

LIMITLESS LEARNING





We acknowledge that the land on which we gather in Treaty Six Territory is the traditional gathering place for many Indigenous people. We honour and respect the history, languages, ceremonies and culture of the First Nations, Métis and Inuit who call this territory home. The First Peoples' connection to the land teaches us about our inherent responsibility to protect and respect Mother Earth. With this acknowledgement, we honour the ancestors and children who have been buried here, missing and murdered Indigenous women and men, and the process of ongoing collective healing for all human beings. We are reminded that we are all treaty people and of the responsibility we have to one another.



WELCOME TO THE MACEWAN UNIVERSITY SCHOOL OF CONTINUING EDUCATION

**UNLEASH THE FULL EXTENT
OF YOUR POTENTIAL.**

Let continuing education bridge the gap between where you are and where you want to be.

Whether you need a little help getting into your goal post-secondary program, dream of taking your career to the next level or are ready to upgrade your professional skill set, MacEwan University's School of Continuing Education (SCE) welcomes you.

We believe it's always a good time to learn something new, and we strive to make learning accessible and enjoyable.

Discover limitless learning opportunities and find your fit at MacEwan University's School of Continuing Education.

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Use this table of contents and links throughout the book to navigate directly to your interests.

Look for this icon to view course lists or get more information.



A MESSAGE FROM THE DEAN DR. LISA ROCHMAN

It is with great pleasure and a profound sense of purpose that I share with you our 2024/25 Course Guide. As we continue to provide the high-quality, impactful, timely and flexible learning opportunities you expect, I am honoured to introduce myself as the Dean, School of Continuing Education (SCE) at MacEwan University. It is my pleasure to share with you our continuing commitment to excellence, innovation and the transformative power of education.

Since assuming the role of Dean in June 2023, I have been inspired by the SCE's role in MacEwan University's unwavering dedication to teaching greatness and providing exceptional learning experiences. In an era defined by rapid change and uncertainty, our focus extends beyond imparting knowledge; it encompasses developing adaptability, leadership, problem-solving and other transferable skills – the skills that extend past fleeting trends and technological advancements, designed to prepare you for your career today and tomorrow.

What drew me to MacEwan University, and specifically to the SCE, was the steadfast commitment to student-centered learning. MacEwan's strategic goals resonate deeply with my own beliefs about the evolving landscape of higher education. We recognize that the traditional model of education no longer meets the needs of all students. Experiences, backgrounds and motivations for pursuing education are more diverse than ever, and your study options should be just as comprehensive. We embrace a philosophy that prioritizes quality, flexibility, accessibility and personalized pathways of learning. The SCE courses are taught by industry professionals, dedicated faculty and experts in the field who are passionate about providing incredible learning opportunities for students at all stages of their professional and personal journey. Whether you are embarking on a new career path, seeking to advance within your current role or simply pursuing a passion, we are here to accompany you along the way.

I have been a lifelong advocate for professional development, actively engaging in diverse learning experiences to enhance my transferable skills, deepen my knowledge and ensure I am perpetually growing as a professional and a person. I have seen the profound impact of lifelong learning on individuals, communities and myself, and I am committed to fostering an environment where students can thrive and realize their full potential.

As we continue to innovate, I invite you to explore the many opportunities at the School of Continuing Education. Join us as we empower students to chart their own path toward success and fulfillment, helping to shape Alberta's future.

With regards,

Dr. Lisa Rochman, Dean, School of Continuing Education, MacEwan University



OUR COMMITMENT TO OUR STUDENTS

- 1 Flexible learning opportunities:** From in-person classes in our beautiful Allard Hall to self-paced online modules and customized corporate training solutions, our learning opportunities go beyond physical boundaries to be there when you need them.
- 2 There when you need us:** We offer courses throughout the year, knowing that the need for learning does not follow a calendar.
- 3 Driven by lifelong learners for lifelong learners:** We believe in the transformative power of continuous learning.



10 YEARS OF CONTINUING EDUCATION

As the School of Continuing Education marks its tenth anniversary, we reflect on a journey of transformative growth. Over the years, we've been an educational expedition for countless individuals, offering a progressive place for knowledge and skill development. Our certificates and courses, spanning from the initial beginnings of University Preparation to further pursuits of academic success in Professional Development to the melodious corridors of the Conservatory of Music, have been instrumental in shaping our students' futures. As we celebrate this decade of commitment to limitless learning, we invite you to explore the stories of those who embarked on this journey with us – a journey that, for many, started with a dream and a class at the School of Continuing Education. Their accomplishments are an ode to our core mission statement, supporting students from the foundation of their academic pursuits to the culmination of their careers. Here's to a legacy of learning, achievement and the endless possibilities.



FRANCINE U.

Former University Preparation (UP) student

"To anyone who may be hesitant, the **MacEwan UP program has a highly competent group of instructors who are genuinely dedicated to your success.** With determination and a clear vision of your goals, you will undoubtedly emerge as a transformed individual. I not only acquired effective study habits, but also developed a stronger self-trust. I came to understand that with diligent effort, coupled with the invaluable guidance I received, I was going to make it into the nursing program. The courses are so well structured, with content broken down into manageable steps. This approach not only facilitated learning but also effectively prepared me for university-level studies. I wholeheartedly encourage anyone pursuing or considering entering the MacEwan UP program."



SELMA S.

Former Hospice Palliative Care and Gerontology student

"My two years at MacEwan provided me with the insights of reaching and enhancing my career goals in a realistic time frame. The guidance by Professor Gail was not just limited to the academic point of view; she has guided me in aspects such as upgrading my academic writing to APA format, coping with the Canadian weather, registration system for IENs [Internationally Educated Nurses] to get licensed in Canada after the program, options for IENs to start working during the student period and more. As an immigrant and internationally educated nurse, I was very skeptical of achieving my dream of becoming an RN in Canada. However, **the continuous encouragement and the mentorship by our faculty has been amazing and strengthened me with courage to reach my goal of becoming an RN after the program.** I received eligibility to clear the NCLEX-RN [National Council Licensure Examination-Registered Nurse] exam right after the two-year program at MacEwan, and now I am starting to pursue my masters! Thanks to MacEwan!"



YIC C.

Former English as an Additional Language student

Yic enrolled in the English as an Additional Language program at the School of Continuing Education in 2015 and describes it as one of the best decisions he's ever made.

He knew learning English at MacEwan was the right decision for him and his family. "I'm in the right place," he says.

After only six months of Canadian living, Yic and his wife decided to stay in Edmonton, where Yic worked hard as a settlement worker and eventually earned his current position as the Executive Director of Francophonie Albertaine Plurielle where he continues to help new Canadians settle into their home.

"Without MacEwan, without what I got from this university, I wouldn't be where I am now... MacEwan was the great university for me, to give me the step I needed, the support I needed. I felt so welcomed when I was a student there. I felt so supported."



JO-ANNE K.

Former Professional Development student

"Taking the photography courses at MacEwan's School of Continuing Education was one of the best things I did as an adult. I now have my own photography business doing something that I absolutely love and my travel photos are so much better and frame worthy after learning so much from this program.

The instructors were amazing and know how to teach a beginner and turn them into a professional photographer.

I have also made wonderful friends through taking courses together and we get together often to share our successes with each other as well as go exploring and take photos together. We also have reached out to our past instructors with questions, and they are always willing to help and share more knowledge with us.

My experience with the photography program at SCE has truly rewarded my adult life with a passion for something I love and helped me turn it into a profitable business."

OUR VISION FOR LIMITLESS LEARNING

At the School of Continuing Education, we believe learning transcends traditional boundaries of subjects, structures and methods. To us, “limitless learning” means dismantling educational barriers and fostering a nurturing environment where learning is boundless, accessible anytime and tailored to your life. Here’s how we advocate for limitless learning and its benefits for you:

LIFELONG LEARNING EMBRACED

Learning extends beyond textbooks and classrooms into real-world experiences, personal interests and community engagement. We champion ongoing education and skill enhancement fueled by your curiosity, career aspirations or personal growth ambitions.

PERSONALIZED LEARNING JOURNEYS

Forget the cookie-cutter approach to education. Dive into a world where your unique interests guide your learning path, leading you to explore your curiosities in a way specifically designed for you.

ACCESS TO INFINITE KNOWLEDGE

Technologies like artificial intelligence and adaptive learning platforms allow unprecedented access to information and resources worldwide. Our commitment to quality education is strengthened by our team of industry experts, ensuring the knowledge and skills we offer are both credible and relevant.

Our aim is to provide an educational experience that is as dynamic and limitless as the learners we serve.



“

No two learners are the same, which is why we strive to meet you where you are with flexible learning experiences offered in a variety of formats.

*-Shaun Bosch,
Senior Program Manager*

”

WHAT WE OFFER

COMMITMENT LEVEL | COURSE/PROGRAM

LOW (HOURS/DAYS)

PROFESSIONAL DEVELOPMENT COURSES

SCE offers 300 courses annually in subject areas chosen specifically for adult learners with busy schedules looking to build skills to launch their careers forward. Courses can be completed in as little as four hours and are offered in person or online.

PROFESSIONAL DEVELOPMENT MICRO-CREDENTIALS

Designed for professionals who want to stay current in their field and build new skills that expand their career opportunities through learning in an environment that connects theory and practice. Upon completion of a micro-credential, learners receive an encrypted digital badge that they can display on their LinkedIn, email signatures and resumes, proving to employers that they've acquired an in-demand skill.

MEDIUM (MONTHS)

PROFESSIONAL DEVELOPMENT CERTIFICATES

Consisting of courses expertly curated and packaged to support learners in building in-demand skills, Professional Development Certificates are our most popular offerings and learners achieve a parchment upon completion.

HIGH (1 YEAR)

PROFESSIONAL DEVELOPMENT POST-GRADUATE CERTIFICATES

Designed for internationally educated adult learners looking to begin professional work in Canada. Each program is one-year long and focuses on a technical skill (six to choose from) while also building the learner's communication skills in a Canadian business context. Visit page 33 to learn more.

ONE-YEAR CERTIFICATE

For those looking to get into the professional workforce without committing to a degree or diploma, SCE can help learners into a career in just one year. Visit page 14 to learn more.

CERTIFICATE OF ACHIEVEMENT

A specialized sustainability certificate perfect for anyone looking to stack their related degree or diploma with an additional credential. Visit page 30 to learn more.

VARIABLE

POST-DIPLOMA CERTIFICATES

These certificates are available to nurses looking to grow their knowledge in focused areas of healthcare to provide high-quality care to their patients. Visit page 31 to learn more.

PREPARATORY PROGRAMS

We offer a variety of foundational programs designed to support students in their transition into a goal post-secondary program. Preparatory programs are available for Indigenous and international students, as well as students who are in need of high school upgrading, English language learning (EAL/ESL) and more. Visit page 37 to learn more.

SEE YOURSELF HERE

WHEREVER YOU ARE IN YOUR CAREER, WE HAVE A COURSE FOR YOU.

Sharpen up your resume with continuing education and stand out amongst your peers. Forge your path to success with up-to-date courses taught by industry professionals and feel confident while building the life you've always dreamt of. Don't let higher education stand as a barrier in your career.

TAKE THE BUSINESS ADMINISTRATION PATH

Interested in a business administrative role? The future is filled with possibilities.

STARTING POINT: LOOKING FOR YOUR NEW/NEXT CAREER

Take the Office Assistant Certificate (page 17) to gain hands-on knowledge of the latest software programs, business practices and practical skills.

ADMINISTRATIVE ASSISTANT

After gaining experience, grow your administrative skills further with our professional development course, Business Writing and Communication,* to master written and verbal communication skills.

*Search "Business Writing and Communication" at MacEwan.ca/SCE.

OFFICE MANAGER

Progress into an office management role, overseeing daily operations and administrative staff. Refine your management skills with our Management and Supervision Certificate (page 22) to understand modern management practices.

OPERATIONS MANAGER

With experience in office and executive support, transition into managing broader operational aspects and gain the skills needed with our Project Management Certificate (page 22).

Your career opportunities are endless with the variety of topics and learning options available at the School of Continuing Education.

TAKE THE HEALTHCARE PATH

Have you always wanted to become a nurse? We can help you from start to finish.

STARTING POINT: ASPIRING TO BECOME A REGISTERED NURSE

To ensure your best chance of getting into a nursing program, upgrade your high school marks with our University Preparation program (page 39).

NURSING STUDENT

After gaining acceptance into your goal nursing program, you have been informed that a requirement before starting is your Basic Life Support (BLS) certification. You can register for our BLS course (page 33), taught by Heart & Stroke certified instructors.

REGISTERED NURSE

After completing your Bachelor of Science in Nursing at MacEwan University, you become a Registered Nurse. To maintain your credentials and skills as a nurse, you periodically take courses in our Nursing Professional Development program (page 32).

SPECIALIZE IN GERONTOLOGY

After a few years of building your experience as a nurse, you find that gerontology is the area of practice that you are the most passionate about, so you decide to specialize with our Gerontology Post-Diploma Certificate (page 33).

MacEwan University is your one-stop shop for all your educational needs throughout your career, from upgrading to professional development and everything in between.

TAKE THE INTERNATIONAL PATH

Looking to start a new career in a new country? We have the programs for you.

STARTING POINT: ASPIRING TO BUILD A CAREER IN CANADA

You're an IT professional in your home country and have decided to create a life and career in Canada.

PROFESSIONAL DEVELOPMENT STUDENT

After gaining acceptance into one of our Executive Professional Development Certificate programs such as the Business Analysis and Professional Communication Certificate program (page 36), you learn internationally recognized Business Analysis skills and a valuable understanding of Canadian workplace culture, norms, expectations and communication styles.

DATA ANALYST

After completing the program, you land a role as a Data Analyst at a company in the technology sector because of your mix of sought-after technical and soft skills.

DATA ANALYTICS MANAGER

After gaining experience in the role, honing your business analysis knowledge and understanding of Canadian workplace culture, you decide to work towards another career advancement by taking our Leadership Certificate (page 20) to help you achieve your goal of becoming a Data Analytics Manager.

We are dedicated to growing the careers of our international graduates and are pleased to offer certificates that combine professional and intercultural communication training for international learners.

NEXT STEPS

I AM INTERESTED IN UPSKILLING OR LEARNING SOMETHING NEW.

Try our professional development courses, certificates and micro-credentials.* Low commitment and flexible learning opportunities for busy professionals.

SIGNING UP ONLINE IS AS EASY AS

- 1 FIND YOUR COURSE+**
Check out MacEwan.ca/SCE.
- 2 ADD TO CART**
Apply any discount codes, including 10% off, for MacEwan Alumni with the code **ALUMNI10**.
- 3 CHECK OUT**
Sign in with your existing MacEwan account or register for one to complete your purchase.

A few days before your course starts, we'll email you with all the information you need to begin!

YOU CAN ALSO SIGN UP BY PHONE:

780-497-4400
Toll-free: 1-855-797-4400
8:30 a.m. – 4:30 p.m.
Monday to Friday

IN PERSON:

Student Support Centre,
Room 11-521, Allard Hall
11110-104 Avenue,
Edmonton, AB



SEE A COMPLETE LIST OF COURSES.



VIEW A CAMPUS MAP.

I AM INTERESTED IN A CAREER SHIFT INTO A NEW ROLE OR INDUSTRY.

Try our 1-2 year programs^o designed to equip you with the latest skills and help you grow within a new job or industry.

OUR 1-2 YEAR PROGRAMS INCLUDE:

- **Professional Development Post-Graduate Certificate:** A one-year program designed to support internationally educated learners who are looking to transition into a professional career in Canada. Learn more on page 35 or visit MacEwan.ca/SCEInternational.
- **Office Assistant Certificate:** A program designed to teach you all you need to be successful in an administrative assistant role in healthcare, legal and general administration. Learn more on page 17 or visit MacEwan.ca/OfficeAssistant.
- **Certificate of Achievement:** Stack an additional credential on top of your degree with our Certificate of Achievement in Sustainability Studies. Learn more on page 30 or visit MacEwan.ca/SustainabilityCertificate.
- **Post-Diploma Certificate:** Specialize your skills further with our post-diploma certificates in Hospice Palliative Care and Gerontology, designed to accommodate the schedules of busy healthcare professionals. Learn more on page 31 or visit MacEwan.ca/PHE.



LEARN MORE ABOUT OUR 1-2 YEAR PROGRAMS. MEET WITH AN ADVISOR.



IMMIGRATION QUESTIONS? CLICK HERE.

*Visit page 10 to learn more about professional development courses, certificates and micro-credentials.

^oThe process for signing up for a course is the same as signing up for a micro-credential or certificate (multiple courses).

^oVisit page 10 to learn more about 1-2 year programs. Please note: Foundation programs are also available to support learners in getting into their goal degree or diploma programs. Learn more on page 40. Each of our 1-2 year programs has a unique application process with different application deadlines and requirements.

EDUCATION IS A COMMUNITY ENDEAVOUR

Education is much more than a piece of paper;

it's the greatest tool we have for transforming our communities. This is the driving principle behind the School of Continuing Education's dedication to establishing enduring connections with community entities. Highlighted here is a selection of the community collaborations underway at the School of Continuing Education.



Thanks to our partnership with the College of Physicians and Surgeons of Alberta, we have officially launched an online, self-paced version of our Medical Office Chaperone course (page 33).



We are partnered with the Tłı̨chǫ Government to provide professional development and preparation courses for Treaty Status holders from Behchokǫ, Whati, Gamèti and Wekweèti.



We are an Authorized Training Partner with the Project Management Institute™ (PMI®). This means that our students have access to high-quality content aligned with the Project Management Body of Knowledge (PMBOK® Guide 7th Edition) delivered by certified Project Management Professionals (PMPs) and can earn Professional Development Units (PDUs) to maintain PMI certifications (page 22).



We are a member of the International Institute of Business Analysis (IIBA®) Academic Program. All courses within the program have been endorsed by the IIBA® and are aligned with the internationally recognized Business Analysis Body of Knowledge (BABOK® Guide). Learn more on page 15.



The Conservatory of Music partnered with the Edmonton Recital Society to share news on events and concerts, bringing Edmonton's music community together (page 41).



We partnered with the Association of Professional Engineers and Geoscientists of Alberta (APEGA) to offer their staff a discount on all our courses.



We have partnered with All Around Consulting and MacEwan Distinguished Alum, Justin Yaassoub, to provide frontline leadership training to Canadian Natural Resources Limited.



We offer all MacEwan University alumni a 10% discount on professional development non-credit courses. Use the code ALUMNI10 at checkout (page 34).

Alumni can also benefit from a 10% discount on all non-credit healthcare courses. Use the code PHE10 at checkout (page 31).

CORPORATE TRAINING

THOUGHTFUL TRAINING THAT DRIVES RESULTS

At MacEwan University, we understand that corporate training is not just a checkbox; it's an investment in your organization's future. Our fully customizable training plans reflect the current needs of tomorrow's workforce. With industry-experienced instructors, flexible delivery options and an extensive catalogue of courses and programs, we'll equip your team with the skills needed to keep pace with evolving business demands.

BUILD SKILLS FOR TOMORROW BY INVESTING IN YOUR STAFF TODAY

We excel in creating a culture of awareness. Here's why that matters:

Employee Development: In an era where professional skills now have a shorter lifespan, employee development becomes paramount. MacEwan University ensures that your staff has the latest soft and technical skills, staying ahead of evolving business demands.

Talent Retention: Investing in your employees' growth is a powerful retention strategy. We specialize in training programs that enhance skills and foster a sense of loyalty and commitment among your team members.

Optimizing your Investment: As you navigate the complex corporate training landscape, choose a partner who understands the nuances of a risk-informed mindset. Our training programs optimize individual and collective capabilities, increasing productivity and efficiency.

We have many years of experience working with a range of organizations, including:

- Small business entrepreneurs
- Small to medium-sized companies
- Local and regional city municipalities
- Indigenous bands
- Governing bodies



MAKE MACEWAN CORPORATE TRAINING WORK FOR YOU!

Contact us today for a complete list of options or a customized training program!

780-497-5207

corporatetraining@macewan.ca

MacEwan.ca/CorporateTraining

CANADA-ALBERTA JOB GRANT

Explore your options for training incentives with the Canada-Alberta Job Grant! Discover individual or group training eligibility, how much is covered per fiscal year for your organization and more at the Government of Alberta website.

BUSINESS

BUSINESS TRENDS ARE CONSTANTLY CHANGING.

Develop the skills to navigate the unknown and embrace innovation.

Business skills are like a multi tool for success. Unlock any career path in your professional journey by preparing a toolkit complete with effective communication, strategic thinking, problem-solving and organizational skills. Embrace the change and take control of your learning journey with our foundational business programs and courses.

HEAR FROM INSTRUCTOR KRIS COTTRELL

PMP, CBAP

What are the important soft skills for a business analyst to have?

When I talk with hiring managers, they are always looking for a business analyst (BA) with great communication skills. BAs often work with subject matter experts to gather information and translate it into requirements to provide to technical teams to create solutions. With BAs often being the bridge between the business and IT, you can see why communication is important.



THE NUMBERS SPEAK FOR THEMSELVES

- » The median salary for business analysts is \$87,300 in Canada and \$91,400 in Alberta.
-Lightcast Analyst, 2024
- » The most in-demand skill requests for a business analyst are communication (55 per cent of job postings) and business process (48 per cent of job postings).
-Lightcast Analyst, 2024
- » Job demand remains high in bookkeeping and accounting, with an average of 440 job postings per month in Alberta.
-Lightcast Analyst, 2024



BUILD YOUR BUSINESS SKILLS

Are you a small business owner looking to broaden your entrepreneurial skills? Discover our business focused micro-credentials.

- » Small Business Analytics, pg. 26
- » Intro to Brand Building, pg. 28
- » Intro to Digital Marketing, pg. 28
- » Sustainable Business Revival, pg. 30

SEE A COMPLETE LIST OF COURSES.



This course has empowered me to stop drawing circles around myself. Additionally, I not only gained knowledge, but I embraced growth, forged new connections and realized the immense power that lies within the pursuit of learning.

-Business Analysis student, 2023





BUSINESS ANALYSIS

» MacEwan.ca/BusinessAnalysis

COURSES \$599–\$699

14–21 hours | Evenings (Online) and Weekdays (In-person)

CERTIFICATE \$4,493

119 hours | 7 courses

Fees are subject to change

Business analysts create specific plans for various business needs, from risk management to quality assurance, making them highly relevant and sought after in various industries.

Gain the skills to confidently design strategies and apply your analytical skills to real-world scenarios. Tailor your decisions with data and use it to forecast, budget, perform variance analysis and communicate your plans effectively with a solid understanding of business principles.

COURSES:

Basics of Business Analysis, Strategy Analysis, Elicitation and Collaboration, Requirements Analysis and Design Definition, Solution Evaluation, Requirements Life Cycle Management, Business Analysis Planning and Monitoring

SKILLS GAINED

- Engage and manage relationships effectively with various stakeholders.
- Extract valuable insights from data to make informed decisions and strategies.
- Establish quality standards by analyzing and optimizing business processes.

MacEwan University is a member of the International Institute of Business Analysis (IIBA®) Academic Program. All courses within the program have been endorsed by the IIBA® and are aligned with the internationally recognized Business Analysis Body of Knowledge (BABOK® Guide).



BOOKKEEPING AND ACCOUNTING TECHNOLOGY

» MacEwan.ca/Bookkeeping

COURSES \$499–\$599

12–21 hours | Evenings and Weekends

CERTIFICATE \$2,196

63 hours | 4 courses

Fees are subject to change

Maintain accurate financial records and make informed accounting decisions. Keep track of your business portfolio's expenses. Build financial independence and gain a solid understanding of recording transactions, creating ledger entries, performing payroll functions and tracking sales reports. The field of accounting and bookkeeping is dynamic and constantly changing; stay up-to-date on industry trends and advancements with this flexible career choice.

COURSES:

Bookkeeping Basics, Accounting Basics, Understanding Financial Statements and Budgets, QuickBooks

SKILLS GAINED

- Describe cost control and how to optimize profit margins.
- Provide a clear snapshot of an organization's financial health and performance.
- Conduct account reconciliations and resolve discrepancies.

EXECUTIVE ASSISTANT

» MacEwan.ca/ExecutiveAssistant

Executive Assistants excel at managing the flow of information. They handle and organize information, communicate what needs to be done and help others manage their time effectively. Become an indispensable part of the team, develop concise communication skills and easily navigate any challenge.

OFFICE ASSISTANT CERTIFICATE PROGRAM

CREDIT PROGRAM WITH A 4-WEEK FIELD PLACEMENT

» MacEwan.ca/OfficeAssistant

Are you or someone you know looking for a dynamic, stable career path without committing to a lengthy program? Explore a streamlined path to a rewarding career.

Effective daily operations across all industries depend on administrative staff. They efficiently manage tasks, schedules and resources, know the ins and outs of standard office procedures and apply their knowledge of professional communication daily. Blend your organizational, problem-solving and writing skills with a practical and industry-focused education for the workplace and gain a credit certificate with a specialization that works for you.



**APPLICATION
DEADLINE:
JUNE 30**



We have had tremendous success with the OA [Office Assistant] program. We have successfully hired 3 OA students directly from their practicum with us. The graduates we have hired have been knowledgeable, reliable and ready to take the next step in their careers. Everyone we have connected with in the OA program, both students and staff, have been helpful and a pleasure to work with.

-Renee S., Pennock Acheson Nielsen Devaney LLP



CERTIFICATE \$10,695

Fees are subject to change

STUDY OPTIONS:

Full-time and part-time* options available, credit certificate

September intake

**Students who choose the part-time study option will take a minimum of two years to complete this certificate.*

ADMISSION REQUIREMENTS*

REGULAR ADMISSION:

60% overall average in English 30-1, English 30-2 or equivalent and two subjects from Group A, B, C or D.

MATURE ADMISSION:

60% in English 30-1, English 30-2 or three credits of university-level English (minimum grade of C-).

**Visit the MacEwan University Academic Calendar for more information.*

MAJORS:

Administrative, Legal, Medical

CORE COURSES:

First Year Writing, Business Communications, Office Technology, Business Math, Office Procedures, Bookkeeping and Accounting

INCLUDES FIELD PLACEMENT

Each major features a four-week, full-time field placement in the last term, providing hands-on experience in an administrative, medical or legal setting. Students work with coordinators to find a suitable placement. Previous placements have included:

- Alberta Health Services
- Covenant Health
- Accounting firms
- Government offices
- Legal firms
- Community medical offices
- Post-secondary institutions



**START YOUR
CAREER IN
UNDER ONE
YEAR**

“

Getting hired on from my practicum was a huge achievement for me. I still am so grateful I was given this opportunity.. The program was excellent, I have used many skills learned at MacEwan daily in my job. The school and instructors are amazing and they honestly want you to excel and they really take part in your learning. My whole experience was simply unforgettable.

-Sara W., Office Assistant grad, 2023

”

LEADERSHIP

NAVIGATE THE EVOLVING LANDSCAPE OF LEADERSHIP.

Traditional leadership models are giving way to approaches that prioritize purpose, vision, empathy, continuous learning, adaptability, innovation, humility and courage. Effective modern leaders are skilled at fostering a sense of belonging and understand the importance of investing in their teams through connection, coaching and collaboration. Developing these critical skills will help set your team up for success.

HEAR FROM INSTRUCTOR CAMILLE CUNNINGHAM

CEC, CBAP, Prosci Certified Change Manager

What is a tangible piece of advice that someone can implement right away to help them be a better leader?

Active listening! With our hectic personal and professional lives, listening skills are becoming a lost art. Listening skills depend on being fully engaged, which requires giving our full attention to the speaker, understanding their message and responding thoughtfully. It's all about listening to understand rather than listening to respond. This improves communication, builds trust and fosters a positive team environment, which are all critical for effective leadership.



THE NUMBERS SPEAK FOR THEMSELVES

- » The annual salary of managers ranges from \$51,150 for entry-level managerial roles to \$210,385 for senior-level managerial roles.
-*Alis, 2024*
- » Supervisors are in high demand; Alberta has 19% more supervisor jobs available than the national average.
-*Lightcast Analyst, 2024*

SEE A COMPLETE LIST OF COURSES.





LEADERSHIP

» MacEwan.ca/Leadership

COURSES \$399

7 hours | In-person

CERTIFICATE \$2,394

42 hours | 6 courses

Fees are subject to change

Upgrade your leadership expertise by discovering how to invest in employee growth, strengthen the work environment and increase team morale, developing into a skilled leader who is vital to the success of your organization.

COURSES:

Foundations of Leadership I - Leading Yourself, Foundations of Leadership II - Leading Others, Building an Engaged Workforce, Leading People through Change, Strategic Leadership and Critical Thinking, plus Achieving High Performance or Change Management Fundamentals

SKILLS GAINED

- Learn to guide your team through change and manage conflict.
- Engage in critical thinking to solve problems.
- Analyze employee efficiency to increase team performance.
- Discover how to empower your team and create a healthy work environment.

This certificate is eligible for credit towards the Achievement in Business Competencies (Blue Seal) certification!



Apprenticeship
and Industry
Training

ADVANCED LEADERSHIP

» MacEwan.ca/AdvancedLeadership

Navigate difficult conversations with confidence and empathy. Discover how to regulate your teams' performance and support the well-being of others. Understanding and connecting with your team can help increase their success and ensure the work environment is inclusive for all.

Please note there are no prerequisites for the Advanced Leadership Certificate.

CHANGE MANAGEMENT

» MacEwan.ca/ChangeManagement

Change in the workplace is inevitable. Brace yourself for change and learn to lead your team through organizational shifts. Develop strategies to ensure your team thrives in times of change. Using real-world examples, you will gain the ability to analyze a scenario and select the correct solution to the problem.



Camille was an awesome instructor. She was welcoming, had engaging and relevant stories to the course content and was passionate about what she was teaching. All of those make a course desirable to attend.

-Foundations of Leadership I student, 2023



MANAGEMENT

LEAD BY EXAMPLE.

Become a manager and execute the changes you want to see in your organization. Implement a positive work environment to increase your employees' morale and engagement.

Discover how to manage your team effectively, improve their productivity and increase your capacity to contribute to your organization's success. At MacEwan University, we have some of the most renowned subject matter experts to guide you to succeed in your professional journey.

HEAR FROM INSTRUCTOR MUBASHIR SHEIKH

PMP, PMI-RMP, PMI-ACP, ATP, CBAP

What are the top personality traits of a successful project manager?

Successful project managers excel in leadership, communication and adaptability. They inspire and guide teams with clarity, foster understanding through effective communication and navigate challenges with resilience. Strong organizational skills, decisive decision-making and customer focus complete the profile of an effective project management leader.



THE NUMBERS SPEAK FOR THEMSELVES

- » In Alberta, project management professionals are in high demand, with an average annual salary of \$108,142.
-*Alis, 2024*
- » In Alberta, 48% of project manager job postings request management skills.
-*Lightcast Analyst, 2024*



DON'T MISS OUT ON THE CANADA-ALBERTA JOB GRANT!

Discover individual or group training incentives for employers. To learn more about the Canada-Alberta Job Grant, visit the Government of Alberta website.



SEE A COMPLETE LIST OF COURSES.





Fast-track your program with our new 7-week intensive format and **SAVE 10%!** Visit MacEwan.ca/ProjectManagement for more details.

PROJECT MANAGEMENT

» MacEwan.ca/ProjectManagement

COURSES \$599–\$699

14–21 hours | Evenings (Online) and Weekdays (In-person)

CERTIFICATE \$4,493

119 hours | 7 courses

Fees are subject to change

Every project presents unique challenges, but essential skills such as team coordination, task delegation and strategic planning are critical for success regardless of industry. As an Authorized Training Partner (ATP) with the Project Management Institute (PMI), this program will give you access to high-quality content aligned with the Project Management Body of Knowledge (PMBOK® Guide 7th Edition) delivered by certified Project Management Professionals (PMPs) and help you earn Professional Development Units (PDUs) for PMI certification maintenance.

COURSES:

Basics of Project Management, Project Scope and Quality, Fundamentals of Project Planning, Working with Stakeholders, Leading and Managing a Team, Managing Risk on Projects, Measuring and Reporting on Project Activity

SKILLS GAINED

- Complete projects easily with improved time and budget management.
- Manage stakeholder expectations with effective communication and clear objectives, timelines and budgets.
- Define tasks and expectations up front to avoid scope creep.

This certificate is eligible for credit towards the Achievement in Business Competencies (Blue Seal) certification!



Updated for PMBOK 7th Edition. MacEwan University is a Project Management Institute™ (PMI®) Authorized Training Partner. Learn more about our partnerships on page 10.



ADVANCED PROJECT MANAGEMENT

» MacEwan.ca/AdvancedPM

Advance your project management knowledge today. Accomplished project managers are expected to lead teams and execute multiple projects simultaneously. Learn techniques to manage project portfolios and teams, including the Agile project management approach, how to enhance your ability to manage multiple projects and programs effectively and how to use an overarching decision-making framework.

MANAGEMENT AND SUPERVISION

» MacEwan.ca/ManagementSupervision

Management can be a rewarding position at an organization. Adapt to the dynamic demands of your organization by learning techniques to handle workplace conflict diplomatically and communicate with purpose to ensure your team remains driven and productive.

SKILLS GAINED

- Develop expectations and goals for your employees to create future leaders.
- Be a mentor to your team to build trust and credibility.
- Learn to encourage the flow of ideas while minimizing distractions.



This course is a great introduction to Project Management. It helps you understand at a high-level the different aspects of managing a project and teams.

Mubashir is a very engaging prof as it can be difficult teaching a course online with everyone's cameras off. He provides real-life examples to help understand each concept. I would recommend this course to anyone looking to learn what Project Management is about!

-Basics of Project Management student, 2023



SUPPLY CHAIN

SUPPLY CHAINS ARE CONSTANTLY EVOLVING; DON'T GET LEFT BEHIND.

Bottlenecks throughout the supply chain happen. Learn to problem-solve and creatively adapt to the demands of changing logistics. Discover how to select the optimal technology to lead your company to supply chain efficiency. The ability to confidently manage the logistics across a supply chain is crucial for a functional business.

WHAT ARE MICRO-CREDENTIALS?

Micro-credentials are short courses you can take anytime, anywhere. Learners will have 4-6 weeks to complete the micro-credential, which can range from 10-16 hours of instructional content. They are designed for active professionals looking to update their knowledge in their field or emerging fields to advance career and skill development.

While completing a micro-credential, learners demonstrate their new skills in a final assignment. This ensures employers that anyone with a MacEwan University micro-credential has the ability to apply their new skill.

Once learners have completed a micro-credential, they are awarded an encrypted digital badge through MyCreds™, which can be securely shared and displayed in transcripts, emails, resumes, LinkedIn profiles and more. See below for examples of our digital badges.



THE NUMBERS SPEAK FOR THEMSELVES

- » Supply chain job posting activity is 40% higher in Alberta than the national average.
-Lightcast Analyst, 2024
- » In 2023, the average supply chain salary in Alberta was \$77,553.
-Alis, 2024
- » 22% of employers across industries have recruited supply chain professionals in the last two years.
-Alis, 2024

SEE A COMPLETE LIST OF COURSES.





INTELLIGENT SUPPLY CHAIN

» MacEwan.ca/SupplyChainMicro

MICRO-CREDENTIAL | \$249

Anytime, anywhere

Fees are subject to change

A supply chain specialist must be able to use data analysis to choose the most advantageous technology for the organization. The optimal choice can reduce costs and increase profitability. Understanding when to apply the new processes and tools gained from this course is paramount to becoming a successful supply chain professional.

SKILLS GAINED

- Make informed decisions with intelligent software.
- Streamline supply chain processes.
- Increase profitability and eliminate waste.

INTELLIGENT SUPPLY CHAIN: TRANSPORTATION

» MacEwan.ca/TransportationMicro

MICRO-CREDENTIAL | \$249

Anytime, anywhere

Fees are subject to change

Stay up-to-date with the changing supply chain landscape. Discover how to efficiently get your product from the source to your customer by standardizing the transportation process and increasing productivity with the latest transportation technology.

INTELLIGENT SUPPLY CHAIN: WAREHOUSING

» MacEwan.ca/WarehousingMicro

MICRO-CREDENTIAL | \$249

Anytime, anywhere

Fees are subject to change

Evolve the processes of warehousing through the use of technology for managing inventory, receiving and processing stock, filling orders and managing and maintaining equipment. Eliminate the barriers and risks in your warehouse through techniques, tools and technologies being taught by Alberta's supply chain experts.



This course was a fantastic tool to better understand and help the clients I work with on a daily basis!

-Intelligent Supply Chain: Transportation student, 2023



IT STARTED HERE

MacEwan University's Alumni Awards honour the trendsetters, innovators and leaders who started their journeys at MacEwan.

NOMINATE A DESERVING ALUM WHO'S MAKING A DIFFERENCE IN THEIR PROFESSION AND COMMUNITY.

Visit MacEwan.ca/AlumniAwards for more information.

Nominations received by October 31 will be considered for our spring Alumni Awards recognition event.

TECHNICAL

AS TECHNOLOGY ADVANCES, SO SHOULD YOU.

Technology skills are crucial for those who work in rapidly transforming industries. Digital marketers, web developers, and IT professionals alike can benefit from up-to-date technology training. Don't let your dream job outgrow you; update your skills today.

HEAR FROM INSTRUCTOR AGGIE BENNETT

What do you learn by advancing in the CORES courses (CORES Level 1, 2, and 3)?

Each CORES level builds on the foundation of knowledge that the accredited users need to provide greater support to their employers and clientele. These classes provide the opportunity to become familiar with the CORES database, complete mock transactions for the applicable CORES Level on the CORES training site and troubleshoot when necessary. In addition, students learn how to navigate the CORES Online Policy/User Manual efficiently, thereby minimizing the need to contact Corporate Registry staff directly for assistance.



THE NUMBERS SPEAK FOR THEMSELVES

- » Edmonton is one of the three central hubs integral to implementing the Government of Canada's Pan-Canadian AI Strategy, designed to harness and expand the nation's proficiency in artificial intelligence (AI) and machine learning (ML).
-Invest Alberta, 2024
- » The estimated median tech wage in Edmonton is \$89,204, 40% higher than the median national wage.
-Lightcast Analyst, 2024

SEE A COMPLETE LIST OF COURSES.



“

The instructor is very knowledgeable and has worked in the field for a long time, making it easier to learn from her as she has performed all the tasks she is teaching. She is thorough and explains things in a way that's easily understood.

-CORES Training Level 3 student, 2024

”



ALBERTA PERSONAL PROPERTY REGISTRY ELECTRONIC SYSTEM (APPRES) REGISTRIES ONLINE SUBSCRIBER (ROL)

» MacEwan.ca/APPRES

COURSE \$499

10.5 hours | Online, Mornings

Fees are subject to change

Looking for some extra prep before writing the APPRES-ROL Service Alberta accreditation exam? Gain confidence with our training program that covers all APPRES fundamentals, such as statutory charges, amendments, security agreements and renewals. Designed by seasoned professionals who have worked with the Service Alberta application, add APPRES-ROL to your resume and acquire the knowledge essential to your career advancement.

SKILLS GAINED

- Manage and process documents related to personal property registrations.
- Conduct research to stay up to date on industry regulations and best practices.
- Interpret and analyze data for risk mitigation, legal compliance and market scans.



CORPORATE REGISTRY SYSTEM (CORES)

» MacEwan.ca/CORES

COURSES \$499-\$599

10.5-17.5 hours | Online, Mornings

Fees are subject to change

Prepare to write your Corporate Registry System exam and feel confident in your knowledge with our CORES Level 1, 2 and 3 courses. Fast-track your knowledge of New West Partnership Trade Agreement (NWPTA) transactions, receivership/bankruptcy or extra-provincial amalgamations and prepare for the Service Alberta accreditation exams.

COURSES:

CORES Training Level 1, CORES Training Level 2, CORES Training Level 3

SKILLS GAINED

- Recognize the legal requirements for business registration, compliance and reporting in Alberta.
- Use knowledge of security agreements, liens and charges.
- Address queries within the CORES registration process.

FULL-STACK WEB DEVELOPMENT

» MacEwan.ca/FullStack

Full-stack web developers design and develop both the front-end (user interface) and back-end (server, database and application) components of web applications, ensuring a seamless and clear user experience. Learn the fundamentals and then focus your skills on website development, maintenance and design.

SMALL BUSINESS ANALYTICS

» MacEwan.ca/AnalyticsMicro

MICRO-CREDENTIAL | \$249

Anytime, anywhere

Fees are subject to change

Get to know your small business and make informed decisions by applying basic data analytics. Optimize operations, identify growth opportunities, enhance customer experiences and gain a competitive advantage. For more information about micro-credentials, see page 23.

CREATIVE

MAKE TIME FOR THE THINGS YOU LOVE.

Exercising your creative abilities allows you to stay competitive in various fields, such as photography, web design, graphic design, social media and more. Whether you're an aspiring photographer aiming to master your camera and build a standout portfolio, a creative professional navigating the digital realm or a small business owner seeking high-quality visuals for marketing, our range of in-person and online courses provides a blend of expert instruction and flexible scheduling. Let us help you adapt to the ever-changing creative landscape and excel in your creative endeavours.

HEAR FROM INSTRUCTOR BUFFY GOODMAN

What advice do you have for someone just starting their journey in photography?

Don't be afraid to learn, explore and make mistakes and understand that creative growth sometimes lives in those spaces where you feel challenged or even frustrated.



THE NUMBERS SPEAK FOR THEMSELVES

- » Photography is one of the quickest-growing skills for small business entrepreneurs in Canada. *-The Globe and Mail, 2024*
- » 69% of small businesses use digital marketing to attract customers and sales. *-Small Business Web.Co, 2023*

SEE A COMPLETE LIST OF COURSES.





PHOTOGRAPHY

» MacEwan.ca/Photography

COURSES \$499–\$599

18–24 hours | Evenings and Weekends

CERTIFICATE \$2,595

96 hours | 5 Courses

Fees are subject to change

Let your creativity shine through the lens and refine your artistic expression. From mastering the fundamentals of composition to understanding the history of photography, these courses will enhance your technical photography skills to create stronger images no matter the situation. Great for those who are looking to learn the basics of photography.

COURSES:

Digital Photography Level 1, Photography Post-Processing, Digital Photography Level 2, Photography Lighting Techniques, Photography Independent Projects

SKILLS GAINED

- Control your camera settings and build a better understanding of image composition.
- Enhance your images by mastering light and exposure.
- Adopt professional techniques for importing, organizing and editing image files.

ADVANCED PHOTOGRAPHY

» MacEwan.ca/AdvancedPhotography

Learn the techniques that will set your work apart. Let your artistic journey shine with an Advanced Photography certificate. From silky smooth waterfalls to captivating light trails, master the art of long exposure or discover the secrets of enhancing colours, correcting imperfections and creating stunning visual effects.

INTRODUCTION TO BRAND BUILDING

» MacEwan.ca/BrandingMicro

MICRO-CREDENTIAL | \$249

Anytime, anywhere

Fees are subject to change

Uncover what keeps a brand current in today's market and understand why many struggling businesses lack the critical piece – a strong brand identity. For more information about micro-credentials, see page 23.

INTRODUCTION TO DIGITAL MARKETING

» MacEwan.ca/MarketingMicro

MICRO-CREDENTIAL | \$249

Anytime, anywhere

Fees are subject to change

Explore innovative strategies and tactics in digital marketing, SEO, website structure and user experience to stay competitive and relevant in the ever-changing online marketplace. For more information about micro-credentials, see page 23.



This is a great course for anyone interested in photography. I built inspiration to further my skills in the art.

The instructor is very knowledgeable and also accepts input and questions as he encourages you no matter your level in the subject.

-Digital Photography Level 1 student, 2023



COMMUNITY

CHANGE STARTS WITH COMMUNITY. FIND YOURS HERE.

It only takes one person to start a movement. It takes a community to make a change. Our community-oriented programs provide limitless learners like yourself with the skills to contribute meaningfully to your area of practice, neighbourhood and community. By choosing MacEwan University, you not only gain valuable knowledge and skills, but also join a community-driven environment that empowers you to create a lasting and positive influence in various fields.

LEARN ABOUT OUR UNDERSTANDING HATE CRIMES INSTRUCTOR, DR. KRISTOPHER WELLS

PhD

Dr. Wells is an Associate Professor and Canada Research Chair (Tier II) for the Public Understanding of Sexual and Gender Minority Youth at MacEwan University. His scholarly work specializes in 2SLGBTQ+ youth, health, education, sport and culture. Currently, Dr. Wells serves as the Editor-in-Chief of the International Journal of LGBT Youth and has been engaged in many ground-breaking educational projects such as the Edmonton Queer History Project, Camp fYrefly, and Pride Tape, which is now used by all 32 teams in the National Hockey League. Dr. Wells' work has been recognized with over 50 scholarly and community awards and recognitions including the Alberta Teachers' Association's Public Education Award, University of Alberta's Alumni Horizon Award, Alberta Centennial Medallion and the Queen's Platinum Jubilee Medal. He currently serves as the founding and Executive Director for the MacEwan Centre for Sexual and Gender Diversity.



THE NUMBERS SPEAK FOR THEMSELVES

- » In 2019, there were an estimated 223,000 self-reported hate crimes, with the highest proportion in Ontario (33%), Quebec (28%) and Alberta (14%).
-Statistics Canada, 2019
- » Between 2019 and 2020, police-reported hate crimes motivated by religion, race or ethnicity increased by 80%.
-Statistics Canada, 2022

SEE A COMPLETE LIST OF COURSES.





UNDERSTANDING HATE CRIMES

» MacEwan.ca/HateCrimes

MODULE \$49

15 hours | Anytime, anywhere

Fees are subject to change

CHALLENGING NATIONAL IDEALS: HISTORICAL PERSPECTIVES ON HATE

With the increasing prevalence of hate and extremism globally, including its wide and rapid proliferation online, governments, law enforcement and diverse communities have been challenged to respond effectively to this growing threat. This module examines the history, motivations and rise of hate and violent extremism in Canada.

SKILLS GAINED

- Foster critical thinking of what constitutes a hate crime in Canada.
- Understand the intersectionality of different forms of discrimination such as racism, sexism and colonialism.
- Comprehend the evolution of hate and extremism and it's rapid proliferation online.

SUSTAINABILITY STUDIES

» MacEwan.ca/SustainabilityCertificate

Develop the ability to apply systems thinking to tackle a range of challenges, from complex to simple, and collaborate with community partners to identify issues of sustainability.

STACK YOUR CREDENTIALS

This Certificate of Achievement provides an in-depth study of a topic that can be added to a pre-existing credential or taken independently.

SUSTAINABLE BUSINESS REVIVAL

» MacEwan.ca/SustainableMicro

MICRO-CREDENTIAL | \$249

16 hours | Anytime, anywhere

Fees are subject to change

Acquire the skills to seamlessly integrate social, environmental and economic sustainability practices and systems thinking into solving immediate and long-term challenges.

For more information about micro-credentials, see page 23.



The sustainable business course provided me with a digestible and useful understanding of sustainable business practices. I feel equipped to discuss and advance sustainability initiatives in my organization after taking this great course!

-Sustainable Business Revival student, 2022



PROFESSIONAL HEALTH EDUCATION

» MacEwan.ca/PHE

PROFESSIONAL DEVELOPMENT ON THE GO.

Your patients deserve quality care, and you deserve flexible programs to fit any schedule. Let us help you get there. We offer quick, self-paced courses, certificates and post-graduation programs designed for busy healthcare professionals like yourself. Our programs are available to paramedics, LPNs, RPNs, RNs and other regulated health professionals.

HEAR FROM INSTRUCTOR CLAUDIA SEILER-MUTTON

RN, BScN, MEd

What is the most rewarding part of working in Gerontology or Hospice Palliative Care that potential students can look forward to?

When we hear 'palliative care,' many individuals think of death and dying, and it's this misunderstanding that can lead to fears and uncertainties in clients (and their families) who receive a palliative diagnosis. Yet palliative care is so much more than just end-of-life care. Palliative means 'no cure,' but using a palliative approach to care with anyone who has been diagnosed with a life-limiting condition means that the client, the family, the health practitioners and the interdisciplinary team can focus on comfort and living. To me, the most rewarding part of working in palliative care for the past 25 years has been the support, comfort, care and hope that we can provide to clients and their families, the dedication to quality of life and living and the incredible teams that we work with.



THE NUMBERS SPEAK FOR THEMSELVES

- » 872 students registered for our professional health programs in 2023.
- » We offer the only interprofessional Case Management course in Western Canada.

SEE A COMPLETE LIST OF HEALTH COURSES AND CERTIFICATES.





NURSING PROFESSIONAL DEVELOPMENT

» MacEwan.ca/NursingPD

COURSES \$200-\$475

15-75 hours | Anytime, anywhere

Fees are subject to change

Whether you are looking to change your career focus, specialize, update your skills or meet a requirement for licensure, these courses provide the opportunity to stay up-to-date on current technology, practice and theory.

Professional development courses are open to all regulated healthcare professionals!

SKILLS GAINED

- Apply current medical advancements, policies and technologies.
- Deliver high-quality patient care.
- Specialize in your field or advance in your career.

CRITICAL CARE AND EMERGENCY NURSING

» MacEwan.ca/CriticalCare

This program consists of two certificate paths, allowing learners to specialize their training and earn a certificate in either Critical Care Nursing or Emergency Nursing.

The **Critical Care Nursing Certificate of Achievement** discusses many diverse topics, such as appropriate interventions and management, pathophysiology, pharmacological and technological interventions, relevant assessment findings and the prioritization of problems.

SKILLS GAINED

- Examine critically ill patients.
- Apply strategies for involving and supporting the families of patients.
- Manage crises in high-pressure environments.

The **Emergency Nursing Certificate of Achievement** reviews the anatomic structure and physiologic function of the cardiovascular, respiratory, renal, neurologic, gastrointestinal and endocrine systems.

SKILLS GAINED

- Assess trauma patients using a triage system.
- Administer medication in emergency situations.
- Apply strategies for managing mass casualty disasters.

“

My learning journeys were realistic and achievable as I was determined to improve nursing care for all patients.

The program was designed for organized and dedicated nurses who were motivated to bring the best care to patients in ED [Emergency Department] and ICU [Intensive Care Unit] while working full-time hours. The contents were in-depth and covered all aspects of critical care. These certificates brought confidence and refreshing knowledge to nurses.

- Former Critical Care and Emergency Nursing student

”

GERONTOLOGY

» MacEwan.ca/Gerontology

Credit
certificate

When you specialize in gerontology, you prepare for leadership roles in continuing care, acute care, community nursing, home care, health promotion and primary care. Learners in this program will gain the skills they need to bring compassion and comfort to end-of-life populations.

SKILLS GAINED

- Apply strategies for promoting and maintaining health.
- Use tools to combat social isolation and loneliness.
- Advocate for the rights and needs of patients.

HOSPICE PALLIATIVE CARE

» MacEwan.ca/Hospice

Credit
certificate

The Hospice Palliative Care program is perfect for health-care professionals with a passion for caring for and enhancing the lives of people living with acute or chronic life-limiting illnesses. Learners in this program acquire specialized skills to address the physical, psychosocial and spiritual concerns of these individuals and those close to them.

SKILLS GAINED

- Deliver compassionate care for patients and support for their families.
- Apply strategies to support patients in managing pain.
- Deliver grief counselling and mental health support related to various aspects of death.

LIFE SUPPORT TRAINING

» MacEwan.ca/BLS

Life Support Training provides you with the skills and confidence to respond to an emergency at home, school or work. Aligned with the gold standard of the Heart & Stroke Foundation's programming, these courses are also recognized for employment in health-care and clinical practice for students.

PAIN ASSESSMENT: DECODING THE SCORE

» MacEwan.ca/PainAssessmentMicro

NEW
for 2024

MICRO-CREDENTIAL | \$249

Anytime, anywhere

Fees are subject to change

Have you ever thought about what is behind a client's answer when they report a pain score between zero and 10? This micro-credential will explore the implementation of a multi-dimensional pain assessment to identify key contextual factors that influence a client's pain experience. For more information about micro-credentials, see page 23.

“

In December 2023, I finished the Gerontology and Hospice Palliative Care program. It is, in my opinion, the most user-friendly program ever created. The MacEwan University faculty members, program coordinators and lecturers have all been incredibly helpful throughout the program.

-Gerontology and Hospice Palliative Care student, 2023

”

HEALTHCARE SUPPORT

If you have questions about Medical Billing or Medical Office Chaperone, please email BusinessConEd@macewan.ca.

MEDICAL BILLING

» MacEwan.ca/MedicalBillingMicro

NEW
for 2024

MICRO-CREDENTIAL

Anytime, anywhere

Fees are subject to change

Medical billing specialists work in hospitals, clinics and physicians' offices and act as liaisons between medical offices and insurance companies. These professionals assign the appropriate codes to satisfy insurance requirements, confirm medical practitioners' payments and ensure the integrity of the medical billing process.

MEDICAL OFFICE CHAPERONE

NOW SELF-PACED

A medical office chaperone plays a key role in ensuring patients feel comfortable and supported during an examination. With the support and guidance of the College of Physicians & Surgeons of Alberta, MacEwan is pleased to offer chaperone training that will prepare office staff with the skills they need to take on this vital role.

ARE YOU A MACEWAN ALUM?

As a MacEwan graduate, you have access to a variety of career services, benefits, networking opportunities and alumni-exclusive events, including:

- » Career advising.
- » Leadership coaching **NEW!**
- » Corporate discounts on home and auto insurance and health and life insurance.
- » MacEwan discounts on gym memberships, theatre tickets and Griffins season passes.
- » 10% off all professional development non-credit courses with code **ALUMN10** through the School of Continuing Education.

For more information on all the benefits, services and opportunities available to you as an alum, visit MacEwan.ca/Alumni

Sign up for your monthly Alumni eNewsletter or update your information here.



INTERNATIONAL

WE ARE THE FOUNDATION OF YOUR SUCCESSFUL CAREER IN CANADA.

We offer 12-month post-graduation certificates for international students. Our certificates are unique because of their professional communication component, which helps our students build both the technical and valuable soft skills Canadian employers highly request. In addition to our 12-month professional development certificates, we also offer educational tours and foundation programs.

HEAR FROM INSTRUCTOR NOLAN CROUSE

MBA, CCMP

What are some ways that students receive hands-on experience in this program?

Students who are coming into the Canadian culture are learning a wide variety of hands-on skills, leadership skills, communication skills and personal development skills. At the same time as becoming immersed in the Canadian way of life, most are able to secure part-time employment quickly and full-time employment after a few short months in Canada.



THE NUMBERS SPEAK FOR THEMSELVES

- » We've had over 1,363 graduates from our Professional Development certificate programs since 2017.
- » Through our Educational Tours, we have welcomed 483 participants from China, Mexico and Germany.
- » We welcomed 530 international students into our certificate programs in 2023.



EXECUTIVE PROFESSIONAL DEVELOPMENT CERTIFICATE PROGRAMS

Full-time, 12-month programs with September and January intakes:

- Project Management and Professional Communication
- Business Analysis and Professional Communication
- Supply Chain Management & Logistics and Professional Communication
- Bookkeeping & Accounting Technology and Professional Communication
- Full-Stack Web Development and Professional Communication
- Digital Experience Design and Professional Communication *(September intake only)*

WHY PROFESSIONAL COMMUNICATION?

Communication was the second most in-demand skill of 2023 in the professional workforce (LinkedIn, 2023). Our students receive dedicated training in professional communication to help them transition into the Canadian workforce. Students gain new skills such as collaboration, effective communication, teamwork, critical thinking, creativity and problem-solving.

POST-GRADUATION WORK PERMIT (PGWP)

Students who complete a one-year international program with the School of Continuing Education may be eligible to apply for a one-year Post-Graduation Work Permit (PGWP). Students who complete two consecutive professional development programs may be eligible for a three-year PGWP.

LEARN MORE ABOUT OUR INTERNATIONAL PROGRAMS.



EDUCATIONAL TOURS

Our Educational Tours allow visitors to experience the beautiful city of Edmonton, Alberta, while building their English language skills. Specialized tours are built according to each group's interests.

FOCUS YOUR EXPERIENCE ON:

- English as an Additional Language
- Exploring Canadian Post-Secondary Institutions
- Teacher Training and Canadian Pedagogy

WHAT'S INCLUDED:

- Accommodations
- Guided cultural activities
- All course fees and materials

GET A GLIMPSE OF OUR TOURS FOR YOURSELF!



One of my most valuable experiences studying at the MacEwan University School of Continuing Education was awakening to the intricacies of culture and understanding the demands of the Canadian workplace. And thanks to the guidance of my instructors, I am confident and eagerly ready for the next phase of my journey.

-Project Management and Professional Communication Student, 2023



PREPARATORY

PREPARE FOR POST-SECONDARY LIKE A PRO.

Ready to start your university career?

Our preparatory programs include University Preparation, also known as high school upgrading, and English as an Additional Language, also known as English as a Second Language or ESL. Their purpose is to equip students for success in degree or diploma programs at MacEwan University and other post-secondary institutions. Our daily classes emphasize the consistency of a post-secondary education and provide an immersive learning experience. Our on-campus programs foster a supportive community for making lasting connections.



FUNDING

Foundational Learning Assistance is offered through the Government of Alberta for most preparatory programs, including English as an Additional Language and University Preparation. Funding is limited each term, with priority given to current and continuing students. It is dispersed on a first-come, first-served basis to eligible people. If approved, this grant funding will cover the cost of tuition, fees, books and supplies, and potentially other expenses.



ENGLISH AS AN ADDITIONAL LANGUAGE

Also known as *English as a Second Language* or *ESL*

» MacEwan.ca/EAL

We understand that building your life in a foreign country isn't easy. Almost 500,000 new immigrants came to Canada last year – one of the highest rates per population of any country in the world, with the majority being between 25 and 29 years old (Statcan, 2024). At MacEwan University, our goal is to assist you in building a better life, and we are dedicated to helping you enhance your English language skills.

- Full-time or part-time options are available
- All courses are offered in person during the day
- Funding may be available for eligible students

WE OFFER INTERMEDIATE TO ADVANCED COURSES IN:

- Listening and speaking
- Reading and writing
- Grammar, pronunciation and vocabulary

APPLY NOW



The EAL program, which at the time was called the ESL program, was my first program when I came to Canada as an international student in 2003. As a MacEwan graduate and current MacEwan employee, the EAL program played a crucial role in equipping me with the language skills (listening, speaking, reading and writing) to gain long-term personal, social, academic and professional achievements.

-Christine S., former English as an Additional Language student





UNIVERSITY PREPARATION (UP)

Also known as high school upgrading

» MacEwan.ca/UP

The University Preparation program provides a complete selection of core high school equivalency courses, essential for gaining admission to any post-secondary education you might be dreaming of. An academic advisor will help you build a tailored education plan based on your specific needs, educational background and the requirements of your desired program.

COURSES

- Biology 20, 30*
- Chemistry 20, 30*
- Computers Level I* and II*
- English 20-1, 20-2, 30-1*, 30-2
- Mathematics 10 Preparation, 10 Common
- Mathematics 20-1, 20-2, 30-1*, 30-2*, 31
- Physics 20, 30*
- Science 10, 30*
- Social 20-1, 30-1*

*Online classes are available

APPLY NOW



“

Laura Stevenson was always there to advance my progress in English 20-1 and 30-1. I was her student during the COVID video lecture time. Although she had nearly 50 students, she treated us as equally as possible. She would schedule individual meetings if there were more needs for some. I am very thankful to her.

-University Preparation student, 2020

”



pimâcihisowin FOUNDATION PROGRAM

» MacEwan.ca/PFP

pimâcihisowin, which means “to create a life of independence” in Cree, addresses the gap between high school credentials and the requirements to be admitted into a post-secondary diploma or degree program.

pimâcihisowin helps students achieve post-secondary goals through:

- Land-based teaching
- One-on-one & group mentorship
- Access to teachings by Indigenous instructors
- Cultural support
- Access to upgrading and university-level courses



FUNDING

Band, settlement and regional council funding are some of the most common funding sources for First Nations, Métis, Inuit and northern students. Funding can also be accessed through government initiatives and non-profit organizations.

For more information, please contact kihêw waciston's student advisors at kwadvising@macewan.ca.

APPLY NOW



FOUNDATION PROGRAM INTERNATIONAL

» MacEwan.ca/FPI

The Foundation Program International (FPI) is designed to provide international students with opportunities to achieve academic admission requirements for entry to a post-secondary diploma or degree program.

If you are an international student looking for post-graduation certificates, visit our [SCE International](#) section on page 35.

APPLY NOW



CONSERVATORY OF MUSIC

» MacEwan.ca/Conservatory

OVER 120 YEARS OF QUALITY MUSIC INSTRUCTION.

The Conservatory of Music was founded in 1903 and continues to support excellence in music education. We provide quality private music lessons, group classes, concerts, community-funded bursaries & scholarships and acoustic performance spaces.

Built in 1992, Muttart Hall is named after The Muttart Foundation, which sponsored the development of this premier Conservatory performance space. The Hall is also home to the Muttart Steinway, a magnificent 9-foot concert grand piano donated in recognition of the Foundation's 50th anniversary. Hundreds of events have been held in this renowned performance space over its many years.



CONSERVATORY OF MUSIC'S IMPACT BETWEEN 2023 AND 2024

- » **Over 500 students** pursued their love of music by taking private lessons with professional instructors.
- » **Over 100 students** aged 3 to adulthood participated in our music programs to learn together.
- » Conservatory of Music awarded **\$10,250 in scholarships and bursaries** to 31 students to support their music studies.
- » **Over 2,220 students from 38 schools** across Alberta attended our band clinics at the Conservatory, starting their school year learning the foundations of their instrument.
- » We **partnered with numerous local music organizations** to provide them access to high-quality space and pianos for music appreciation and education across Alberta.

HOW TO REGISTER FOR ALL CONSERVATORY ACTIVITIES:

Register online or in person.

MacEwan.ca/Conservatory

conservatory@macewan.ca

Alberta College Campus
10050 MacDonald Drive, Room 510
780-633-3725

SEE A FULL LIST OF CONSERVATORY PROGRAMS AND OFFERINGS.





QUARTET IN RESIDENCE

Robert Uchida, Laura Veeze, Keith Hamm and Julie Hereish of The Garneau String Quartet joined the Conservatory of Music in 2022 for the official launch of the Chamber Music program and Quartet-in-Residence Concert Series.

Join us for the 2024/25 Season featuring CBC's Tom Allen and Lori Gemmell; Cameron Crozman and Steven Dann; **pianist Angela Cheng – one of Canada's national treasures**; and musicians from the Calgary Philharmonic: Diana Cohen, Maria van der Sloot, Jesse Morrison and Arnold Choi. Visit edmontonarts.ca to purchase advance tickets.

CHAMBER MUSIC ACADEMY PROGRAM

This high-level chamber music program is for intermediate and advanced string and piano students. It is great for junior high, high school and post-secondary students. Join the 2024 Chamber Music Academy Program! Visit MacEwan.ca/Conservatory for details.



The Chamber Academy was an amazing experience for me! I had a great time getting to know others and was inspired by the music I made with my peers. It was a truly amazing opportunity and very enriching!

-Chamber Music Academy student, 2023



BAND CLINIC

In 2023/24, we helped over 2,200 students gain new skills and techniques through band clinics.

Participating in a Band Clinic is an excellent way for music students to learn from professional musicians who can help school bands prepare for upcoming concerts, festivals or competitions.

Band clinics can be arranged to take place at the Alberta College Campus or your school by emailing conservatory@macewan.ca.

BIG BAND & JAZZ COMBO

Play jazz music under the direction of Dan Davis, an award-winning musician and skilled band director. The Conservatory of Music Big Band and Jazz Combo classes welcome vocalists, winds, piano, guitar, bass and percussion players with at least two years of experience. Placement audition is required.

Email conservatory@macewan.ca for more information.

MUSIC IN EARLY CHILDHOOD

For over 50 years, the Conservatory of Music has been introducing small groups of active pre-schoolers to the world of music.

Children discover the elements of music through nursery rhymes, traditional chants, singing games, folk songs, selected art music and movement activities.

Classes are available for ages 3 through 6.

PRIVATE LESSONS

We have over 60 professional musicians teaching all styles of music. Lessons are offered for voice, strings, guitar, harp, woodwinds, brass, drums & percussion, theory and performance. Lessons are available for all ages and levels online or in person at Alberta College Campus, located in downtown Edmonton. For more details, please visit MacEwan.ca/Conservatory.

MacEwan University's School of Continuing Education Guide is published for information for the general public. Every effort is made to ensure accuracy at the time of printing. MacEwan University reserves the right to make necessary changes in matters discussed herein, including procedures, policies, calendar, curriculum, content, emphasis and costs. When enrolling, please confirm course dates, times, location and fees with our information and registration assistants.

CREDENTIAL DEFINITIONS

MICRO-CREDENTIALS

(Institutionally Approved Credential)

A micro-credential is a non-credit or credit short course to demonstrate a specific skill competency for an in-demand skill. Recognition of successful completion will be in the form of a digital badge issued by MyCredits®.

CERTIFICATE OF ATTENDANCE

(Institutionally Approved Document)

A Certificate of Attendance may be issued to those individuals who have satisfactorily met the attendance expectations of a prescribed non-credit learning activity that has no formalized evaluation component.

PROFESSIONAL DEVELOPMENT CERTIFICATE

(Institutionally Approved Credential)

A Professional Development Certificate may be issued to those individuals who have satisfactorily met the expectations of a prescribed series of learning activities. All courses listed within a professional development certificate are exempt from GST under the Excise Tax Act regarding educational services, as these programs are reviewed and approved by a university council.

CERTIFICATE OF ACHIEVEMENT

(Institutionally Approved Credential)

A Certificate of Achievement may be issued to those individuals who have satisfactorily met expectations of a prescribed credit learning activity of fewer than 30 credits for which there is a formal evaluation component.

All courses listed within a Certificate of Achievement are exempt from GST under the Excise Tax Act regarding educational services, as these programs are reviewed and approved by a university council. Please note: Some courses are NOT GST exempt and listed as additional options for students on the Professional Development Certificate program pages; however, those are intended to enhance the student e-commerce experience. We do not want to include a sentence regarding GST exemption on every web page to maintain the credibility and value of our other courses that are offered as stand-alone or do not ladder into a certificate, as we feel this could negatively impact our marketing efforts.

ENGLISH LANGUAGE PROFICIENCY

Prospective students must meet MacEwan University's English language requirements before applying to a program, starting a certificate or enrolling in courses.

EMPLOYEE SPONSORSHIP

If a company assumes the costs of an employee's registration, complete student information is still required (last name, first name, birth date, contact information, etc.). When registering, please provide these details, along with the sponsor's name, phone number and payment information on company letterhead.

Note: Employers may qualify to receive a 66% reimbursement of employee training costs through the Canada-Alberta Job Grant.

For details, see alberta.ca/canada-alberta-job-grant.aspx.

FEES

Other fees may be assessed for additional materials received in class or license agreements with external organizations. Tuition fees for non-credit courses and additional fees may be subject to GST. All course and program fees are subject to change without notice.

COURSE CANCELLATIONS

MacEwan University reserves the right to restrict enrolment or cancel any class for insufficient enrolment. If the course you have enrolled in is cancelled, we will make every effort to contact you prior to the start date. Fees for cancelled classes will be refunded or applied to another course.

REFUND POLICY

Please see MacEwan.ca/SCE for information on refund policies for credit and non-credit courses.

INCOME TAX RECEIPTS (T2202)

Students in continuing education courses leading to a credential may be eligible to claim tuition and education tax credits. T2202 tax receipts will be made available to students online via MyPortal on MacEwan.ca in February. Tax receipts will not be mailed and will only be accessible online.

**School of
Continuing Education**

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11110-104 Avenue,
Edmonton, AB

780-497-4400
sce@macewan.ca

MacEwan.ca/SCE



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