



ELEVATE YOUR  
OPPORTUNITIES  
**ELEVATE YOUR  
OPPORTUNITIES**  
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OPPORTUNITIES



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 WELCOME WELCOME WELCOME

## TO THE MacEwan UNIVERSITY SCHOOL OF CONTINUING EDUCATION

### **It's always a good time to learn.**

We're making education more accessible through continuing education.

Maybe you want to get yourself ready to make some career moves. Maybe you're thinking about enrolling in university but need to upgrade first. Or maybe you just love learning and want to explore a new subject.

Whether your learning goals are personal or professional, MacEwan University's School of Continuing Education (SCE) has something for you. We believe that it's always a good time to learn something new, and we strive to make learning accessible and enjoyable.

In this guide, we hope you find something that lights a spark, answers your needs and gets you excited about learning.



WELCOME  
WELCOME



**ALLARD HALL**  
Home of the School of Continuing Education

## FIND YOUR FIT

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You're new to SCE or want to learn more about what's trending in continuing education.

You want to break into the business world.

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You have a heart for helping, and you'd like to incorporate that into your work.

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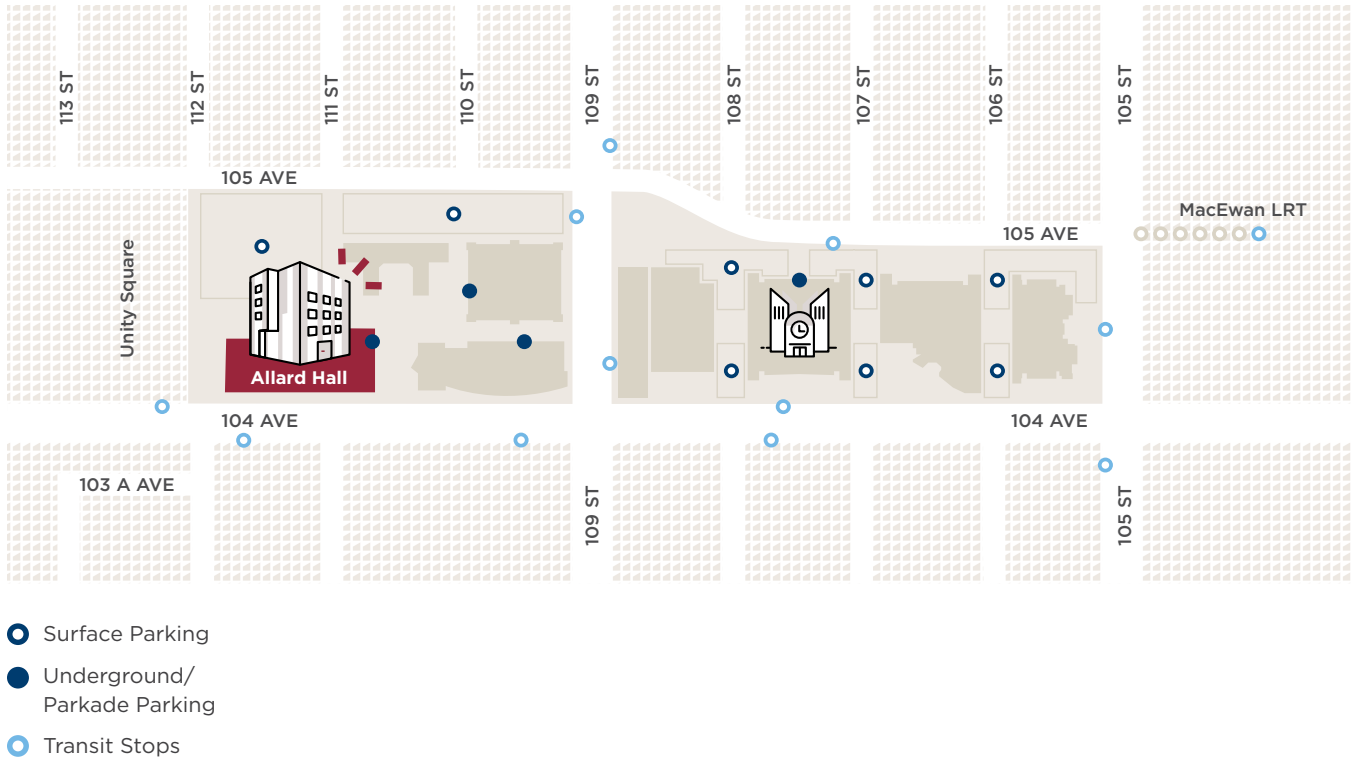
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# REGISTRATION ONLINE IS AS EASY AS

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## FIND YOUR COURSE

Check out [MacEwan.ca/Explore](http://MacEwan.ca/Explore)

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## ADD TO CART

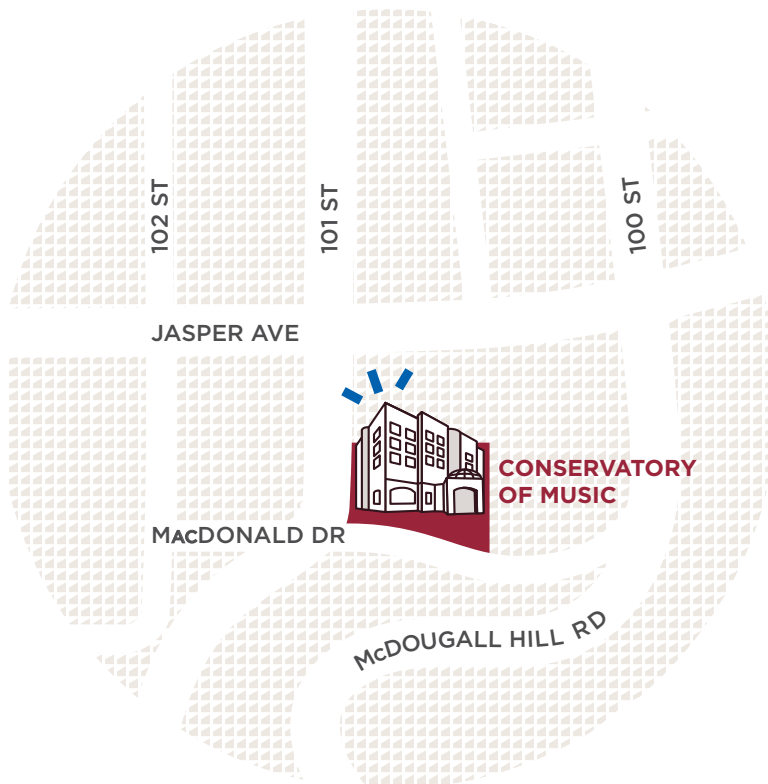
Apply any discount codes including 10% off for MacEwan Alumni with the code GUIDE10.

# 3

## CHECK OUT

Sign in with your existing MacEwan account or register for one to complete your purchase

*This registration process is for professional development programs. If you are interested in the Office Assistant, Professional Health Education, International or any Preparatory programs, please visit the program website for more details on applying.*



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

**YOU CAN ALSO REGISTER BY PHONE:**

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

**IN PERSON:**

Student Support Centre, Allard Hall  
11110-104 Avenue, Room 11-521  
Edmonton, AB T5K 1M9

**CONSERVATORY ACTIVITES:**

Alberta College Campus  
10050 MacDonald Drive, Room 510  
Edmonton, AB T5J 2B7  
780-633-3725

Scan for a full list of courses.



Need more help? Scan here.







“

*This summer, I will be stepping down as the dean of the School of Continuing Education. I joined MacEwan University in the spring of 2014. Since that time, I have worked with many talented faculty, instructors and staff who believe strongly in the transformative power of education. Together we have built a thriving unit that is much more than the sum of its parts. I am delighted to announce that Dr. Lisa Rochman has been appointed dean for a five-year term that began on June 5, 2023. Dr. Rochman has a wealth of experience in academic and skill development, foundational learning and leading teams to achieve success. This is an exciting time for the continued development of the SCE.*

”

## IN CONVERSATION WITH DR. HEATHER MCRAE, DEAN

### **How does flexible education fit into the modern workplace?**

During the pandemic, public and private continuing education providers pivoted to delivering courses and workshops online. While many people experienced some challenges adapting to different platforms and chat tools, along with dealing with frozen screens and low bandwidth, they are continuing to learn online and are loving it. It's convenient, efficient and with technological tools such as group discussions, chat functions, quizzes and surveys, it can be very similar to an in-person experience. Research suggests that learners are increasingly interested in short, focused courses that have a high level of engagement and are directly relevant to the workplace. Micro-credentials are addressing this need given that they are competency assessed, aligned with the interests of business and industry, and short in duration. The School of Continuing Education (SCE) is developing a number of micro-credentials in areas of business and health, including data analysis, digital marketing, pain assessment and medical billing. We are also involved in a research project to understand the needs and expectations of employers and prospective employees in the Edmonton region.

### **How might the role of education evolve over the course of a career?**

The notion of a 60-year curriculum highlights the requirement for continuous learning throughout one's life and career. Increased economic disruption and technological change is resulting in a need for upskilling and reskilling. According to a study by Workopolis (2014), working-age Canadians typically have 15 different jobs during their career; this number will likely grow over the next few decades. Already, there is a trend towards "gig" work that allows individuals to choose their type and duration of employment and take specific courses that will allow them to achieve their goals. In the SCE, we have many students who take short skills-based courses or certificate programs, such as Office Assistant (OA) and Project Management,

in order to change careers or advance in their current job. Students often are offered jobs immediately after completion. Others take courses following the completion of a degree or diploma in order to learn specific skills that complement their previous studies.

Some examples of these courses include JavaScript and C+, agile project management, change management, business analysis and fundamentals of project planning. The SCE also offers a series of courses in inclusion, diversity, equity and accessibility and is launching a 15-hour online module on hate crimes in Canada. For individuals new to Canada and for those who did not complete or succeed in high school, there are English language courses as well as academic upgrading. Many students are eligible for funding through the province's Foundational Learning Assistance program.

The Office Assistant (OA) program is a 12-month program that prepares individuals for work in medical, legal and administrative office environments. OA graduates are employed prior to completion of the program (often during their placement). And the demand for OAs is increasing each year. Our Hospice Palliative Care program curriculum has recently been modified for health-care practitioners from a range of health-care backgrounds. The need for skilled individuals to care for people living with acute or chronic life-limiting illness is growing in Alberta.

### **What is in store for the future of continuing education?**

I anticipate that continuing education programming in the future will continue to focus on addressing skills gaps and providing learners with "just-in-time" opportunities to access short courses developed in partnership with business and industry. More courses will likely be offered online to allow individuals to learn from wherever they are. But because interaction with others is a critical part of learning, some courses will be offered in a hybrid format to allow for the in-person exchange of ideas and knowledge.

### A LOOK THROUGH DR. HEATHER MCRAE'S TIME AS THE FOUNDING DEAN OF THE SCHOOL OF CONTINUING EDUCATION, 2014-2023.

Our founding dean, Dr. Heather McRae, is responsible for numerous exceptional achievements in continuing education. Her dedication directly resulted in increased access to high-quality education for those who may not have had the opportunity to take the traditional path of a degree student and for those students interested in upskilling and reskilling for career growth.

Her legacy will continue through all the students and adult learners whose lives have been made better by her contributions and the education that they can now access.

<p><b>Establishing the School of Continuing Education:</b> Dr. Heather McRae establishes the School of Continuing Education (SCE) at the Alberta College Campus to centralize professional development, corporate training, the Minerva Institute, Conservatory of Music and preparatory programs.</p>	2014	<p><b>The Dean's Lecture Series:</b> The SCE launches the Dean's Lecture Series held at the Alberta College Campus focusing on an array of captivating topics curated by Dr. McRae.</p>
<p><b>Expanding Internationally:</b> Dr. McRae launches the SCE International department, offering one-year post-graduation certificates for internationally educated students—the first of their kind in Alberta. Dr. McRae forges a partnership with the Department of Psychology and launches the SCE's first credit program, the Behavioural Interventions Certificate of Achievement. The SCE will later build another credit certificate in sustainability.</p>	2015	
<p><b>Supporting Indigenous Learners:</b> Through collaboration with community support groups, Dr. McRae identifies a need in collaboration with MacEwan's kîhêw waciston Indigenous Centre for a foundation program focused on supporting Indigenous learners in their education journeys that became the pimâcihisowin Foundation Program.</p>	2016	
<p><b>Expanding, Celebrating and Quarantining:</b> Dr. McRae welcomes the Office Assistant certificate program from the School of Business the same year that the SCE celebrates the 25-year anniversary of the University Preparation program. During the pandemic, Dr. McRae leads the SCE's transition to its new home in Allard Hall at MacEwan University's City Centre Campus.</p>	2017	<p><b>Creating Pathways to Higher Education:</b> With Dr. McRae's guidance, the SCE develops the Foundation International and Alberta Foundation programs to provide accessible preparatory opportunities for students transitioning to post-secondary programs in Canada with funding from the Government of Alberta.</p>
<p><b>Dynamic Credentials &amp; Delivery Options:</b> The SCE is awarded a grant by the Government of Alberta to develop and launch four new micro-credentials in spring 2022, spearheaded by Dr. McRae. The SCE launches a hyflex pilot of the Hospice Palliative Care program under Dr. McRae's leadership to provide equal access to quality education throughout urban and rural Alberta.</p>	2018	<p><b>Taking on New Roles:</b> Dr. McRae assumes additional roles as vice-provost at MacEwan University and as the president of the Canadian Association for University Continuing Education (CAUCE).</p>
	2019	
	2020	
	2021	<p><b>Meeting Needs and Breaking Barriers:</b> Dr. McRae expands the SCE to offer health-care programs from the Faculty of Nursing; this forms the Professional Health Education unit. The School's first Indigenous faculty member is hired to build the Indigenous Studies program offered by the SCE.</p>
	2022	
	2023	<p><b>Filling the Skill Gap:</b> With endorsement of the Dean's Council, Dr. McRae leads the development of a project to investigate the workplace skills needs of prospective employees and employers in the Edmonton area.</p>

# 5

# REASONS TO LEARN WITH US

There are endless reasons to make continuing education a part of your life. We asked Tai Munro, PhD and Shaun Bosch to pick their top five benefits of lifelong learning at the School of Continuing Education.

## FLEXIBLE LEARNING

It's important to be able to access professional and personal learning opportunities when you're ready for them. Short courses and regular schedules help to make this possible.

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.

## JOB-READY SKILLS

We've all left a professional development session and thought, "What do I do with this now?" Through effective teaching strategies, you'll be positioned to transfer your skills immediately.

Training for the job you have. Training for the job you want. Training for the job that doesn't even exist yet. Our lifelong learners at the SCE will always have in-demand, job-ready skills.

## TRUSTED INSTITUTION

The SCE takes the work of making sure that information is reliable and relevant off of your plate by recruiting quality industry professionals and working with approved course content.

MacEwan University was first established as a community college in 1971 based on the idea that learners differ in needs, interests, abilities and aptitudes. Community learning was the focus from day one and remains our focus today.

## COMMUNITY IMPACT

Everyone has the ability to have an impact; taking courses with the SCE can make sure that your impacts are supported by reliable and relevant knowledge and skills.

At the SCE, we view learning as a community endeavour; communities that learn together will innovate, grow and build together.

## LIFELONG GROWTH

With courses from the SCE, you won't be alone on your journey as a lifelong learner.

Everyone has the ability to learn regardless of age, experience or expertise. We are all beginners at something and there is no shame in that—stay curious!

*Tai Munro, PhD (she/her) is an assistant professor in the Sustainability Studies program who believes that through well-structured and supportive learning environments, everyone can achieve their learning goals.*

*Shaun Bosch (he/him) is a senior program manager with 14 years of experience delivering professional and personal development programming, where his passion for adult learning is guided by his belief in the transformative power of education and the importance of compassion, integrity, gratitude and humility.*



## RESUMES GET YOU A JOB. SOFT SKILLS BUILD YOUR CAREER.

Trying to get ahead in your career? Transitioning to a new role? Exploring a passion? We have a course for that!

Soft skills are the unsung heroes of the modern workplace. Between the growth of remote work and the shift of workplace culture, employers are more interested than ever in finding well-rounded employees who bring a varied skill set to their organization.

At the School of Continuing Education, we work hard to ensure that our programs and courses reflect the needs of today's employers.

- The demand for communication skills in IT/software development fields grew by 40 per cent in 2022\*
- The demand for leadership skills in customer service positions increased 94 per cent in 2022\*
- The demand for strong writing skills for office administration workers grew by 61 per cent in 2022\*

\*Lightcast Analyst, 2023

Check out how our programs can help you gain the soft skills most frequently requested by Alberta employers in 2022:

### Improve your business writing with Business Fundamentals (p. 14)

Improve stakeholder engagement, share ideas effectively and boost credibility.

### Develop a mindset for leadership with a variety of leadership programs tailored to your unique needs (p. 18)

Develop trust and respect, and encourage collaboration and creativity.

### Sharpen your communication skills with Business Fundamentals (p. 14)

Communication skills reduce conflict, eliminate inefficiencies and increase performance.

### Enhance your management toolkit with industry-recognized programs (p. 21)

Reach organizational goals faster and get the most out of your team.

# EDUCATION IS A COMMUNITY ENDEAVOUR

Education is so much more than a piece of paper. Education is the greatest tool we have for transforming our communities. That's why the School of Continuing Education is committed to forming lasting partnerships with community organizations. Here are just some of the community partnerships happening at the School of Continuing Education this year.

We are an Authorized Training Partner with the Project Management Institute™ (PMI®), meaning that our students can feel confident about acing their PMI certification exams. (p. 22)



We offer a 10% discount on professional development non-credit courses for all MacEwan University alumni. Use the code GUIDE10 at checkout. (p. 29)



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

We partnered with the Association of Professional Engineers and Geoscientists of Alberta (APEGA) to offer their members a 15% discount on all of our courses.



In 2022, we launched a 2SLGBTQIA+ webinar series in partnership with the MacEwan Centre for Sexual and Gender Diversity.



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



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. (p. 30)



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



The Conservatory of Music partnered with the Edmonton Recital Society to develop our Jumpstart Program to help young musicians get a quality start on their instruments. (p. 45)



## WHY MACEWAN UNIVERSITY?

Training is an investment. What makes corporate training effective? Three components:

### A SUPPORTIVE EMPLOYER WITH KEEN EMPLOYEES

### A STRONG PROGRAM WITH THE RIGHT INSTRUCTORS, ENOUGH TIME AND AN EXCELLENT CURRICULUM

### THE RIGHT ENVIRONMENT FOR LEARNING WITH GREAT INFRASTRUCTURE

MacEwan University Corporate Training has all three and is ready to work with you! We create corporate training plans customized to your team to ensure you get the best return on your financial and time investments while your employees benefit from highly engaging, industry-relevant and practical sessions.

The School of Continuing Education courses and programs are on top of current market trends and reflect current workforce needs. Our industry-experienced instructors, flexible delivery options and dedicated administrative support staff means that the future of work at your organization is only a training session away.

Working with MacEwan University truly means you're gaining an industry partner that will go above and beyond to help you meet your goals. MacEwan University is a business brand you can trust!

MacEwan excels in all key areas that the leading organizational agility and operational effectiveness firms identify as essential\* for every employee in a successful company or organization:

- Effective Communication
- Time Management
- Project Management
- Leadership Training
- Management and Supervision
- Diversity Training

\*Explorance, 2022

## PUT MACEWAN CORPORATE TRAINING TO WORK FOR YOU!

For a full list of options or a customized training program, contact us today!

780-497-5207

corporatetraining@MacEwan.ca  
MacEwan.ca/CorporateTraining

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.

With our GO AS A GROUP discount in open enrolment, your business may be eligible for a 15% discount on corporate training when you enrol a group of three or more people.





# BUSINESS FUNDAMENTALS

## WHAT IS BUSINESS? ANYTHING AND EVERYTHING.

Business is an umbrella term for organizing, strategizing, analyzing, communicating, marketing, accounting—the list goes on. Business skills will help you in any career path you take.

### **Foundational Business knowledge and skills apply to:**

- Individuals looking for job training who don't have time for a four-year degree
- Business owners looking to improve business strategies, manage inventory, invoices, payroll and more
- Office managers looking to make sound financial decisions impacting their organization

Updated for 2023

# BOOKKEEPING AND ACCOUNTING TECHNOLOGY

» [MacEwan.ca/Bookkeeping](https://MacEwan.ca/Bookkeeping)

**COURSES \$399-\$499**

12-21 hours | Evenings and weekends

**CERTIFICATE \$1,796**

63 hours | 4 courses

\*Fees are subject to change



Take your business portfolio or organization to the next level.

Develop an entrepreneurial mindset by building solid, foundational financial skills that you can use immediately. Gain a strong understanding of how to effectively prepare budgets, perform cost-volume-profit analysis and apply incremental analysis decision-making to your operations.

**COURSES:**

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

## SKILLS GAINED

- Forecasting and preparing for financial highs and lows
- Tracking inventory levels, promotions and sales
- Identifying waste and building strategies to increase profitability



**The median salary for business administration is \$56,999 in Canada and \$62,391 in Alberta**

Lightcast Analyst, 2023



**Business administration positions are most in demand in accounting, finance, inventory management and admin support (2022/23)**

Lightcast Analyst, 2023



**The most in-demand skill requests for a business admin role are communication (40 per cent of job postings) and attention to detail (34 per cent of job postings)**

Lightcast Analyst, 2023

THE NUMBERS SPEAK FOR THEMSELVES



*I learned from a great instructor who did a great job. Not only did I learn new skills, but I also refreshed material that was forgotten through the years.*

-Accounting Basics student, 2021





## EXECUTIVE ASSISTANT

» [MacEwan.ca/ExecutiveAssistant](https://MacEwan.ca/ExecutiveAssistant)

Executive assistants are the backbone of every successful organization.

Enhance your business skills and become an indispensable administrative professional. Learn to produce clear, persuasive writing and create concise business correspondence and reports.

## INTRODUCTION TO DIGITAL MARKETING

» [MacEwan.ca/MarketingMicro](https://MacEwan.ca/MarketingMicro)



Only \$249

Discover new strategies and tactics that apply to digital marketing strategy, SEO, website structure and user experience to maintain competitiveness and relevancy in the evolving online marketplace.

### SKILLS GAINED

- Develop an SEO strategy using analytics and keyword research
- Simple and effective website wireframing
- Plan a digital advertising campaign
- Build an audience for email marketing and lead nurturing

## INTRODUCTION TO BRAND BUILDING

» [MacEwan.ca/BrandingMicro](https://MacEwan.ca/BrandingMicro)



Only \$249

Discover what makes a brand stand for a decade or longer in today's market and why brand is the critical missing piece for many struggling businesses.

### SKILLS GAINED

- Create an Ideal Client Profile (ICP) for your brand
- Develop a content strategy that resonates with your ideal client
- Develop an email marketing sequence
- Use design principles to strengthen brand

\*For more information about micro-credentials, see p. 46.

## MEDICAL BILLING

» [MacEwan.ca/MedicalBillingMicro](https://MacEwan.ca/MedicalBillingMicro)



Medical billing specialists work in hospitals, clinics and physicians' offices and act as a liaison between the medical office 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.

## HEAR FROM INSTRUCTOR ABDULLAH EJAZ

PhD, M.Sc.

### Do I have to be good at math to succeed in bookkeeping and accounting?

You don't actually need math to succeed in bookkeeping and accounting. Bookkeeping and accounting are different subjects from math, and have nothing in common.

### What is one thing about bookkeeping and accounting that everyone should know?

Bookkeeping emphasizes on recording and organizing raw business financial data and transforming it into meaningful information. Accounting uses meaningful information to interpret and present refined information to business owners and investors.



# OFFICE ASSISTANT CERTIFICATE PROGRAM

» [MacEwan.ca/OfficeAssistant](http://MacEwan.ca/OfficeAssistant)

**CERTIFICATE \$10,311**  
12 Months

*\*Fees are subject to change.*

*Admission Requirements:  
65 per cent in English 30-1, 30-2  
or equivalent.*

**12-Month  
Program**

**Don't have time for a four-year degree? Experience a new way to build a stable career.**

Administrative staff are critical to daily operations in all industries. Skilled at processing and managing information, they are prepared to support their teams and organization to get the work done. Combine your strong organizational, problem-solving and communication skills with an education in current business practices, terminology and the latest software.

#### MAJORS

Administrative, Legal or Medical

#### INCLUDES FIELD PLACEMENT

Each major features a four-week field placement in the last term, providing hands-on experience in an office, medical or legal setting.

#### STUDY OPTIONS

Full-time, 12-month certificate  
(September intake only)



**APPLICATION  
DEADLINE  
JUNE 30**





# LEADERSHIP DEVELOPMENT

## LEADERS AREN'T BORN; THEY'RE MADE.

Leaders envision. Leaders plan. Leaders motivate. Leaders inspire. And most importantly, leaders grow. Becoming an effective leader is a lifelong skill that goes beyond career development. We excel at helping people elevate their leadership skills for better work outcomes, better teams and better lives.

### Leadership knowledge and skills apply to:

- Individuals seeking to gain more confidence in their workplace
- Employers pursuing an improved workplace culture
- Employees seeking increased engagement and decision-making skills within their teams

## LEADERSHIP

» [MacEwan.ca/Leadership](https://MacEwan.ca/Leadership)

Take the next step in your leadership journey by exploring different leadership styles, assessing your leadership abilities and developing a personal leadership action plan to guide you in achieving success!



Apprenticeship  
and Industry  
Training

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



## ADVANCED LEADERSHIP

» [MacEwan.ca/AdvancedLeadership](https://MacEwan.ca/AdvancedLeadership)

Take the next step in your leadership journey by learning how to assess and strengthen team culture, empower front-line employees and engage in difficult conversations.

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

### COURSES:

Developing High Performance, Defining and Executing Strategy, Strengthening Team Culture, Navigating Difficult Conversations, Advancing Equitable and Inclusive Strategies Within Your Organization, Media Literacy

### SKILLS GAINED

- Regulate performance within your team
- Assess team culture and identify paths for improvements
- Learn how to navigate difficult conversations
- Identify and address equity and inclusion deficiencies

NEW  
for 2023

## DIGITAL LEADERSHIP

» [MacEwan.ca/DigitalLeadership](https://MacEwan.ca/DigitalLeadership)

**COURSES \$349-\$399**

6-15 hours | In-person & Online

**CERTIFICATE \$1,795**

42 hours

*\*Fees are subject to change*

NEW  
for 2023

Digital leadership is for employees and employers who are choosing the right technology for a business and for its clients, guiding others through the transition and understanding the impact of technology on their company.

### COURSES:

Preparing Your Business for a Digital Transformation, Change Management Fundamentals, Design Thinking, Assessing and Upgrading Your Customer Experience, Small Business Analytics

### SKILLS GAINED

- Solve problems with a people-centric point of view
- Guide your team through change processes
- Understand products and procedures from the customer's perspective



**EXPLORE  
ALL  
COURSES**

NEW  
for 2023

## CHANGE MANAGEMENT

» [MacEwan.ca/ChangeManagement](https://MacEwan.ca/ChangeManagement)

Prepare your organization for a positive experience with change by understanding the effects of change, how to build engagement in your team and how to make your changes sustainable in the long term.

### SKILLS GAINED

- Assess your teams and determine change needs
- Create strategies for implementing change
- Monitor the effects of change on your team

## OUR WORKFORCE NEEDS LEADERS

**Leadership is a top skill for future-proofing your career**

Lightcast Analyst, 2023



**In 2022, Alberta job postings have seen a 104 per cent increase in leadership skill demand**

Lightcast Analyst, 2023



“

*This course was a gateway to leadership practices in a dynamic world where outdated ways are being replaced with innovation. It was refreshing to engage with concepts and classmates that reflect the forward-thinking direction we are collectively heading...*

*-Foundations of Leadership II student, 2022*

”

## HEAR FROM INSTRUCTOR JUSTIN YAASSOUB

*MacEwan University Bachelor of Arts '11, Distinguished Alumni award recipient '18—has been teaching leadership courses with the School of Continuing Education for four years.*

### What is the main barrier that stops people from being a leader?

Fear—fear that they are not worthy enough, good enough, strong enough or needed enough. In my experience, those people that are reserved and not stepping up to a leadership role are outstanding leaders in the shadows. In their comfort zone, they demonstrate courage, empathy and self-sacrifice daily.





# MANAGEMENT TRAINING

FORECAST. MOTIVATE. ACHIEVE.

Build your technical management skills. Through team building, morale and engagement, learn to assemble the right people and teams to achieve performance goals.

**Management knowledge and skills apply to:**

- New and established managers and supervisors
- Professionals interested in a promotion to management positions
- Professionals looking to improve their conflict management and communication skills

# PROJECT MANAGEMENT

» [MacEwan.ca/ProjectManagement](http://MacEwan.ca/ProjectManagement)

**COURSES \$499-\$649**

14-21 hours | Evenings

**CERTIFICATE \$3,943**

119 hours | 7 courses

*\*Fees are subject to change*

Updated  
for PMBOK  
7th Edition



No matter what industry you work in, project managers are always an invaluable asset!

Equip yourself with the knowledge and skills to advance your career in project management with a variety of course options and flexibility to fit your schedule.

## COURSES:

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

## SKILLS GAINED

- Create realistic budgets and project schedules
- Find new ways to manage risk and stakeholder expectations
- Define your tasks and expectations up front to avoid unexpected workloads



Apprenticeship  
and Industry  
Training

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



Project  
Management  
Institute.

*MacEwan University is a Project Management Institute (PMI®) Authorized Training Partner. Learn more about our partnerships on p. 12.*

## 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.

## ADVANCED PROJECT MANAGEMENT

» [MacEwan.ca/AdvancedPM](http://MacEwan.ca/AdvancedPM)

Experienced project managers can expect to oversee multiple projects at one time or manage a team of project managers. This program teaches techniques to manage programs, portfolios and teams and how to use an overarching decision-making framework.

## ALBERTA PERSONAL PROPERTY REGISTRY ELECTRONIC ONLINE SYSTEM (APPRES-ROL)

» [MacEwan.ca/APPRES](http://MacEwan.ca/APPRES)

The APPRES-ROL training program covers Registries Online APPRES functions and prepares individuals to write the Service Alberta accreditation exam required to process registrations in APPRES.

## CORPORATE REGISTRY SYSTEM (CORES)

» [MacEwan.ca/CORES](http://MacEwan.ca/CORES)

The Corporate Registry Training program provides an understanding of CORES services and prepares individuals to write the Service Alberta accreditation exams required to provide CORES Level 1, 2 and 3 services.

## BUSINESS ANALYSIS

» [MacEwan.ca/BusinessAnalysis](https://MacEwan.ca/BusinessAnalysis)

Business analysts play a critical role in every project by properly identifying needs, engaging stakeholders, assessing solutions and evaluating their performance to look for improvements over time.

### SKILLS GAINED

- Apply business analysis theory to real-world situations
- Create business analysis plans that are suitable for unique scenarios
- Effectively communicate and collaborate with stakeholders



MacEwan University is an Endorsed Education Provider with the International Institute of Business Analysis (IIBA®).

## MANAGEMENT AND SUPERVISION

» [MacEwan.ca/ManagementSupervision](https://MacEwan.ca/ManagementSupervision)

Discover new and practical strategies you can adopt immediately to effectively supervise and manage others within an evolving workplace.

### SKILLS GAINED

- Build trust and credibility with your team members
- Learn how to manage, reduce and prevent conflict
- Work effectively with employees to develop expectations and goals



Apprenticeship and Industry Training

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



*Excellent material and incredibly knowledgeable instructor! Hoping to take more courses just like this one!!*

*-Fundamentals of Management and Supervision student, 2022*



## HEAR FROM INSTRUCTOR TENDAI CHAKABUDA

### Can anyone learn to be a project manager?

I believe there are certain qualities and traits that can make you a great project manager. Go through these five questions and if you answer yes to most of them, then you are well on your way to becoming a great project manager: *Do you like working with people? Are you good at influencing people? Are you a person who brings order and structure where there is chaos? Do you like tracking and noting down progress as you go through tasks? Do you like solving problems?*



## THE NUMBERS SPEAK FOR THEMSELVES

The national median salary for management is **\$95,504 in Canada** and **\$102,700 in Alberta**

Lightcast Analyst, 2023



Management positions are most in demand in marketing, project management, construction, accounting and finance (2022/23)

Lightcast Analyst, 2023







# TECHNICAL SKILLS

WITH TECHNOLOGY COMES INNOVATION.  
WITH INNOVATION COMES COMPETITION.

Build your technical skills and become an asset to your organization. Discover our tech programs in analytics, supply chain, web development and user experience design.

**Technology knowledge and skills apply to:**

- Individuals who work in a field experiencing rapid digital transformation
- Supply chain professionals looking to innovate their processes
- Marketers, designers and IT professionals looking to refine their web and app skills

## DIGITAL EXPERIENCE DESIGN

» [MacEwan.ca/DXDesign](https://MacEwan.ca/DXDesign)

With the growing digitization of our everyday life, user experience designers are increasingly in high demand. Get introduced to the field of user experience design with a focus on the design of digital products, such as websites and apps.

## FULL-STACK WEB DEVELOPMENT

» [MacEwan.ca/FullStack](https://MacEwan.ca/FullStack)

A full-stack web developer works on the code that happens behind the scenes and the code that forms user interfaces. Learn the fundamentals and then focus your skills on the development, maintenance and design of websites.

## INTELLIGENT SUPPLY CHAIN: TRANSPORTATION



» [MacEwan.ca/TransportationMicro](https://MacEwan.ca/TransportationMicro)

Transportation technology and processes create new opportunities for moving goods from source to customer efficiently and intelligently. Learn how to leverage digital and operational competencies to manage data and AI in transportation processes.

## TECHNICAL SKILLS ARE ON THE RISE IN ALBERTA



**Alberta tech employment ranks fourth in Canada with 99,000+ jobs in 2022**

Lightcast Analyst, 2023



**Edmonton offers twice as many jobs in tech as Calgary**

Lightcast Analyst, 2023

## INTELLIGENT SUPPLY CHAIN



Only \$249

» [MacEwan.ca/SupplyChainMicro](https://MacEwan.ca/SupplyChainMicro)

The modern supply chain is more uncertain than ever before. Be prepared for the future. Learn new processes, technology, digital tools and techniques to meet changing needs in the supply chain and logistics industry.

### SKILLS GAINED

- Innovative thinking for supply chain planning and operation
- Identifying digital transformation opportunities
- Using technology to improve current processes
- Gathering data to report on successes

## SMALL BUSINESS ANALYTICS



Only \$249

» [MacEwan.ca/AnalyticsMicro](https://MacEwan.ca/AnalyticsMicro)

Apply basic data analytics tools and principles to analyze the data around you and make better decisions for your small business.

### SKILLS GAINED

- Analyzing and interpreting trends and patterns
- Methods to process a data set
- Conducting basic statistical analysis
- Creating data visualizations to better understand your business



*The overall course and instructor were wonderful. I really enjoyed the course material and it left me wanting to come to class and to learn more.*

-Digital Experience Design student, 2021



\*For more information about micro-credentials, see p. 46.

# CREATIVE SKILLS

## CAPTURE THE BEAUTY AROUND YOU AND SHARE IT WITH THE WORLD.

With courses made to revolve around busy schedules and instructors experienced with online delivery, photography classes are more accessible than ever.

### **Creative knowledge and skills apply to:**

- Hobbyist photographers who want to get to know their camera better
- Creative individuals working in web design, graphic design, social media and more
- Small business owners who want to capture high-quality photos for marketing purposes



## HEAR FROM INSTRUCTOR HEIKO RYLL

### **What is the best way for a brand new photographer to break into the business?**

To become a professional photographer, knowing what you don't want to do is more important than knowing what you want to specialize in. When starting, it is important to take on every project you can to practice your technical and creative skills. Assess each project after completion and see if the project energized your passion or exhausted you.



NEW  
for 2023

# ADVANCED PHOTOGRAPHY

» [MacEwan.ca/AdvancedPhotography](https://MacEwan.ca/AdvancedPhotography)

**COURSES \$399**

18 hours | Evenings and weekends

**CERTIFICATE \$1,197**

54 hours | 3 courses

*\*Fees are subject to change*

The Advanced Photography professional development certificate will help you take your practice to the next level by helping you acquire expertise that complements your existing photographic knowledge.

**COURSES (CHOOSE THREE):**

Starting Your Creative Business, Photoshop for Photographers, Close-Up and Long Exposure Photography, Astrophotography, Advanced Photography Projects

## SKILLS GAINED

- Create a draft business plan/overview of your business idea
- Develop specialized skills in areas such as Photoshop, close-up and long exposure photography and astrophotography

## DESIGN SUMMER CAMP

» [MacEwan.ca/DesignCamp](https://MacEwan.ca/DesignCamp)

This unique one-week intensive summer program open to high-school youth (ages 15 to 18) is devoted to the practice of visual design and creative problem-solving, giving participants the opportunity to gain familiarity with the techniques and facilities of a university design studio.

## PHOTOGRAPHY

» [MacEwan.ca/Photography](https://MacEwan.ca/Photography)

Improve your personal style and photographic compositions through an awareness of the history of photography and gain an understanding of current-day advances in the medium. Great for beginners!

### SKILLS GAINED

- Take high-quality photos of a still or moving subject
- Manipulate light to add emotion and emphasis to your subject
- Edit, enhance and organize whole photo libraries

## THE NUMBERS SPEAK FOR THEMSELVES

**Photographers in Canada can make up to \$50,000 annually as a side hustle**

Financial Post, 2021



**42 per cent of Canadians have a side hustle to supplement their income**

Direct Sellers Association of Canada, 2022



“ This course helped me understand why certain photographs capture my attention, and Heiko’s instruction gave me a comfort with my camera and knowledge of composition to start taking memorable pictures myself.

-Digital Photography Level I student, 2023





# BUILDING COMMUNITY

## COMMUNITY BUILDING STARTS WITH ALL OF US.

Do you aspire to provide the highest quality of support for others? Our community-focused programs give lifelong learners like you the tools to brighten your community.

### **Community-building knowledge and skills apply to:**

- Environmentally and socially conscious small business owners
- Business decision makers and hiring managers
- Health-care and early childhood development professionals

## BEHAVIOURAL INTERVENTIONS

Stack Your Credentials

» [MacEwan.ca/BICA](http://MacEwan.ca/BICA)

Behaviour analysis principles and procedures are applicable across a wide range of human services, especially in the assistance and treatment of individuals with autism spectrum disorder and other developmental disabilities.

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

### PROFESSIONAL ACCREDITATION



*This program will help students meet the course requirements to become a Board Certified Assistant Behavior Analyst (BCaBA®), as specified by the Behavior Analyst Certification Board (BACB®).*

## INCLUSION, DIVERSITY, EQUITY AND ACCESSIBILITY

» [MacEwan.ca/IDEA](http://MacEwan.ca/IDEA)

With more organizations, companies, agencies, boards and committees showcasing a strong dedication to equity and inclusion, there has never been a better time to enhance your knowledge in developing, supporting and enhancing individual and institutional equity, diversity and inclusion (EDI) goals.

### SKILLS GAINED

- Gain an understanding of foundational EDI concepts and terminology
- Develop and enhance strategic recruitment techniques to establish a diverse talent pool
- Analyze media sources and determine biases reflected in them
- Develop the skills needed to work in a diverse and cross-cultural setting

## FREE WEBINAR SERIES

MacEwan SCE is proud to host a number of free webinars from experts in various fields. MacEwan SCE thanks Merck-Frosst Canada Ltd. for supporting and funding this initiative.

Our webinar topics include botany, photography, leadership and more.



ARE YOU A  
**MACEWAN**  
ALUM?

Did you know that as a MacEwan graduate, you have access to career services, benefits, networking opportunities and alumni-exclusive events?

It also means that you qualify for 10% off all professional development non-credit courses with code **GUIDE10** through the School of Continuing Education.

For more information or to update your contact information visit [MacEwan.ca/Alumni](http://MacEwan.ca/Alumni).

## 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 important role.

## SUSTAINABLE BUSINESS REVIVAL

» [MacEwan.ca/SustainableMicro](https://MacEwan.ca/SustainableMicro)



Only \$249

As consumers demand greater social, environmental and economic change, individuals can learn to integrate sustainability and systems thinking into addressing short- and long-term problems.

\*For more information about micro-credentials, see p. 46.

## SUSTAINABILITY STUDIES

» [MacEwan.ca/SustainabilityCertificate](https://MacEwan.ca/SustainabilityCertificate)

Stack Your Credentials

Sustainability is more important than ever and applies to multiple disciplines, from academics to infrastructure and beyond. Learn to apply systems thinking to a range of complex challenges, discover alternative economic models, work with community partners and identify sustainability challenges.

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

## UNDERSTANDING HATE CRIMES

Challenging National Ideals: Historical Perspectives on Hate

» [MacEwan.ca/HateCrimes](https://MacEwan.ca/HateCrimes)

NEW for 2023

### Module \$199

15 hours | Online, Asynchronous

\*Fees are subject to change

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.



Research predicts that over 170,000 jobs will emerge in sustainability and clean technology in Alberta over the next 30 years

ALIS, 2023



Government of Alberta facilities are powered by renewable energy and the impact is the equivalent of taking 30,000 vehicles off Alberta roads

Government of Alberta, 2023



*This course offered great insight into sustainability and the importance of it in business today and for the future. It was really flexible with my work and life, and just the right amount of theory and practice.*

-Sustainable Business Revival student, 2022



THE FUTURE OF ALBERTA IS IN SUSTAINABILITY

# PROFESSIONAL HEALTH EDUCATION

MacEwan.ca/PHE

## HEALTH-CARE EDUCATION DESIGNED TO MEET YOU WHERE YOU ARE.

You deserve an education that provides what you want, when and how you want it. That's why we offer a variety of courses and programs for paramedics, LPNs, RPNs, RNs and other regulated health professionals.

### **Our programs are a great way to help health-care professionals**

- Specialize in new areas
- Stay knowledgeable about trends and technologies
- Access courses for required annual competencies



## HEAR FROM INSTRUCTOR BETH WILKEY

### **Why would someone choose to specialize in hospice palliative care?**

It is incredibly rewarding. Knowing that you, as a health-care provider in hospice palliative care, have made a positive difference in the patient's and family's quality of life during a very difficult time is very impactful. Although we can't change the patient's diagnosis, we can enhance the patient's quality of life and support the caregivers as well. It's an incredible privilege to work in this field.



# CRITICAL CARE AND EMERGENCY NURSING

» [MacEwan.ca/CriticalCare](http://MacEwan.ca/CriticalCare)

**Courses \$560-\$630**

45-60 hours | Asynchronous

**Certificate \$1,820**

3 courses

**Dual Certificate \$3,080**

5 courses

*\*Fees are subject to change*

*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.

**COURSES:**

Essentials of Emergency Nursing and Intensive Care Nursing, Critical Care Nursing Practice, Critical Care Nursing Specialty Concepts

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

**COURSES:**

Essentials of Emergency Nursing and Intensive Care Nursing, Emergency Nursing Foundations, Emergency Nursing Specialty Concepts

## THE NUMBERS SPEAK FOR THEMSELVES



**800 students registered for our professional health programs in 2022**



**We have over 30 self-paced courses available**



**We offer the only interprofessional Case Management course in Western Canada**

## HOSPICE PALLIATIVE CARE

» [MacEwan.ca/Hospice](https://MacEwan.ca/Hospice)

The Hospice Palliative Care program is perfect for professionals in health-care 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.

### COURSES:

Ethics in Gerontology and Palliative Care, Leadership in Care Management, Therapeutic Relations in Specialty Practice, Field Project, Conceptualizing Hospice Palliative Care, Pain Assessment and Management, Palliative Symptoms

## DID YOU KNOW?

We launched a hyflex (remote/in person) learning pilot of the Hospice Palliative Care program in September 2022. We had 30 learners from all across Alberta (from our biggest cities to rural communities) participate in our pilot, which aimed to improve access to high-quality education across Alberta and to build a strong interprofessional network for rural and remote health-care providers.



*The online format of NURS460 is marvellous. I have taken many online courses over the past 20 years from various colleges and universities and NURS460 is the best laid-out course and has the most variety in learning techniques. I am beyond impressed!*

*-Critical Care/Emergency Nursing student, 2022*



## GERONTOLOGY

» [MacEwan.ca/Gerontology](https://MacEwan.ca/Gerontology)

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.

## LIFE SUPPORT TRAINING

» [MacEwan.ca/BLS](https://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.

## NURSING PROFESSIONAL DEVELOPMENT

» [MacEwan.ca/NursingPD](https://MacEwan.ca/NursingPD)

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. Courses are flexible with monthly start dates and times.

## PAIN ASSESSMENT: DECODING THE SCORE



*Piloting in Fall 2023*

» [MacEwan.ca/PainAssessmentMicro](https://MacEwan.ca/PainAssessmentMicro)

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 are influencing a client's pain experience.

*\*For more information about micro-credentials, see p. 46.*



# INTERNATIONAL

[MacEwan.ca/SCEInternational](http://MacEwan.ca/SCEInternational)

**EDUCATION KNOWS NO BOUNDARIES,  
AND IT KNOWS NO BORDERS.**

The School of Continuing Education is dedicated to growing the careers of international graduates and is pleased to offer certificate programs that combine professional and intercultural communication training for international learners.

# 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 and Logistics and Professional Communication **UPDATED FOR 2023**
- Bookkeeping and Accounting Technology and Professional Communication **NEW**
- Full-Stack Web Development and Professional Communication
- Digital Experience Design and Professional Communication\*

*\*September intake only*

## 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:

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

### WHAT'S INCLUDED:

- Accommodations at our University Residence
- Guided cultural activities
- All course fees and materials
- Grocery allowances



**GET A GLIMPSE  
OF OUR TOURS  
FOR YOURSELF!**



*I know it's hard to leave home and all the familiar things surrounding you, but don't be scared. MacEwan isn't just a university; it's a family. The lecturers and staff all want you to succeed because they know the sacrifice you made moving to another country. They are friendly and open, so it is easy to develop a relationship with them. Do not be scared of taking that great step towards bettering your future at MacEwan. In the end, you will see that it's worth it. MacEwan is an awesome university.*

*-Global Logistics Management graduate, 2019*



**LEARN MORE  
ABOUT OUR  
INTERNATIONAL  
PROGRAMS**

## INTERNATIONAL CORPORATE TRAINING

We understand that international businesses and organizations must invest in continuing education to stay competitive, effective and successful in a global market.

WE OFFER ONLINE OR IN PERSON CUSTOMIZED AND COST EFFECTIVE INTERNATIONAL TRAINING IN AREAS SUCH AS:

- Business Analysis
- Business Communications (Leadership, Management, Intercultural Skills, etc.)
- Project Management
- Supply Chain Management & Logistics
- Technology for Business (Digital Experience Design, Full-Stack Web Development, etc.)

\*Contact [sceinternational@macewan.ca](mailto:sceinternational@macewan.ca) for more details.

## FOUNDATION PROGRAM INTERNATIONAL

» [MacEwan.ca/Foundation](https://MacEwan.ca/Foundation)

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.

\*Contact [foundation@macewan.ca](mailto:foundation@macewan.ca) for more details.



**APPLY NOW**

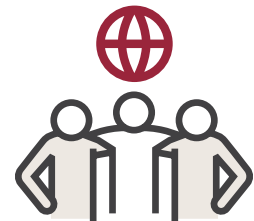
## PROFESSIONAL COMMUNICATION

Demand for professional communication skills has increased 68 per cent since 2022 (*Lightcast Analyst, 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.

**OUR EXPERIENCE SPEAKS FOR ITSELF**



We welcomed 250 international students into our certificate programs in 2022



Through our educational tours, we have welcomed 429 participants from China, Mexico and Germany

## DID YOU KNOW MANY OF OUR STUDENTS RETURN FOR A SECOND-YEAR PROGRAM?

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.

# 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.

## EMERGING LEADER AWARD

The newly established Emerging Leader Award recognizes recent graduates who have demonstrated an early ability and willingness to make significant contributions to their profession and community.

## DISTINGUISHED ALUMNI AWARD

The Distinguished Alumni Award honours alumni whose achievements have demonstrated exemplary service and leadership within their profession and community.

Visit [MacEwan.ca/AlumniAwards](http://MacEwan.ca/AlumniAwards) for more information.

Alumni Awards are presented annually, and nominations are accepted anytime. Those received by **October 31** will be considered for our spring Alumni Awards recognition event.



**HARPREET SINGH**

DISTINGUISHED ALUM  
Bachelor of Commerce '04



**TISHA RAJ**

EMERGING LEADER  
Bachelor of Arts '15



**DAVID BABCOCK**

DISTINGUISHED ALUM  
Music '82



# PREPARATORY

**GET ONE STEP CLOSER  
TO WHERE YOU ARE GOING.**

**Preparing for something new?**

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. They are designed to prepare you for a successful education experience at MacEwan University in a degree or diploma program.



*I was resolute to obtain English, enter a program at MacEwan University, and start my career as soon as possible. This would not have been possible without the support and encouragement of my instructors who believed in me and pushed me to excel and persevere.*

*-EAL student, 2019*



### Why choose MacEwan to start your university career?

#### DAILY CLASSES

When you are learning new skills, consistency is key. That's why our courses run four to five days a week. Benefit from repetition in learning and fully immerse yourself in your new area of study with a dedicated weekly schedule.

#### ON-CAMPUS PROGRAMS

Studying in a mature university environment puts you at an advantage for when you make the move to a post-secondary program. Our small class sizes and community-oriented values mean that you can meet lifelong friends and mentors during your studies.

#### AFFORDABILITY AND ACCELERATION

We understand that when you take a preparatory course with us, your goal is to get somewhere else. We offer quality courses at an affordable price. And, our programs are accelerated so that you can get where you want to go faster.

#### FUNDING

*Foundational Learning Assistance is offered through the Government of Alberta for most preparatory programs including English as an Additional Language, University Preparation and Alberta Foundation. IELTS Preparation courses are not eligible for funding. If approved, this grant funding will cover the cost of tuition, fees, books and supplies and potentially other expenses.*

### IELTS PREPARATION

» [MacEwan.ca/IELTSPrep](http://MacEwan.ca/IELTSPrep)

#### COURSES \$290

20 hours | Evenings

*\*Fees are subject to change*

Did you know we offer short, non-credit IELTS Preparation courses? Sharpen your English language skills with focused courses in reading and writing.

## ENGLISH AS AN ADDITIONAL LANGUAGE

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

» [MacEwan.ca/EAL](http://MacEwan.ca/EAL)

It takes courage to build a new life in a new country. Canada sees around 300,000 new immigrants annually—one of the highest rates per population of any country in the world. At MacEwan University, we want to help you build a better life, and we are committed to helping you improve your English language skills.

- Full-time or part-time options are available
- Courses are offered during the day
- Funding may be available through Foundational Learning Assistance

#### EXPLORE INTERMEDIATE TO ADVANCED COURSES IN:

- Reading and writing
- Listening and speaking
- Focus areas like vocabulary, grammar and academic research writing



**APPLY NOW**



# UNIVERSITY PREPARATION

» [MacEwan.ca/UP](http://MacEwan.ca/UP)



APPLY NOW



The University Preparation program offers a full range of core high school equivalency courses, which can be used for admission to university or college programs, skills training programs, apprenticeship training programs and technical institutes. An academic advisor will work with you to develop a customized education plan based on your needs, educational background and the requirements of your goal program.

## COURSES

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

\*Online classes are available



*The program was not as intimidating as I had made it out to be in my mind beforehand. However, returning to school in my 40s helped me to understand that I had never actually acquired the study skills required to persevere with school. The instructors were an integral part of the upgrading journey for me. They were encouraging and supportive, and provided consistent guidance and communication throughout; they genuinely wanted me to succeed.*

-University Preparation student, 2019



## FOUNDATION PROGRAMS



**APPLY NOW**

### ALBERTA FOUNDATION PROGRAM

» [MacEwan.ca/AFP](http://MacEwan.ca/AFP)

Looking for a combination of upgrading and English language courses? The Alberta Foundation program is uniquely designed to help support students who are new to the post-secondary environment and will benefit from the progressive pathway to their goal program through upgrading and English courses. Funding may be available through Foundational Learning Assistance.



**APPLY NOW**

### FOUNDATION PROGRAM pimâchisowin

» [MacEwan.ca/FPP](http://MacEwan.ca/FPP)

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

pimâchisowin HELPS STUDENTS ACHIEVE POST-SECONDARY GOALS THROUGH:

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

#### SAMPLE PROGRAM

TERM 1	TERM 2
Mentoring (6 hours)	Mentoring (6 hours)
pimâchisowin 100 (homeroom; 45 hours) Undergraduate course	Indigenous 100 (homeroom; 45 hours) Undergraduate course
UP* (1 course; 90 hours)	UP (1 course; 90 hours)
UP* (1 course; 90 hours)	Undergraduate Open Studies course (1 course; 45 hours)
2 Indigenous seminars (2-4 hours)	2 Indigenous seminars (2-4 hours)

\*UP is referring to our University Preparation program. For more information, visit p. 40.

### FUNDING

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

For more information, please contact kihêw waciston’s student advisors at [kw@macewan.ca](mailto:kw@macewan.ca).





# CONSERVATORY OF MUSIC

[MacEwan.ca/Conservatory](http://MacEwan.ca/Conservatory)

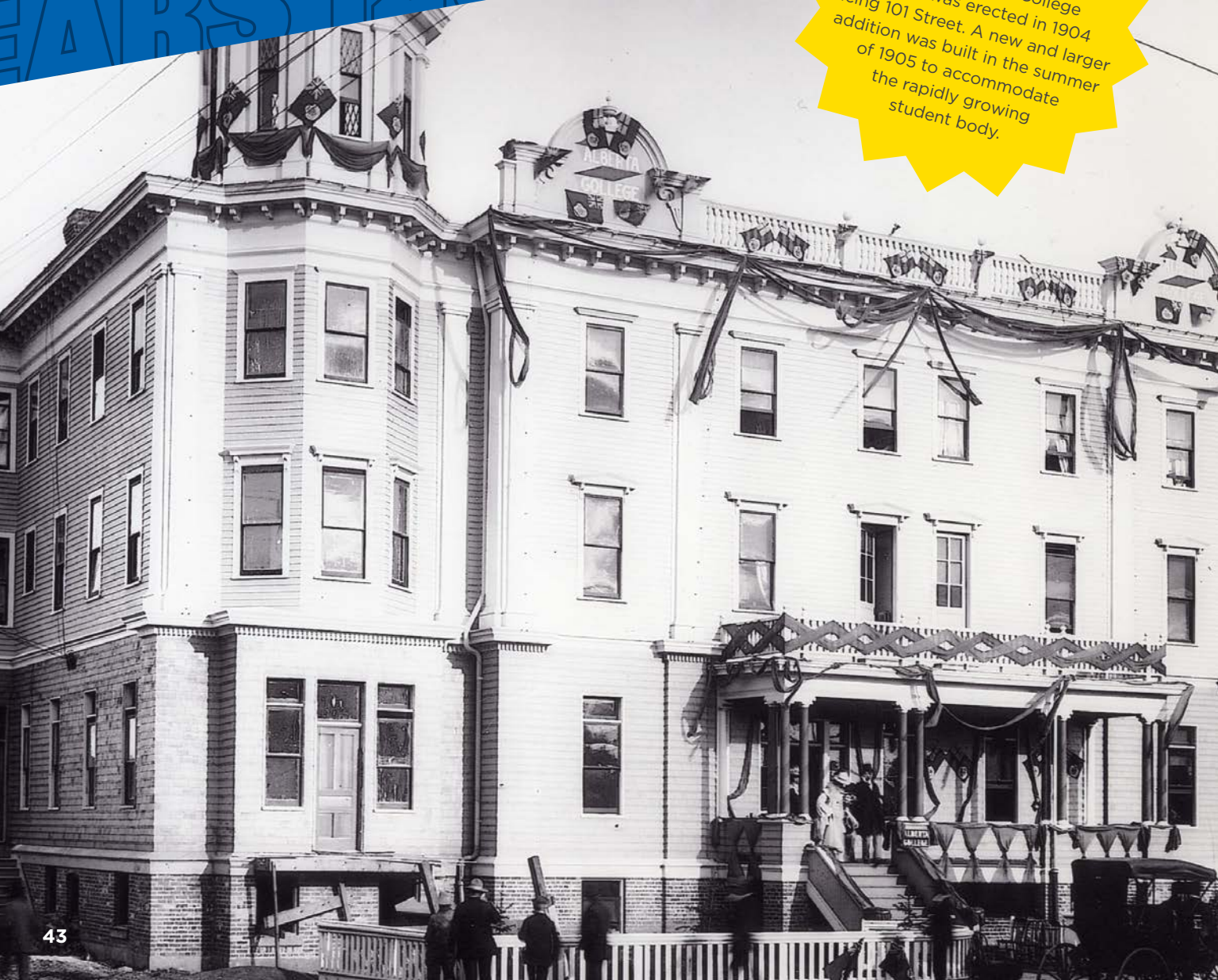
OVER 120 YEARS OF QUALITY  
MUSIC INSTRUCTION.

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 and scholarships, and acoustic performance spaces.

YEARS 120 YEARS  
0 YEARS 120 YEARS  
YEARS **120 YEARS** 120  
0 YEARS 120 YEARS  
YEARS 120 YEARS 120

**Alberta College 1905**

The first Alberta College building was erected in 1904 facing 101 Street. A new and larger addition was built in the summer of 1905 to accommodate the rapidly growing student body.



## CHAMBER MUSIC ACADEMY PROGRAM

Join the 2023 Chamber Music Academy Program! Launched by the Conservatory of Music in 2022, 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.

Visit [MacEwan.ca/Conservatory](http://MacEwan.ca/Conservatory) for details.

## BAND CLINIC

In 2023, we helped over 1,500 students gain new skills and techniques through band clinics.

Participating in a band clinic is a great 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.

For more information, email [conservatory@macewan.ca](mailto: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 auditions may be required.

For more information, email [conservatory@macewan.ca](mailto:conservatory@macewan.ca).

### DAN DAVIS

BMus, MMus,  
Conservatory Big  
Band Instructor



## MEET THE 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 Academy Program.

In the 2022/23 season, the quartet presented several concerts throughout their residency, collaborating with Canadian artists Tom Allen, Lori Gemmell, Philip Chiu, the Rosebud String Quartet, Roman Rabinovich and Diana Cohen.



*Our students can expect to have a lot of fun, learn a lot about music and how to function in a group. Our students will have wonderful opportunities to perform, work with guest clinicians, and most importantly, have the opportunity to learn from each other.*

*-Robert Uchida, Garneau String Quartet, Violinist,  
Chamber Music Academy program Instructor*



# 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.**

Music provides a lifetime of enjoyment and builds a foundation that helps children and youth succeed in all areas of life. From an early age, involvement in music classes can help develop language and math skills and improve self-esteem and social intelligence.

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, 4, 5 and 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 and percussion, theory and performance. Lessons are available for all ages and levels online or in person at Alberta College Campus, located in downtown Edmonton.

### 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



**SCAN FOR A FULL LIST OF CONSERVATORY PROGRAMS AND OFFERINGS**

## WE SUPPORT OUR MUSIC STUDENTS

50

} Participants in the annual bursary and scholarship programs

65

} Private Music Instructors

500+

} Students registered in the 2022/23 year

1500+

} Attendees at the JumpStart Band Program

MacEwan University's 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, or emphasis and costs. When enrolling, please confirm course dates, times, location and fees with our information and registration assistants.

## **CREDENTIAL DEFINITIONS**

### **Micro-Credentials *NEW***

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 as issued by MyCreds®.

### **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 Document)

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.

### **Skills Achievement**

(Institutionally Approved Document)

Skills Achievement documentation may be issued to those individuals who have satisfactorily met expectations of a prescribed series of learning activities. Courses may or may not have applicable GST based on whether the course falls within a Professional Development Certificate program.

### **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: There are courses that are NOT GST exempt listed as additional options for students on the Professional Development Certificate program pages; however, those are intended

to enhance the student e-commerce experience. The reason we do not want to include a sentence regarding GST exemption on every web page is 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 is assuming 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 per cent reimbursement of employee training costs through the Canada-Alberta Job Grant.

*For details, see [alberta.ca/canada-alberta-job-grant.aspx](http://alberta.ca/canada-alberta-job-grant.aspx).*

## **FEES**

Other fees may be assessed for additional materials received in class or licence 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 to cancel any class for which there is 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](http://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](http://MacEwan.ca) in February. Tax receipts will not be mailed and will only be accessible online.



# OUR CAMPUS

“

*Learning from a truly great instructor like Heiko is discovery—not studying.*

”

*-Digital Photography II student, 2023*







# OUR STUDENTS

“

*Since the time I have graduated from MacEwan University, there is no looking back from the track of growth both personally and professionally. I have become more confident, got familiar with the skills I had and acquired new skills in professional management.*

*-Project Management & Professional Communication student, 2022*

”





## MacEwan University

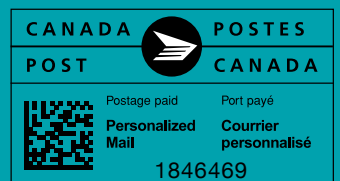
P.O Box 1796  
Edmonton, Alberta  
Canada T5J 2P2

780-497-4400

[sce@macewan.ca](mailto:sce@macewan.ca)

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