Career & Technology Studies (CTS)

Career & Technology Studies (1 Credit Each)

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

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

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

Although students can register for multiple CTS courses, which have deadlines paced across the school year. If a course has a pre-requisite, students must complete the pre-requisite course first. Students do not need to take CTS in a sequential order, but must complete pre-requisites first.

E.g. FOD 1010 (Foods Basics) is the pre-requisite for all other foods classes. Although a student may request several foods classes at registration, the student must first access and complete FOD 1010.

Students receive all the course material once they have access to the course, and they work through the course ahead of course deadlines. Students will need to fast-track a course if they are enrolled in a course and its pre-requisite.

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Agriculture	Required Resources (AGR 1040 & 2020): Access to a domestic animal (i.e. cat, horse, etc) (AGR 3000): Access to appropriate agricultural facilities and/or equipment.
AGR1040 - Animal Basics**	Students learn to identify and demonstrate the basic steps involved in raising and caring for a domestic animal. Students gain an understanding of general care to ensure animal health. **Required Resources:** access to a domestic animal e.g. cat, horse etc.
Communication Technology	*Required Resources: Access to a camera (can be digital) with manual settings to control aperture and shutter speed independently.
COM1005 - Visual Composition **This course in the pre-requisite for all COM courses**	Students learn to employ fundamental elements and principles of design for various media and gain a strong foundational multidisciplinary experience in preparation for other Communication Technology courses.
COM1035 - Graphic Tools* **Pre-Req: COM1005**	Students are introduced to the basics of computer graphics (vector and raster), and graphic computer programs.

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Financial Management	
FIN1010 - Personal Financial Information	Students explore concepts that affect the finances of an individual, including a code of conduct, the economic environment, acquiring and using financial resources and the effects of government legislation.
FIN1015 - Accounting Prep	Students are introduced to accounting and terminology unique to financial accounting. They become familiar with financial statements, generally accepted accounting principles (GAAP) and how to prepare for the process of starting up a business.
FIN1020 - Accounting Cycle 1 **Pre-Req: FIN1015**	Students are introduced to the accounting cycle for a service business. They will analyze and record business transactions up to trial balance for the fiscal period of a business using terminology unique to financial accounting.
FIN1030 - Accounting Cycle 2 **Pre-Req: FIN1020**	Students complete the accounting cycle for a service business, preparing financial statements and closing accounts. They also will explore other factors of a business, including budgets.

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Foods	
FOD1010 - Food Basics	Students learn safe and sanitary food handling procedures, equipment care, comprehension of recipes and the importance of efficient work habits.
FOD1020 - Contemporary Baking* **Pre-Req: FOD1010**	Students develop and demonstrate an understanding of traditional and contemporary Baking focusing on basic measuring techniques, preparation methods, role of ingredients and the proper use of equipment for baked goods.
FOD1030 - Snacks & Appetizers* **Pre-Req: FOD1010**	Students apply the importance of snacks and appetizers related to lifestyle, by making nutritious, as well as delicious, snacks and appetizers.
FOD1040 - Meal Planning 1* **Pre-Req: FOD1010**	Students develop an understanding of planning, preparation and evaluation of balanced healthy meals.
FOD1060 - Canadian Heritage Foods* **Pre-Req: FOD1010**	Students become aware of how food in Canada today reflects the country's history and origins by examining food patterns and customs, and by analyzing and preparing ethnic foods.

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Foods	* FOD1010 is the pre-requisite for ALL Foods modules **Required Resources:** all cooking ingredients, kitchen access, and tools for cooking/baking.
FOD2040 - Cake and Pastry* **Pre-Req: FOD1010**	Students expand their knowledge and skills in the production of a variety of cake and pastry products.
FOD3020 - Nutrition & Digestion* **Pre-Req: FOD1010**	Students learn about nutrition and how the body processes food by appraising current nutritional theories/issues and dietary needs.
FOD3030 - Creative Baking* **Pre-Req: FOD1010**	Students learn about specialty cakes and pastry products by selecting and creating specialty cakes, pastries, desserts and a major baked project.
FOD3060 - Food Presentation* **Pre-Req: FOD1010**	Students develop creativity and flair while learning the techniques of tempting and artistic food presentation.
FOD3100 - Entertaining with Food* **Pre-Req: FOD1010**	Students plan and prepare food for an event and develop organizational skills that may be used in the hospitality industry, at home or in entrepreneurial endeavors.
FOD3160 - Regional Cuisine* **Pre-Req: FOD1010**	Students explore, in depth, the cuisine of a region in order to appreciate the richness of its history and culture. They discover its foods, learn about food customs, experience traditional cooking methods and adapt local produce to create regional recipes.

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Health Care Services	
HSS1010 - Health Services Foundations	Students examine fundamental attitudes, knowledge, and skills to prepare for further study in career pathways in health, recreation, and community services. Concepts related to the determinants of health, the dimensions of wellness, basic principles of anatomy , physiology and disease, and basic safety and reporting protocols for providing care to individuals in health, recreation, volunteer and community support settings are reviewed.
HCS1050 - Musculoskeletal System **Pre-Req: HSS1010**	Students explore the structure and function of the musculoskeletal system, gain an understanding of conditions of the musculoskeletal system and achieve an appreciation for the benefits of practicing a healthy lifestyle as it pertains to the individual, family, peers and community.
HCS1080 - Cardiovascular System **Pre-Req: HSS1010**	Students acquire the attitude, knowledge and skills for the promotion and maintenance of a healthy cardiovascular system. Students study the pathology of cardiovascular conditions, and gain an appreciation for practicing a healthy lifestyle as it pertains to the individual, family, peers and community.

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Health Care Services	
HCS2020 - First Aid/CPR with AED **Pre-Req: HSS1010**	Students study and demonstrate first-aid skills and procedures, including cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED), for dealing with emergency situations. Students recommend practices for a safe environment and demonstrate skills and procedures for dealing with common emergency situations. Students examine safety strategies to prevent infection from blood-borne pathogens in healthcare and recreational settings. **Provided Resources:** students will be enrolled in an 'Adult-Child-Infant CPR/AED First Aid' course if they do not already possess relevant certification
HCS3040 - Child Care First Aid **Recommended to take HCS2020 concurrently with HCS3040 if you have not already taken it.**	Students study and demonstrate first-aid skills and procedures, including CPR and automated defibrillator (AED), for dealing with emergency situations with emphasis on children and infants. Students identify a child safe environment and recognize and demonstrate skills and procedures for dealing with child and infant emergency situations and medical conditions. **Required Resources:** Access to instruction from an individual with a recognized first aid and first aid in child care/CPR instructor's certificate. This is mandatory. Students are not required to have First Aid and CPR for children certification, but must have proof that they have received instruction from someone with an instructor's certificate in child First Aid and CPR. **Provided Resources:** students will be enrolled in a First Aid with CPR/AED First Aid course if they do not already possess relevant certification.

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Workplace Safety	
HCS3000 - Workplace Safety Systems	Students gain the attitudes, knowledge and skills related to workplace health and safety and examine relevant legislation required in the workplace. **This course is the pre-requisite for Work Experience and RAP.**
Information Processing	Resources Required: student will need to access Microsoft Windows software (Word, Excel, Database, PowerPoint, Access, etc) Please contact us if you do not have access to the Microsoft Office products
INF1030 - Word Processing 1**	Students are introduced to the proper use of word processing software including documents creation, editing and printing of properly formatted documents.
INF1060 - Spreadsheet 1**	Students develop skills in the proper use of spreadsheet software through general data manipulation and personal recordkeeping.
INF2050 - Word Processing 2**	Students develop their skills in the proper use of word processing software, including document creation, editing and printing of properly formatted documents.
INF2080 - Spreadsheet 2**	Students develop skills in the proper use of spreadsheet software through advanced data manipulation and preparation of appropriate reports and printouts in text and graphic format.

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Legal Studies	
LGS1010 - Private Law	Students explore workplace and consumer law with a focus on basic rights and responsibilities at a place of work and the legal aspects of buying, selling and renting goods and services.
LGS1020 - Public Law	Students explore the legal relationship between the government and the citizen with an emphasis on criminal law.
LGS1030 - Relationship Law	Students learn about laws affecting family members through the use of realistic scenarios and case studies.
LGS2010 - Family Law	Students examine a broad range of legal issues relating to personal relationships.
LGS2020 - Employment Law	Students learn about contracts of employment, unions and collective bargaining, employment insurance, and workers' compensation.
LGS3010 - Property Law	Students identify laws relating to real, personal and intellectual properties and investigate the processes of buying and selling real property and the legal implications associated with Internet transactions.
LGS3040 - Negligence	Students explore the legal meaning of negligence and legal actions relating to negligence.

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Legal Studies	
LGS3070 - Landmark Decisions	Students analyze in detail landmark decisions and their influence on society.
LGS3080 - Criminal Law	Students examine the criminal justice system, including the criminal process and the roles and responsibilities of the participants. Students also explore challenging issues and law-related careers.
Recreation Leadership	
REC1020 - Injury Management 1	Students learn prevention, assessment and management techniques related to injuries that may occur during recreation and sporting events and activities.
REC1050 - Sports Psychology 1	Students assess the impact of mental fitness on optimal sport, artistic and/or academic performance and motivation. Students examine and demonstrate strategies to strengthen mental fitness, including relaxation, visualization and positive self-talk.
REC2010 - Nutrition for Rec. Activities & Sport	Students acquire knowledge and skills to plan effectively for nutrition and hydration related to a variety of recreational activities and athletic events. Students will learn the role of food and hydration in helping individuals achieve optimal physical performance for recreational physical promoting nutrition for performance activities and sport. Students examine the role of recreation leaders and coaches related to a variety of recreational activities and athletic events. Students examine food labelling and the role of recreation leaders and coaches related to promoting nutrition for performance.

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Wildlife	
WLD1010 - Introduction to Wildlife	Students develop the attitudes, skills and knowledge related to wildlife and ecosystems, and an understanding for the need to manage wildlife.
WLD1020 - Wildlife Diversity	Students investigate the diversity of Canadian wildlife in terms of structure, behavior and habitat, and compare Alberta wildlife with wildlife in other parts of the world.