

CERTIFICATE

- One year
- September start
- Bay St. George, Burin, Carbonear, Clarenville, Corner Brook, Gander, Grand Falls-Windsor, Happy Valley-Goose Bay, Placentia, Port aux Basques, Prince Philip Drive and St. Anthony Campuses

COURSES

| CODE | TITLE | Hrs/wk | Cr | Le | La |
|-------------------|---------------------|--------|----|----|----|
| Semester 1 | | | | | |
| | Essential English I | | 5 | 5 | 0 |

Minimum of 10 Credits from Core Program courses:
 Program Access Courses
 General Education and Social Science Courses
 Exploration and Student Success Courses
 Minimum of 3 Credits from Electives

| CODE | TITLE | Hrs/wk | Cr | Le | La |
|-------------------|----------------------|--------|----|----|----|
| Semester 2 | | | | | |
| | Essential English II | | 5 | 5 | 0 |

Minimum of 10 Credits from Core Program courses:
 Program Access Courses
 General Education and Social Science Courses
 Exploration and Student Success Courses
 Minimum of 3 Credits from Electives
 Additional Credits as needed to attain 40 Credits

Note: While it is possible to complete the required 40 credits by doing 5 courses per semester, students who select courses with a credit value of 3 or less may have to complete more than 5 courses per semester to graduate in two semesters. The maximum number of courses a student may complete per semester is 7.

| Required Courses | | Cr | Le | La |
|------------------|----------------------|----|----|----|
| CM1060 | Essential English I | 5 | 5 | 0 |
| CM1061 | Essential English II | 5 | 5 | 0 |

CORE PROGRAM COURSES:

| Program Access Courses | | Cr | Le | La |
|------------------------|---------------------------|----|----|----|
| MA1040 | Math Fundamentals I | 4 | 4 | 1 |
| MA1041 | Math Fundamentals II | 4 | 4 | 1 |
| BL1020 | Introductory Biology I | 4 | 3 | 2 |
| BL1021 | Introductory Biology II | 4 | 3 | 2 |
| CH1030 | Introductory Chemistry I | 4 | 3 | 2 |
| CH1031 | Introductory Chemistry II | 4 | 3 | 2 |
| PH1050 | Introductory Physics I | 4 | 3 | 2 |
| PH1051 | Introductory Physics II | 4 | 3 | 2 |

| General Education & Social Science Courses | | Cr | Le | La |
|--|---|----|----|----|
| CM1180 | College English I: Reading Across the College Curriculum | 4 | 4 | 0 |
| MC1220 | Productivity Tools I | 2 | 1 | 2 |
| CP1910 | Internet Fundamentals | 3 | 2 | 2 |
| PS1120 | Psychology I | 3 | 3 | 0 |
| PS1121 | Psychology II | 3 | 3 | 0 |
| SC1120 | Sociology I | 3 | 3 | 0 |
| SC1121 | Sociology II | 3 | 3 | 0 |
| SC1400 | Sociology-Labrador Society and Culture | 3 | 3 | 0 |
| EP1100 | Entrepreneurial Studies I | 4 | 3 | 2 |
| HR1100 | Human Relations | 4 | 4 | 0 |
| HR2200 | Human Relations | 2 | 1 | 2 |
| PS2340 | Organizational Behaviour | 4 | 4 | 0 |
| CS1110 | Leadership Skills I | 5 | 4 | 2 |

| Exploration and Student Success Courses | | Cr | Le | La |
|---|---|----|----|----|
| SD1570 | Effective Learning | 4 | 4 | 0 |
| SD1580 | Critical Thinking Across the Curriculum | 4 | 4 | 0 |
| SD1230 | Career Exploration | 4 | 4 | 0 |

| Suggested Electives | | Cr | Le | La |
|---------------------|----------------------------|----|----|----|
| AC1100 | Bookkeeping I | 4 | 3 | 2 |
| AC1120 | Computerized Bookkeeping I | 4 | 3 | 2 |
| AC1260 | Financial Accounting I | 5 | 4 | 3 |
| AC1300 | Accounting | 4 | 3 | 2 |
| AH1100 | Aboriginal History | 3 | 3 | 0 |
| BL1320 | Anatomy and Physiology | 4 | 4 | 0 |
| BL1330 | Anatomy | 4 | 4 | 0 |
| CM1100 | Writing Fundamentals | 3 | 3 | 1 |
| CM1400 | Technical Report Writing | 3 | 3 | 0 |
| CM1550 | Creative Writing | 3 | 3 | 0 |
| CM1240 | Business Communications | 4 | 4 | 0 |
| MA1400 | Mathematics of Finance I | 3 | 3 | 1 |

ACADEMICS

Comprehensive Arts & Science Transition

Comprehensive Arts and Science (CAS) Transition is designed for high school and Adult Basic Education graduates who would like to improve their general employability skills or who are lacking either the academic courses or the required grades to meet the entrance requirements of the college program they would like to enter. The Transition program also provides a valuable “refresher” for mature students who have been away from education, training and/or the workforce for some time.

Students in the CAS Transition program will be provided the opportunity to gain a wide range of knowledge and skills in preparation for further post-secondary training and/or employment. In addition to courses in English, Mathematics and Sciences, students will be able to select courses from a range of General Education and Social Science courses as well as Exploration and Student Success courses. Transition courses such as Critical Thinking and Effective Learning provide students with the opportunity to develop the essential skills and strategies for successful learning in any college program. The completion of elective courses from other program areas will enable students to gain credits which may be used in a subsequent college program. (**Note:** The range of course offerings may vary between campuses. Prospective students are advised to check with the campus they will be attending to confirm available courses.)

OBJECTIVES

1. To provide the opportunity for secondary level graduates to meet entrance requirements for other college programs.
2. To provide secondary level graduates and mature students with the opportunity to strengthen academic skills and/or learning habits and strategies needed to succeed in post-secondary programs.

| | | | | |
|--------|---------------------------------------|---|---|---|
| MA1500 | Mathematics for Computer Studies | 4 | 4 | 0 |
| MA1670 | Statistics | 4 | 4 | 1 |
| PH1100 | Physics | 4 | 3 | 2 |
| MR1100 | Marketing I | 4 | 4 | 0 |
| MR1280 | Customer Service | 2 | 2 | 0 |
| EP1110 | Introduction to Business | 4 | 4 | 0 |
| EP1180 | Business Management | 3 | 3 | 0 |
| DM1100 | Document Production Fundamentals | 4 | 4 | 0 |
| DM1200 | Document Production I | 6 | 4 | 6 |
| HR1200 | Introduction to Human Services | 3 | 3 | 1 |
| LW1100 | Business Law | 2 | 2 | 0 |
| EC1400 | Newfoundland and Labrador Economy | 3 | 3 | 0 |
| EC2410 | Economic Geography | 3 | 3 | 0 |
| MC1800 | Software Applications I | 4 | 3 | 2 |
| CD2100 | Community Development | 3 | 3 | 0 |
| CD2300 | Community Economic Development I | 3 | 3 | 0 |
| CJ2100 | Canada's Justice System | 3 | 3 | 0 |
| CS2300 | Research Methods | 3 | 3 | 0 |
| DB2100 | Introduction to Disabilities | 3 | 3 | 0 |
| EN2120 | Environmental Citizenship | 3 | 3 | 0 |
| TA1510 | Introduction to Gerontology | 2 | 2 | 0 |
| PC1100 | Political Science | 3 | 3 | 0 |
| SC1240 | Healthy Aging | 3 | 3 | 0 |
| SC1300 | Introduction to Women's Studies | 3 | 3 | 0 |
| PS2220 | Developmental Psychology | 3 | 3 | 0 |
| HY1300 | Newfoundland History | 3 | 3 | 0 |
| HY1320 | Newfoundland in the Twentieth Century | 3 | 3 | 0 |
| EL1130 | Introductory Business French I | 4 | 4 | 0 |
| EL1131 | Introductory Business French II | 4 | 4 | 0 |
| EL1120 | Folklore | 3 | 3 | 0 |

Note: Students in the CAS Transition program may select any available elective from the College Calendar provided that they meet the stated prerequisites, their schedules can accommodate the course, and any other regulations which may apply. Courses over and above the minimum credit requirements in the Core Program courses area may also be counted as Electives.

3. To enhance the employment opportunities of secondary level graduates and mature students through improving fundamental employability skills.
4. To provide the opportunity for secondary level graduates to clarify training and career goals.
5. To provide a refresher for mature students who have been away from education, training and/or the workforce for an extended period of time.

ENTRANCE REQUIREMENTS

1. High School

Provincial High School Graduation Certificate, or equivalent

2. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile)

3. Mature Student Status

Applicants who do not meet the educational prerequisites for this program, are 19 years of age or older, and have been out of school for at least one year may be considered on an individual basis under the Mature Student Clause

FUTURE OPPORTUNITIES

One objective of the CAS Transition program is to increase opportunities for the youth of this province to gain post-secondary qualifications, and thus improve their lifetime employment and earnings potential. A number of recent government reports have documented the declining significance of high school graduation alone as a predictor of employability/employment status.

CAS Transition has the potential to significantly affect the employment and earnings potential of many adults in this province. For those who successfully make the transition to other college programs, the prospects for employment and increased lifetime earnings potential would be greatly enhanced. The Transition program also provides students with a post-secondary credential which could be of immediate benefit to them in the labour market, both in securing part-time work during their college studies and in attaining full-time work if they choose to postpone or suspend their studies for any reason.

Graduates of the CAS Transition program who have successfully completed the appropriate courses may qualify for admission to other college programs or other post-secondary programs or they may elect to enter the workforce directly. Students are advised to speak to an Advisor regarding course selection. Students who complete the full certificate program may seek to meet admission criteria of Memorial University.

REQUIREMENTS FOR COMPLETION

In order to complete the requirements of the Comprehensive Arts and Science Transition Certificate program, students must attain 40 credits with a minimum Grade Point Average of 2.00. Credits must include completion of Essential English I and II, a minimum of 20 credits from Core Program courses, and a minimum of 6 credits from Electives. Students must also meet all qualification requirements for the awarding of a Certificate from the college. (**Note:** Students may qualify for exemption and attain credit for graduation for Essential English I or II and/or Math Fundamentals I or II provided the necessary requirements are met. Only Essential English and Math Fundamentals can be considered for exemption within the CAS Transition program using the program specific exemption form. Factors affecting the decision for Exemption include: previous high school course(s) completed and grade attained, assessment scores, subsequent program choice and advisor recommendation.)