



Prairie Horticulture Certificate (PHC) Student Handbook

Program Overview

The Prairie Horticulture Certificate (PHC) is a collaborative home-study program specialised for the Prairie Provinces. It is a partnership between Olds College of Agriculture & Technology, Assiniboine Community College, and the University of Saskatchewan. This online program is designed to provide professional horticultural expertise through a flexible distance-education format.

Key Contacts

- **Registration Office (Industry Training & Continuing Education, Olds College):** Handles enrollment and general administrative inquiries.
 - **Phone:** (403) 556-4740 or Toll-Free 1 (800) 661-6537
 - **Email:** itce@oldscollege.ca
- **PHC Coordinator (Amanda Minty):** Responsible for overall administrative coordination, formal withdrawal requests, and certificate completion reviews.
 - **Phone:** (403) 556-8321 or Toll-Free 1 (800) 661-6537, ext. 8321
 - **Email:** aminty@oldscollege.ca
- **Accessibility Services:** Provides learning support for students with documented disabilities.
 - **Phone:** 403-507-7946
 - **Email:** accessibility@oldscollege.ca
- **Course Instructors:** Responsible for academic concerns, course content, assignments, exams, and marking. Students should attempt to solve content problems with their instructor first.

Academic Requirements

- **Timeframe:** You have 5 years to complete the full program.
- **Graduation Criteria:** Completion of 9 courses totalling at least 360 credit hours.
- **Academic Standing:** You must maintain an overall average of 60% to graduate.
- **Passing Grade:** The minimum passing grade for any individual course is 50%.
- **Residency:** At least 50% of the program must be taken through the participating PHC institutions.

Stream Specializations

You are welcome to take as many or as few courses as you like, and you are free to choose individual courses that interest you from any stream. However, to earn a Certificate of Professional Education, you must meet the specific requirements of your chosen stream.



Important Prerequisite Note: *If you are pursuing the certificate, it is highly recommended that you complete **Applied Botany** and **Soils for Horticulture** before moving on to your other required and elective courses.*

Fruit and Vegetable Production Stream Requirements

Required Courses:

- Applied Botany (60 hrs)
- Soils for Horticulture (60 hrs)
- Postharvest Handling of Food Crops (30 hrs)

And at least 3 of:

- Integrated Plant Management (60 hrs)
- Safe Work/Pesticide Application (30 hrs)
- Basics of Horticultural Business Management (30 hrs)
- Basics of Horticultural Marketing (30 hrs)

And at least 2 of:

- Vegetable Production (30 hrs)
- Fruit Production (30 hrs)
- Plant Propagation (60 hrs)

Plus an Open Elective Course to meet the minimum requirement of 9 courses totalling at least 360 hours.

Greenhouse Crop Production Stream Requirements

Required Courses:

- Applied Botany (60 hrs)
- Soils for Horticulture (60 hrs)
- Greenhouse Crop Production (60 hrs)
- Greenhouse Structures and Environments (30 hrs)

And at least 3 of:

- Integrated Plant Management (60 hrs)
- Safe Work/Pesticide Application (30 hrs)
- Basics of Horticultural Business Management (30 hrs)
- Basics of Horticultural Marketing (30 hrs)

And at least 1 of:

- Indoor Landscaping (60 hrs)
- Plant Propagation (60 hrs)



Plus an Open Elective Course to meet the minimum requirement of 9 courses totalling at least 360 hours.

Landscaping and Arboriculture Stream Requirements

Required Courses:

- Applied Botany (60 hrs)
- Soils for Horticulture (60 hrs)
- Woody Landscape Plants (30 hrs)
- Arboriculture (30 hrs)

And at least 3 of:

- Integrated Plant Management (60 hrs)
- Safe Work/Pesticide Application (30 hrs)
- Basics of Horticultural Business Management (30 hrs)
- Basics of Horticultural Marketing (30 hrs)

And at least 2 of:

- Landscape Design (60 hrs)
- Landscape Construction (30 hrs)
- Indoor Landscaping (60 hrs)
- Turfgrass Production and Management (60 hrs)
- Herbaceous Landscape Plants (30 hrs)

Plus an Open Elective Course (if necessary) to meet the minimum requirement of 9 courses totalling at least 360 hours.

Nursery Crop Production Stream Requirements

Required Courses:

- Applied Botany (60 hrs)
- Soils for Horticulture (60 hrs)
- Nursery Crop Production (30 hrs)
- Plant Propagation (60 hrs)

And at least 3 of:

- Integrated Plant Management (60 hrs)
- Safe Work/Pesticide Application (30 hrs)
- Basics of Horticultural Business Management (30 hrs)
- Basics of Horticultural Marketing (30 hrs)



And at least 1 of:

- Woody Landscape Plants (30 hrs)
- Landscape Design (60 hrs)
- Landscape Construction (30 hrs)

Plus an Open Elective Course to meet the minimum requirement of 9 courses totalling at least 360 hours.

Open Electives

- Cannabis Crop Production (60 hrs)
- Human Resource Management (60 hrs)
- Any course from another elective stream

Cancellations & Withdrawals

- **Standard Cancellation:** Students have two weeks (14 days) from the start of the term to withdraw from any course.
- **Fees & Refunds:** An administration fee of \$50 per course applies to cancellations. Refunds are not issued after the second week of the term.
- **Official Notification:** To cancel, you must send an email to itce@oldscollege.ca within the first two weeks. The effective date of your cancellation is the date the email is received.
- **Registration Responsibility:** Non-attendance in the class, non-payment of fees, or failure to submit assignments does not constitute a cancellation of registration. If you do not officially cancel, you remain liable for all incurred fees.
- **Withdrawal Timeline:** Withdrawals made within the first five weeks of class will result in a "W" grade but will not necessarily result in a refund. Any courses dropped after the first five weeks will result in an "F" grade.

Extensions & Exams

- **Extensions:** These are strictly enforced and only granted for compassionate reasons with supporting documentation.
- **Deferred Exams:** May be granted for illness, bereavement, or religious observance. Missing a scheduled deferred exam results in a grade of 0.

Academic Integrity & AI

- The College maintains high academic standards regarding plagiarism.
- You may not submit another person's work for credit or collaborate on the actual writing of assignments.
- **AI Policy:** The use of Artificial Intelligence (AI) is permitted for research purposes; however, all ideas and the final output must be the original work of the student.



Graduation

- When you have met all requirements, you must complete the Graduation Application form in Moodle.
- The PHC Coordinator will then conduct a final review to confirm your eligibility for certificate issuance.

Additional Certificate(s)

Students in the PHC Program may qualify for multiple certificates, subject to the following academic standards:

- Students are eligible to earn a maximum of one certificate per stream.
- **Additional Credit Requirements:** A minimum of 180 academic hours of new coursework must be completed for each additional certificate. Credits utilised for a previous certificate cannot be applied toward a subsequent award.
- **Academic Standing:** Candidates must achieve a minimum grade of 50% in each course and maintain an overall stream average of at least 60%.
- **Course Repetitions:** If a course is repeated, only the highest grade achieved will be used to calculate the student's overall average.