to Red Deer College or Sky Wings Aviation are the responsibility of the student/parent.
- Red Deer College and Sky Wings Aviation instructors provide information on student progress directly to the student. Final marks are provided to the high school at the end of the course.

Information for Students Considering Aviation and Red Deer College Management Certificate Dual Credit Courses through Distance Learning

Why Management? The Management Certificate provides basic business skills leading to management positions within an organization. The certificate also provides opportunities to further advance your studies at RDC in the field of business (from diplomas in management, marketing, financial services, or accounting to a 4 year Bachelor of Business Administration degree). This dual credit opportunity allows high school students to complete a portion of the full certificate while still in high school and is part of the [Sky Wings Aviation partnership with Red Deer College](#). The combination of business classes and aviation training is the first step for professional pilot career or aviation management related careers.

What hardware/material do I need to participate in the Management Certificate courses?

- A computer with internet access.
- A headset with a microphone for synchronous class discussions.
- Some courses may require a webcam or smartphone for capturing work and/or a course textbook with online access.

Where do I need to go to complete the Management Certificate online courses?

- The courses in the program are completely online. They can be completed from your high school or your home. Each course will have some synchronous components scheduled once or twice per week in the evening.
- Midterms and final exams will need to be completed in a supervised location at your high school.

What courses are available to me in high school?

- There are seven Management Certificate courses available to high school students listed on the next page.. Students apply for the business courses using the RDC Dual Credit Application Form.
- Students apply for the Sky Wings Aviation Ground School Training on a separate application form provided through the high school.

What else do I need to know?

- You need to be prepared for the rigors of college courses and Sky Wings Aviation Ground School Training. For example, it is expected that you will meet the same standards as all students taking the course.
- For every one hour of class in the Management Certificate courses, you are expected to work at least one hour outside of class. Therefore, a three hour class will require at least three hours of additional work time.
- The cost of tuition for the RDC courses are covered by dual credit project funds. The program fee for Sky Wings Aviation is waived for high school dual credit students. Textbooks for the Sky Wings Ground School training (approximately \$375.00) and for the online business courses (approximately \$150.00/course) are the responsibility of the students/parents.
- If you complete the entire Management Certificate, you can go on to further education at Red Deer College, such as the Financial Services Diploma and the Business Administration Diploma.

If this program sounds like it fits with your goals and your pathway:

1. You need to check with your school counselor or administrator to make sure that you are eligible to take the courses. Once you are approved by your high school, you need to get your parents' permission and complete the application forms. The application form, your written statement of intent, and a Course Mark Inquiry is forwarded by your high school guidance counselor to the Director of Learning, CLC.
2. If a course is full or if there are not enough registrations, there is a chance that you will not be able to get the course you want this semester.
3. You will receive notification from RDC and from Sky Wings Aviation once you are accepted into the course or courses.

Management Certificate Information:

Students are encouraged to take one Management Courses of their choice in a semester, and sign up for the Ground Training with Aviation Training at a time that works well for them. **The full Management Certificate consists of 4 core courses and 4 option courses.** More information about the full certificate can be found [here](#). Students may want to take the program requirements into consideration when choosing the dual credit courses.

Red Deer College Management Dual Credit Courses (Students should anticipate approximately \$150.00/course for textbooks and course materials)

Course Name	Semester	CTS Credits
ACCT 102-Introductory Accounting (Core) Accumulation, external reporting, and external uses of financial information	Fall (Sept 9-Dec 19 2015)	FIN 1015, FIN 1020, FIN 1030, FIN 2020
BADM 210-Business Technology (Core) The effective use of system and productivity software such as spreadsheets, database applications and presentation tools.	Winter (Jan 5-April 11, 2016)	INF 1070, INF 2050, INF 2070, INF 2080
COMM 250 Business and Workplace Writing (Option) Organization of communications including research reports, memos, letters, business proposals and resumes.	Winter (Jan 5-April 22, 2016)	MAM 1030, MAM 2060, MAM 3080
BADM 132 Introduction to Marketing (Option) Decisions on product, place, promotion, and pricing. Using marketing theory to develop policies and strategies.	Spring (May 2-June 23, 2016)	MAM 1010, MAM1020 ENT 2030
BADM 110 Introduction to Management (Option) Managing organizations and people, including dealing with ethical situations, time management, conflict management, and stress.	Fall	MAM 2010, MAM 3010, HSS 1080 or MAM 2910
BADM 204 Interpersonal Skills (Option) Understanding and improving interpersonal relationships as it relates to customer service, providing feedback, negotiations, and conflict resolution. Students enhance presentation and interviewing skills.	Winter (Jan 5-April 22, 2016)	HSS 1090, HSS 2030, HSS 1919, HSS 2080
BADM 251 Entrepreneurship (Option) Tools for both future entrepreneurs and those already active in the business community to compete effectively in the world of commerce. Investigate and evaluate business opportunities, establish new business ventures, and meet the organizations social responsibility to its community.	Winter (Jan 5-April 22, 2016)	ENT 1010, ENT 1020, ENT 2010, ENT 2020

Sky Wings Aviation Ground School Information:

The Program: Students are encouraged to take one Management Courses of their choice in a semester, and sign up for the Ground Training with Aviation Training at a time that works well for them during the 2015-2016 school year. The Sky Wings program follows Transport Canada curriculum and runs over 3 weeks. You can expect to dedicate approximately 75 hours total time to complete the training requirements. Students who successfully complete the program will receive 3 high school credits in Aviation 35, a Locally Developed Course approved by Alberta Education.

Ground school commences the second week of each month and is held on Tuesday/Thursday evenings and Saturdays. Please indicate the month that you would like to sign up for on the Sky Wings Application Form. If you would like to know specific dates, please call the Sky Wings Aviation office at 403-886-5191.

Application Process: Students must complete the Sky Wings Aviation application form and submit it to their high school who will forward it on to Sky Wings Aviation. Sky Wings Aviation will contact the student regarding acceptance into the program.

Pre-Requisites: Students in Grades 11 and 12 are eligible for this program, and must have **HCS 3000** from their high school prior starting the training at Sky Wings Aviation. Students/parents are responsible for all transportation to Sky Wings Aviation for the duration of the training.

Schedule (subject to change but the course content remains the same):

TIME	TUESDAY	THURSDAY	TIME	SATURDAY
		WEEK 1		
1900-2020	Theory of Flight 1	Theory of Flight 2	0800-0920	Meteorology 1
2030-2150	Air Law 1	Air Law 2	0930-1050	Eng. and Airframes
			1100-1220	Eng. and Airframes
			1300-1420	Communications
		WEEK 2		
1900-2020	Weight & Balance	Meteorology 2	0800-0920	Meteorology 4
2030-2150	Performance Charts	Meteorology 3	0930-1050	Meteorology 5
			1100-1220	Instruments
			1300-1420	Human Factors
		WEEK 3		
1900-2020	Canada Flight Supplement	Radio Navigation	0800-0920	Navigation 2
2030-2200	E6B Flight Computer	Navigation 1	0930-1050	Navigation 3
			1100-1220	Flight Operations
			1300-1420	Pilot Decision Making

Materials and Fees: There is no tuition fee for this program for high school dual credit students. Students are required to purchase their own textbook kits, (approximately \$375.00/student), available through Sky Wings Aviation. The textbooks include the course outline and all materials required for the program.

Aviation Management: Suggested Pathway for High School Students

