



# **Correctional Education Programs & Services**



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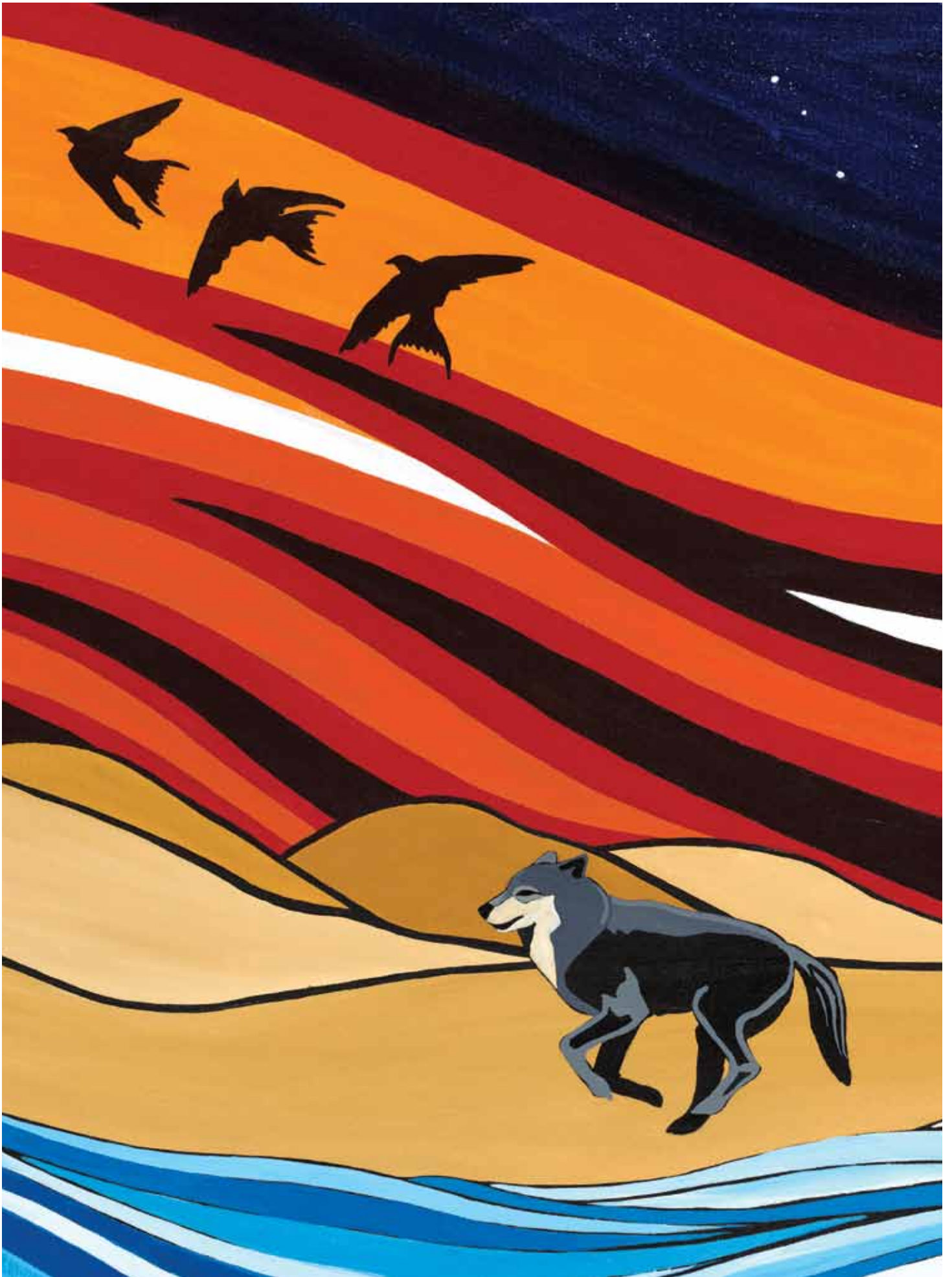
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# Treaty acknowledgement

NorQuest College serves its learners and the community on the traditional lands, referred to as Treaty 6 Territory and the homeland of Métis Region #4. This land is home to many diverse groups of Indigenous Peoples including the Cree, Dene, Blackfoot, Saulteaux, Nakota Sioux, Inuit, and Métis. We acknowledge that the City of Edmonton and all the people here are beneficiaries of Treaty No. 6, which encompasses the traditional territories of numerous western Canadian First Nations as well as the Métis people who have called these lands home since time immemorial.

NorQuest acknowledges the treaty, the land, and the territories of Indigenous Peoples as a reminder of:

- Our responsibility and obligations to the land and to Indigenous Peoples;
- Our accountability to addressing the ongoing impacts of colonization that are distinct to Indigenous Peoples and communities;
- Our commitment to working together in remembering the spirit and intent of the Treaty towards right relations.





# President's message

NorQuest College is a vibrant, inclusive, and diverse learning environment that transforms lives and strengthens communities. As NorQuest learners develop the knowledge and practical skills employers expect, they transform their lives, achieve their dreams, provide for their families, and fuel our economy. NorQuest delivers a life-changing experience by being the best place to enter in-demand careers or start a lifelong journey in education.

We are here to support you, wherever and however you may be learning. NorQuest instructors, faculty, and staff all share a commitment to making sure your success is at the core of everything we do. At NorQuest, you'll acquire career-ready training in an environment that is truly welcoming, accommodating, supportive, and inclusive.

NorQuest is Edmonton's community college. It is a community college for YOU. A place of inclusion, and a place of impact. No matter where you are, you always have a place at NorQuest College.

Let me be the first to say... welcome to NorQuest!

Carolyn Campbell  
President & CEO  
NorQuest College



# About NorQuest College Correctional Education

**4** campuses

**4** programs of study

**50** courses available

**3,441** learners per year



# Campuses

**NorQuest offers programming at four campuses:**

Edmonton Attendance Centre

Edmonton Remand Centre

Edmonton Remand Centre - ANNEX

Fort Saskatchewan Correctional Centre

# How to Apply

If you are interested in taking a course, complete a Request For Interview (RFI) and return it to NorQuest College.

# Learning Options

## Self-Study

Self-Study courses are available on a first-come first-serve basis. Choose from a variety of self-directed learning credit and non-credit courses to complete on your own time at your own pace. Please note that certain courses are not available for self-study. See course descriptions for delivery options.

## In-Person

In-person instruction takes place in a classroom or the unit program room. Learners will work on the same course for a set period of time. See course descriptions for more information.

# Programs



**Adult Basic Literacy**  
**Academic Upgrading**  
**Career Transitions**  
**Personal Development**

# Adult Basic Literacy

Courses that offer opportunities to build reading, writing, and math skills.

## What to Expect

The Adult Basic Literacy program offers 3 and 5 credit courses that range in duration from 2 to 5 weeks. Learners will receive a letter of completion.

## Future Education

The program prepares learners for high school academic upgrading, GED, and the trades entrance exam.

## Courses

### Reading

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#### Essential Reading Skills Foundations

Learn strategies for everyday reading.

#### English Reading Essentials

Develop an appreciation of reading in its many forms and contexts.

### Skills for Learning (Non-Credit, Self-Study)

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Increase your active learning skills that will prepare you for all your future learning. Topics include goal setting, comprehending and remembering information, and applying knowledge.

### Writing

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#### Essential Writing Skills Foundations

Develop foundational writing skills — from sentences to paragraphs.

#### English Essentials Writing

Enjoy creative writing in its many forms and contexts.

### Math

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#### Essential Math Foundations

Become familiar with basic math. Topics include whole numbers, fractions, and decimals.

#### Pre-Algebra Math Foundations

Develop skills required for GED and Apprentice exams. Topics include integers, proportion, geometry, and more.

#### High School Math Preparations

Study basic math skills required for high school. Topics include algebra, graphing, geometry, and problem solving.

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**NorQuest has  
shown me that  
I'm capable of  
extraordinary  
things and  
achieving marks  
I never thought  
possible.**

- Student, Academic Upgrading

# Academic Upgrading

High School courses from grades 10 - 12.

## About

Choose to upgrade only the courses you need for post-secondary entrance or earn a high school diploma, high school equivalency diploma, or General Education Diploma (GED).

## What to Expect

Each course runs every weekday for approximately 6 weeks. If you need assistance choosing courses, please write a Request for Interview (RFI) to NorQuest College.

## Future Education

Academic Upgrading courses help meet the requirements for a high school or equivalency diploma, for more information see “Pathways to Graduation” on page 14. Certain courses may meet the specific academic requirements for certificate, diploma, or degree programs at NorQuest College or other post-secondary institutions.

# Course Descriptions & Credits

## Aboriginal Studies

(5 credits)

Broaden your understanding of the cultural, historical, social, and political experiences of Indigenous Peoples in Canada and the world.

- Aboriginal Studies 10
- Aboriginal Studies 20
- Aboriginal Studies 30

## English Language Arts

(5 credits)

Improve your language skills, and become a more confident communicator. In this course, you will read and analyze a variety of literary forms. You will think critically about a variety of media, including films, build your communication skills by writing paragraphs, essays, and business letters, and learn how to edit and revise your writing.

- English Language Arts 10-1 & 10-2
- English Language Arts 20-1 & 20-2
- English Language Arts 30-1 & 30-2

## Law

(1 credit) \*Self-study only.

Legal Studies courses will introduce you to a variety of topics related to law. Each course explores the basic rights and responsibilities of citizens pertaining to;

- Private Law
- Public Law
- Relationship Law
- Family Law
- Aboriginal Law
- Criminal Law

## Mathematics

(5 credits)

Develop your mathematical reasoning and problem-solving skills, and make connections between mathematics and its applications. Build confidence in your mathematical skills and an appreciation of the subject.

- Math 10C
- Math 20-1 & 20-2
- Math 30-1 & 30-2

## Science

(5 credits)

Increase your science-related knowledge, skills and attitudes you need to solve problems. Topics include Biology, Chemistry, and Physics.

- Science 10
- Biology 20
- Biology 30

## Social Studies

(5 credits)

Social Studies will provide an opportunity to examine politics, economics, and history across a variety of world views.

- Social Studies 10-1 & 10-2
- Social Studies 30-1 & 30-2

Note: You can take Alberta Education courses as well as 30-level equivalency courses.



# Pathways to Graduation

NorQuest understands that each learner has a unique educational journey, and offers many different paths to graduation.

## Alberta Education - Traditional High School Diploma (100 credits)

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- English 30-1 or 30-2
- Social 30-1 or 30-2  
OR  
Aboriginal Studies 30
- Math 20-1 or 20-2
- ANY 20-level Science
- 3 credits in Physical Education\*
- 10 credits in Career and Technology Studies, Arts\*, Languages\*, Physical Education\*, or Apprentice\*
- 10 credits in any other 30-level courses

## Alberta Education - Equivalency High School Diploma (100 credits)

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- You may qualify for an Alberta high school diploma if you have previously attended high school in Alberta and have some accumulated credits from that time.
- English 30-1 or ELA 30-2
  - ANY Math (5 credits)
  - ANY Science (3 or 5 credits)
  - One additional 30-level course
  - A minimum of 60 credits must be obtained through classroom instruction
- In addition to the above requirements the principal can assign up to 15 extra credits for:
- Other courses completed
  - Adult education courses
  - Age credits
  - Travel credits
  - Reading credits

## NorQuest College - Equivalency High School Diploma (4 courses)

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- English 30-1 or 30-2
- ONE 30-level course from GROUP A
- Social 30-1 or 30-2
  - Aboriginal Studies 30
  - Math 30-1, 30-2, or Math 31\*
  - Science 30\*
  - Biology 30
  - Chemistry 30\*
  - Physics 30\*
- TWO courses from GROUP B
- Social Studies 20-1 or 20-2
  - Aboriginal Studies 20
  - Math 20-1 or 20-2
  - Science 20\*
  - Biology 20
  - Chemistry 20\*
  - Physics 20\*
  - Physical Education 10, 20, or 30\*
  - Career and Technology Studies (Max of 6 credits and will count as 1 course)

## General Education Development Test (GED) (5 GED tests)

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- English Writing test
- English Reading test
- Social Studies test
- Science test
- Math test

\* NOT offered in Correctional Education





# Career Transitions

The Career Transitions program supports students through skills development, specialized training, and bridging the gap between correctional education and employment.

## Basic Computer Skills

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### Course Description

Develop skills in word processing, spreadsheets, digital presentations, and keyboarding that are necessary in most work places and academic environments.

The following are courses available:

- Word Processing I & II
- Spreadsheets I
- Digital Presentations
- Keyboarding

### What to Expect

Each course will run every weekday for one week.

### Outcomes

For each course you will be awarded 1 credit and a letter of completion.

## Building Service Worker

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### Course Description

The Building Service Worker program trains you to safely and effectively clean, disinfect, and sanitize workplaces. You will gain the hands-on and essential skills required to become effective and efficient building service workers.

### What to Expect

Learners will receive classroom theory and hands-on practical experience. Each course will run every weekday for two weeks.

### Outcomes

Each learner will be awarded a course completion certificate.

### Career Potential

Career opportunities in sectors such as: oil and gas industry, industrial services, and commercial space. There are plenty of advancement opportunities available within this career path and the option of self-employment.

## Exam Preparation: GED & Trades Entrance

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### Course Description

Brush up on writing, literature, science, social studies, and math to prepare for GED and trades exams.

The following are available exam preparation classes available:

- GED Preparation
- Trades Entrance Exam Preparation

### What to Expect

Each course will run every weekday for four weeks.

### Outcomes

Each preparation course will be awarded 3 credits and a letter of completion.

## Job Skills Workshops

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### Course Description

Learners will examine how to prepare for employment, including resume and interviews, and learn effective communication and presentation skills

The following are available workshops:

- Job Preparation
- Job Maintenance

### What to Expect

These courses are only available through self-study.

### Outcomes

For each course, learners will be awarded 1 credit and a letter of completion.

## WHMIS

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### Course Description

The Workplace Hazardous Materials Information System (WHMIS) is Canada's national hazard communication standard.

### What to Expect

This is a two-day course.

### Outcomes

You will receive a letter of completion and a WHMIS Worker Education wallet card.

## Workplace Safety

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### Course Description

Workplace safety courses that help to significantly reduce work-related fatalities, injuries, and illness that result from workplace hazards.

The following are courses available:

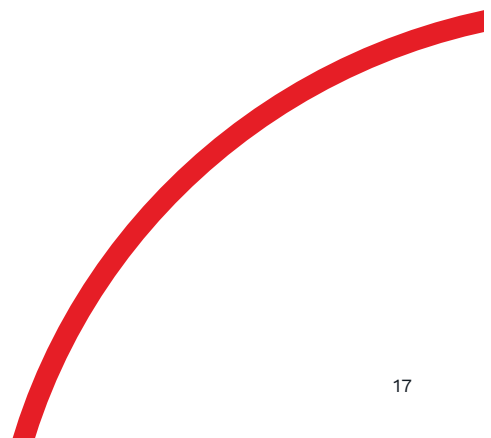
- Workplace Safety Systems
- Workplace Safety Practices
- Agricultural Safety

### What to Expect

These courses are only available through self-study.

### Outcomes

For each course, learners will be awarded 1 credit, a letter of completion, and a SafeGen certificate of completion (70% or higher).





## Print and Design

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### Program Description

The Print and Design program offers five in-person courses that develops the skills needed to obtain entry-level employment in the vibrant print industry. Learn about the different aspects of graphic communications, basic trade practices, principles of design, working knowledge of production software, and hands-on use of digital printers in a fully equipped print lab.

The following in-person courses are offered:

- **Digital Communications**  
Explore the history and workings of the graphic communications industry and learn about related career and educational paths.
- **Design Fundamentals**  
Learn basic graphic design principles and further your knowledge on concepts such as Gestalt, dynamic layout, and typography. Gain the tools needed to become a strong visual communicator.
- **Computer Basics**  
Acquire skills needed to be proficient in three of the core Adobe graphic design computer programs: Illustrator, Photoshop, and InDesign. Through hands-on lessons, learners gain the skills needed create their own printable materials.
- **Press and Bindery**  
Use printing equipment in the Print and Design Lab to produce a range of finished products. Apply your skills through hands-on exercises with digital printers and finishing equipment (cut, fold, bind, or laminate) to complete multiple projects.
- **Print Materials**  
Learn about the history of paper, the differences and characteristics of various substrates, and make your own paper.

### What to Expect

You will receive classroom theory and hands-on practical experience with real life projects and keep the printed projects you have created. Each course will run every weekday for one to two weeks.

### Outcomes

You will receive a letter of completion and a NorQuest College certificate for each course completed.

### Career Potential

Career opportunities are possible for entry-level positions in print and signage shops.





# Personal Development

Courses to develop personal skills and strengths.

## What to Expect

Each course will run every weekday for one week. These courses are also available through self-study. You will receive a letter of completion and a certificate.

## Courses

### Addiction Awareness

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Develop skills and knowledge pertaining to addictions and substance abuse. Please note that this course is for interest and awareness purposes and is not an addictions counselling course. In-person only.

### Anger Management

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Information on concepts of managing intense emotional discomfort with a focus on anger.

There will be opportunities to apply practical skill in various situations.

Some topics covered are stress management, communication, and emotional regulation.

### Parenting

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Through reflection and discussion, you will explore various family structures and environments.

Topics covered include relationship skills, positive parenting practices, and child development.

### Prevention of Family Violence

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Concepts surrounding family relationships and the prevention of family violence.

Topics covered include recognizing patterns of abuse and building healthy relationships.



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**I am thankful that I can take what I learned from here and use it in other areas of my life.**

**Yes, perseverance is an essential quality in being a better human.**

- Student, Personal Development

# Services





In addition to great courses, NorQuest College Correctional Education also offers additional supports and services to help you achieve your goals.

To utilize any of our services, please send a Request For Interview (RFI) to NorQuest College.

### **Instructional Assistance (IA)**

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Instructional Assistants support learning in the classroom and self- study through one-on-one tutoring.

### **Learner Success Facilitators (LSF)**

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Learner Success Facilitators will work one-on-one with you to create of an individual academic success plan to achieve your educational goals both in and out of your incarceration period.

### **Indigenous Relations Liaison (IRL)**

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The Indigenous Relations Liaison works to create a pathway without barriers for NorQuest Indigenous learners to help meet their academic needs and goals.

### **Library - The Book Vault**

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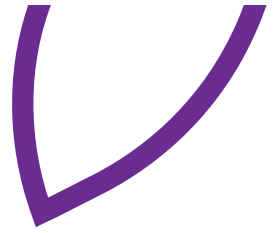
While taking in-person NorQuest College courses you can access The Book Vault's comprehensive and diverse collection of books.

If you are looking to borrow books for reading enjoyment, to increase your knowledge, or for self-help, the library can assist.

### **Library - Case Law Requests**

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Case law provides examples of how laws have been interpreted by the courts. Reading case law relevant to your case can increase your legal literacy and better understand the legal proceedings affecting your charges.



## Transitional Career Coaching

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### Course Description

Learners who request Transitional Career Coaching will receive one-to-one support from a career coach that includes a review of previous work history, skills, education, areas of interest, etc. With the support of the career coach, learners can take charge of their own career development and growth. Their specific needs and barriers to success will also be identified and managed appropriately. Learners will have the option of continuing to work with the Career Coach after release.

The Career Transitions Program also offers various face-to-face and self-study workshops. The following workshops are available:

- Effective Job Search
- Writing Effective Resumes
- Interviewing with Confidence

### What to Expect

Learners will meet with a Career Coach for individual career exploration and planning. A variety of employment related workshops are also offered through face-to-face and self-study delivery.

### Outcomes

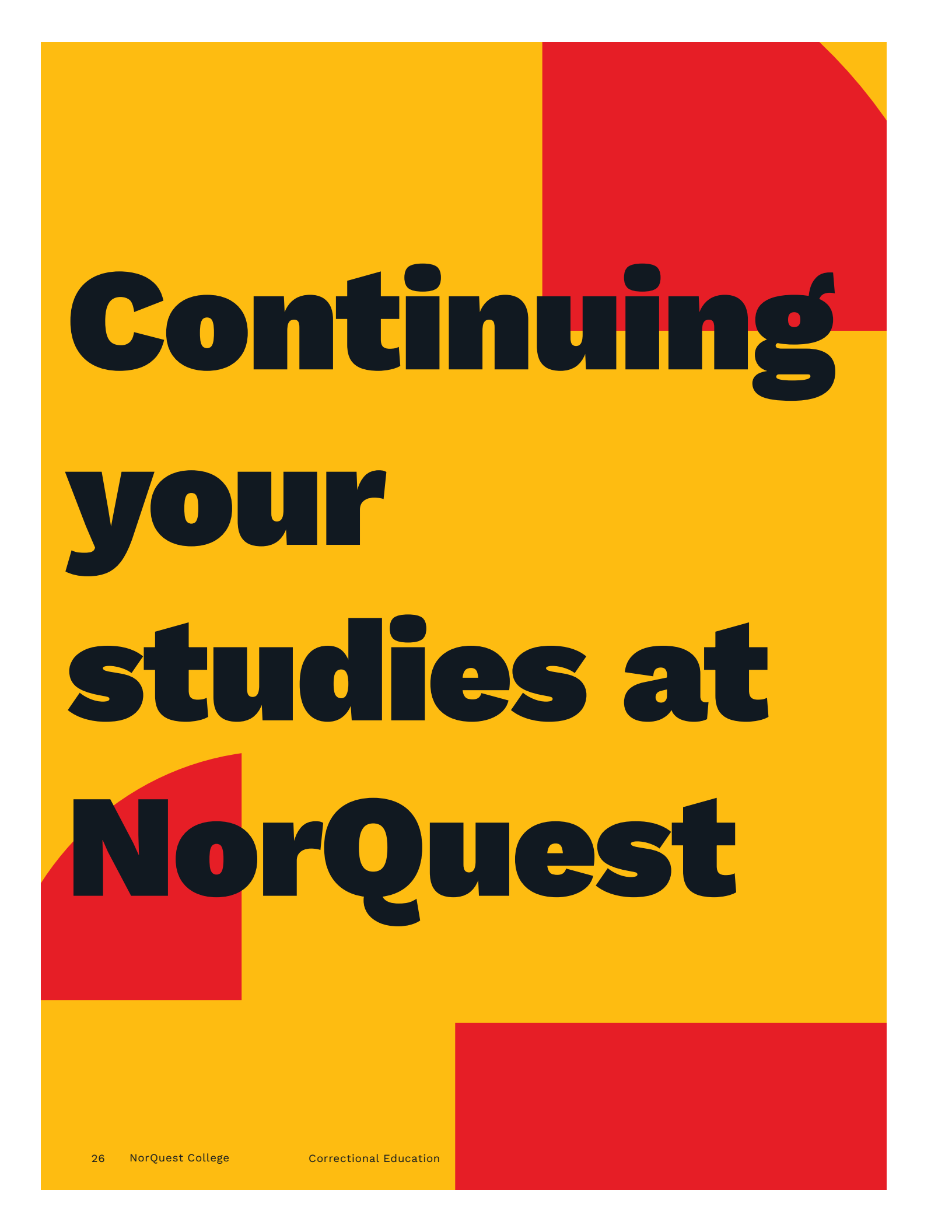
In addition to ongoing support from the Career Coach, a letter of completion will be provided for each workshop.



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**I'm way more  
confident in  
myself and my  
abilities to pursue  
a life I've only  
been able to  
dream up.**

- Student, Academic Upgrading



# **Continuing your studies at NorQuest**

# You belong here.

**It is a community where possibilities are real and within your reach.**

**At NorQuest, we want to help you reach your goals.**

**There are many opportunities for you to continue your academic journey after Correctional Education at NorQuest College – both on campus and online.**

## **Career-focused education**

The programs offered at NorQuest will allow you to be work-force ready upon graduation. They will equip you with the skills and knowledge you need to achieve your goals.

## **Open Admissions Pathways**

If you don't meet the admission requirements for your program of choice, there are options available that can help you gain the credentials you need.

## **Paying for your education**

Your education is an investment in your future and there are various options that can be explored to help pay for your tuition.

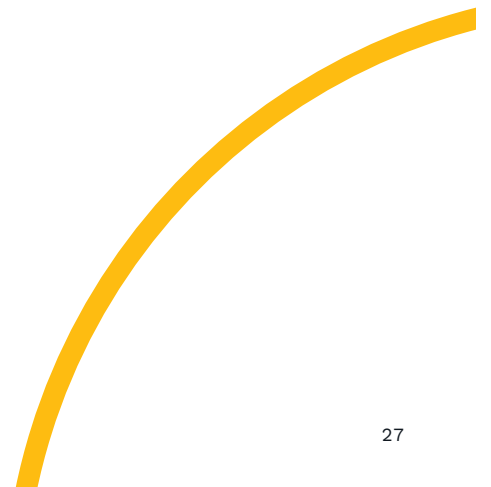
## **Life at NorQuest**

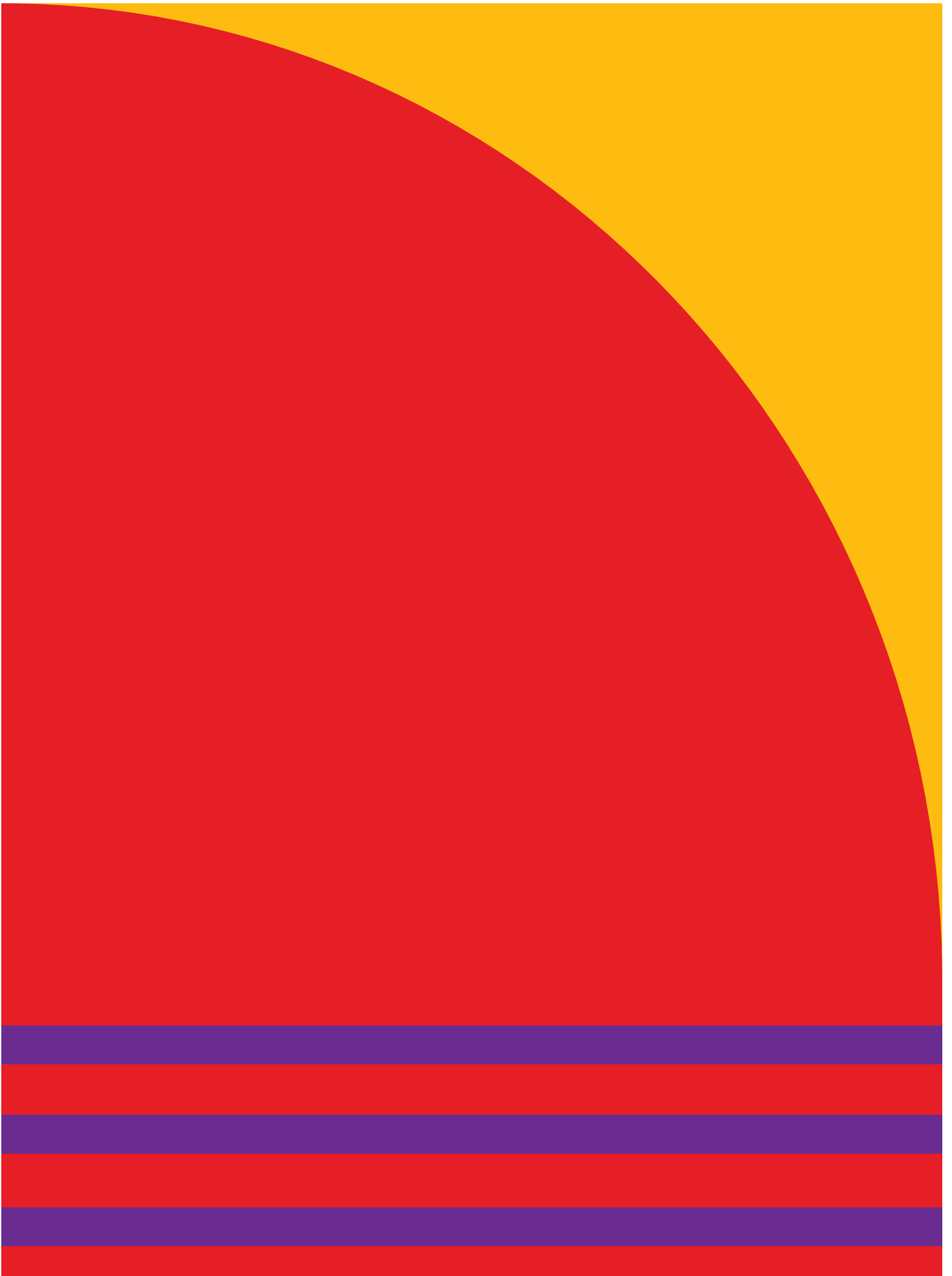
College life isn't just about classes and studying. You are part of our campus community and we encourage you to attend events, join a student club, and enjoy the journey!

Got questions? We're here to help.

## **Contact Student Recruitment**

[student.recruiters@norquest.ca](mailto:student.recruiters@norquest.ca)

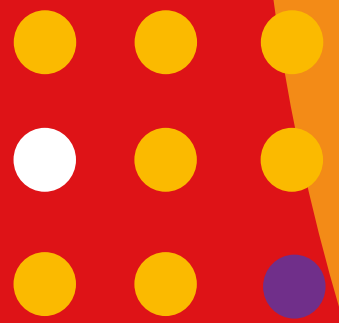






**See yourself  
at NorQuest.**

# Discover NorQuest College



NorQuest is a place of belonging. It is a community where possibilities are real and within your reach. Our dynamic and career-focused education for all stages of life allows you to be workforce-ready upon graduation.

At NorQuest, you will find difference makers on a quest to transform lives. Whether you're a recent high school graduate, a newcomer, or looking to upskill, we welcome you to explore all that NorQuest has to offer and ultimately, see yourself here.