

Faculty of Continuing Education

Summary of Programs

Degree Offered

GRADUATE

MCE

Undergraduate Programs

The Faculty of Continuing Education offers a minor program in Workplace Learning. A minor field of study is composed of five full-course equivalents or 400 hours of specified certificate credit. There are three ways to do this:

1. Management Certificate
2. Certificate in Adult Learning
3. Certificate in Career Development

See "Program Details – Minor in Workplace Learning" below for more information.

Credit Programs

The Special Sessions Office works with the academic departments and faculties across the University to identify, administer, and deliver credit programs and courses in three main programming areas:

1. Spring/Summer Sessions
2. Weekend University
3. Credit Travel Study Program

See "Program Details – Credit Programs" below for more information.

Graduate Programs

The Faculty of Continuing Education offers a Master of Continuing Education specializing in Workplace Learning or in Leadership and Development. (Distance Delivery Format)

See the Faculty of Graduate Studies Calendar for specific admission criteria and information about Courses of Instruction. www.cted.ualgary.ca/mce

Non-Degree Programs

Continuing Education works in cooperation with the various faculties and departments of the University, as well as with outside individuals and organizations, to offer a wide range of educational opportunities through flexible/non-traditional learning methodologies of course and program delivery. A number of these courses and programs are also offered in an eLearning format (learning anywhere, anytime).

Programming areas include:

1. Adult Education/Lifestyle Programs

2. Business and Professional Programs
3. Science and Technology Programs
4. Language Programs
5. Information Technology Training for Industry
6. Avid Learner's Academy

See "Program Details – Non-Degree Programs" below for more information.

Certificates

A number of certificates are available through the Non-Degree Programs, including:

Adult Learning:

- Workplace Learning
- Community Development

Career Development

- Computer Desktop Application
- Environmental Management
- French Language Studies

Heritage Resource Management

Management Certificates:

- Construction Administration
- General Management (also on-line)
- Human Resource Management (also on-line)
- Information Technology Management
- Marketing Management
- P.E.G.G. (for Engineers, Geologists and Geophysicists)
- Risk Management
- Security Management
- Strategic Management
- Workplace Communication

Occupational Health and Safety

- Software Developer
- Software Management
- Spanish Language and Culture
- Supervisory Development
- Teacher Assistant

Visual Design

- Web Designer
- Web Developer

Diploma

Diploma Program in Object Oriented Software Technology (OOST)

The Faculty of Continuing Education in cooperation with industry offers a Diploma in Object Oriented Software Technology. The Object Oriented Software Technology (OOST) program focuses on the skills and knowledge that will enable participants to

Table of Contents

Summary of Programs	83
Faculty Information	83
Faculty Regulations	84
Program Details	
• Minor	84
• Credit	84
• Non-Degree	85
Administration	85

successfully work and compete in the exploding e-business, wireless applications and object oriented software development fields. The OOST program consists of approximately 700 hours of information technology training, with emphasis on object oriented programming languages and methodologies. Graduating students are eligible to apply for a four month paid internship. This program is an intense full-time, day program with extensive after class assignment expectations.

For program details, application procedures and program start dates, please visit the web site at www.oost.ca or for additional information phone: 220-4621.

Faculty Information

Contact Information

Location: Education Tower 106

Student Information: (403) 220-2866;
1-866-220-4992 (outside Calgary)

E-mail address: conted@ucalgary.ca

Web page URL: www.cted.ualgary.ca

Program Enquiries:

MCE Program

Telephone: 220-4728 or 1-877-623-0292

Email: mce@ucalgary.ca

Spring/Summer Sessions

Telephone: 220-4991

Email: sprgsmmr@ucalgary.ca

Weekend University

Telephone: 220-7208

Email: weekendu@ucalgary.ca

Credit Travel Study Program

Telephone: 220-8922

Email: crdttrvl@ucalgary.ca

Avid Learner's Academy

Telephone: 220-8011

Email: avid_learners@ucalgary.ca

French Centre

Telephone: 220-7226

Email: centrefr@ucalgary.ca

Adult Education/Lifestyles Programs

Telephone: 220-2952

Business and Professional Programs: Management Certificates

Telephone: 220-2988

Email: mgtcerts@ucalgary.ca

Management Development Seminars

Telephone: 220-2877

Email: busifce@ucalgary.ca

Supervisory Development Certificate

Telephone: 220-2877

Email: busifce@ucalgary.ca

Professional Programs in Business

Telephone: 220-2877

Email: busifce@ucalgary.ca

Science & Technology Programs

Telephone: 220-2866

Information Technology Training for Industry (OOST)

Telephone: 220-4621

Languages:

French, Italian and Spanish courses

Telephone: 220-7226

Languages:

Japanese, German, Russian, Cantonese or Mandarin courses

Telephone: 220-7226

English as a Second Language:

Evening courses and intensive ESL programs for international students, or specially designed programs for groups.

Telephone: 220-3301

Email: esl@ucalgary.ca

faculties of the University and with many partners outside the University community.

Resources**The French Centre/Le Francophonie**

The French Centre (Craigie Hall C 301) is a friendly "drop-in" place for those wishing to speak in the French language. The atmosphere is relaxed, and there is a good supply of magazines, newspapers, dictionaries, books and games.

Le salon du Francophonie, à Craigie Hall C 301, est un lieu de rencontre français pour les étudiants, pour les membres de l'université ainsi que de la communauté de Calgary. La visite de ce coin du campus permet aux francophiles et aux francophones non seulement d'échanger des idées, de parcourir un magazine ou de prendre un café au son d'une musique française, mais aussi de participer aux activités socio-culturelles.

Faculty Regulations**Admissions**

Because of the wide diversity of programs administered by the Faculty, both degree and non-degree, admission requirements, registration procedures and general regulations vary. It is recommended that prospective students contact the Faculty office to obtain detailed information regarding their areas of interest. (See "Contact Information" above.)

Program Details**Minor in Workplace Learning****Introduction**

The Faculty of Continuing Education offers a minor program in Workplace Learning. Workplace Learning will help students to develop the knowledge and skills that they need to function effectively in a rapidly changing and challenging workplace and develop strategies to facilitate both their own and their colleagues' learning.

The Minor in Workplace Learning is acceptable in several University of Calgary faculties including Communication and Culture, Humanities, Science, Social Sciences, Kinesiology and Fine Arts. A minor field of study is composed of five full-course equivalents or 400 hours of specified certificate credit.

Requirements

In order to complete the requirements for a Minor in Workplace Learning, students must complete 400 hours of instruction. There are three certificates offered to accomplish this:

Management Certificate

Requires completion of:

- the 300-hour University of Calgary Management Certificate program;
- 60 hours of instruction from an array of courses in the Certificate in Adult Learning; and

- the "capstone" 40-hour course Learning in the Workplace.

Certificate in Adult Learning

Requires completion of:

- the 300-hour University of Calgary Certificate in Adult Learning;
- 60 hours of instruction from the wide range of courses offered in the Management Certificate program; and
- the "capstone" 40-hour course Learning in the Workplace.

Certificate in Career Development

Requires completion of:

- the 300-hour University of Calgary Certificate in Career Development;
- 60 hours of instruction from the wide range of courses offered in the Management Certificate program and Certificate in Adult Learning; and
- the "capstone" 40-hour course Learning in the Workplace.

Other Requirements

- The Management Certificate courses on microeconomics and macroeconomics are treated as equivalent to Economics 201 and 203. Students possessing Economics 201 and/or 203 may use these courses as part of their Minor in Workplace Learning or as courses towards a major or minor in Economics. Students electing the latter cannot also receive a minor in Workplace Learning.
- Students who have completed the 400-hour requirement for the Minor in Workplace Learning may be eligible for undergraduate credit whether or not the Minor is claimed.
- Successful completion of the five full courses of advanced credit (two full-course equivalents at the junior level and three full-course equivalents at the senior level) for the Minor in Workplace Learning will be recorded with the designation "CR" instead of a grade. Calculation of a GPA will be based on the remaining courses taken to complete the degree.
- The Faculty of Continuing Education is responsible for deciding the suitability for advanced credit of certificate programs from other institutions.
- Students may take regular undergraduate courses prior to completing the Minor in Workplace Learning.

Credit Programs**Introduction**

The Special Sessions Office works with academic departments and faculties across the University to identify, administer, and deliver credit programs and courses in three main programming areas:

Spring/Summer Sessions

Each year, the office co-ordinates over 750 courses through 39 academic departments serving over 13,000 course enrollees during

Introduction

The University of Calgary is committed to offering continuing education programs and services that meet the needs of the community. The Faculty of Continuing Education fulfills this commitment through both degree and non-degree instruction.

Objectives

The mandate of the Faculty of Continuing Education may be summarized as follows:

- Commitment to the principles of lifelong, interdisciplinary education;
- Build national and international recognition for quality and innovation in Workplace Learning;
- Create high quality, non-credit learning opportunities that foster personal and professional development and renewal, some of which lead to a certificate, diploma, and ladder for degree credit;
- Create improved and expanded access to degree studies for part-time students through the Office of Special Sessions and Master of Continuing Education office;
- Support the French language and culture in Calgary;
- The pursuit of scholarship in the field of adult and continuing education, as well as in other fields and disciplines; and
- Service to the University and the general and professional communities at the provincial, national and international levels.

In fulfilling its mandate, the Faculty works in close cooperation with other units and

the University's Spring and Summer Sessions. These intensive courses provide the opportunity for students to progress more quickly through their degree program, participate in a number of innovative courses, and be exposed to visiting professors from around the world. For more information, please see the website at www.cted.ucalgary.ca/specialsessions/

Weekend University

Weekend University provides part-time non-traditional students with an opportunity to complete a University degree and gives full-time students an additional scheduling option. By attending Saturday classes at the University campus students can complete courses for individual credit or pursue the three-year Bachelor of General Studies degree, or the four-year Bachelor of Arts in General Studies degree. Courses are offered in the Fall, Winter, Spring and Summer Sessions. For more information, please see the website at www.weekendu.ucalgary.ca

Credit Travel Study Program

Credit Travel Study offers students alternate learning environments, international experiences and exposure to diverse cultures while earning credit towards their degree. In the past four years, more than 1000 students have traveled to over forty countries under the tutelage of instructors from the University of Calgary. The programs offered are always varied and often also include instructors from abroad. Programs are designed primarily for undergraduate students with second year standing while select programs are aimed at graduate students. For more information, please see the website at: www.cted.ucalgary.ca

Avid Learner's Academy

Provides access to regular university credit courses on a non-credit basis through the Faculty of Continuing Education. Information may be obtained at 220-8010 or visit the website at www.avidlearnersacademy@ucalgary.ca

MCE Program

The Master of Continuing Education program offers a choice of two specializations: Workplace Learning, and Leadership and Development. The focus of the Workplace Learning specialization is to develop professionals who can play a leadership role in creating and shaping learning environments that foster individual and organizational success. The assumption is that continuous learning is a crucial component of productive organizations and institutions. The Leadership and Development specialization was developed to accommodate those students whose career interests are more closely aligned with management and who wish to have greater emphasis on leadership and human resource development. A broad range of learning and management courses have been structured to achieve meaningful and worthwhile learning outcomes for MCE students. Regardless of the delivery method (face-to-face or computer-mediated communication), collaborative critical discourse

is the essential and distinguishing characteristic of the teaching-learning transactions.

The MCE program is comprised of 12 half courses, five of which are required program core courses. Three are specialization core courses that fall under either Leadership and Development or Workplace Learning. Two are elective courses that allow students to pursue particular professional or content interests, and two are half-course equivalents for the final project. The first year begins with an intensive face-to-face three-week institute, followed by two computer-mediated communication (online) core and elective courses delivered in the Fall and Winter terms. The structure of the second year mirrors the first with the exception that students also complete their final projects.

Non-Degree Programs

Introduction

Continuing Education works in cooperation with the various faculties and departments of the University, as well as with outside individuals and organizations, to offer relevant short courses, seminars and workshops, on a year-round basis.

It is recommended that prospective students contact the applicable program area office to obtain detailed information regarding their areas of interest.

The following certificates and programs are offered.

- Adult Education/Lifestyles Programs: (including Personal Enrichment, Fine Arts, Women's Programs, Music, Writing Skills, Anthropology, Archaeology, Photography, Etiquette, Travel Study, Heritage Resource Certificate, Food and Culture, High School upgrading, Interior Design & Landscaping, History, Philosophy & Classics, courses for Fifty +, Health and Wellness, conjoint courses with the faculties of Nursing and Education, University School Week for high needs school children, Einstein on the Beach (classes for young people), and the Avid Learner's Academy program)
- Certificate in Adult Learning (Website: www.cted.ucalgary.ca/CAL)
- Certificate in Career Development
- Certificate in Visual Design: Art Theory and Practice
Interior Design
Photography
- Certificate Program in French Language Studies (Website: www.ucalgary.ca/French_centre)
- Certificate Program in Spanish Language and Culture
- CompUofC Programs: Computer Desktop Applications
Software Developer
Software Management
Web Designer
Web Developer (Website: www.computer.ucalgary.ca)

- Energy and the Environment Program
- Environmental Management Certificate Program
- Language Programs: (Courses offered: Romance Languages, Germanic, Slavic and East Asian languages, as well as English as a Second Language (ESL). Also offered: French Immersion Weekends.)
- Management Certificate Programs: Construction Administration
General Management (also online)
Human Resource Management (also online)
Information Technology Management
Marketing Management
P.E.G.G.
Risk Management
Security Management
Strategic Management
Workplace Communication (Website: www.cted.ucalgary.ca/managementcertificates)
- Management Development Seminars (Website: www.cted.ucalgary.ca/managementseminars)
- Professional Programs in Business (Website: www.cted.ucalgary.ca)
- Science and Technology Programs: (Program areas include CompUofC inclusive of Wireless and eSecurity, and Environmental Management and Engineering.)
- Supervisory Development Certificate (Website: www.cted.ucalgary.ca/supervisory)
- Teacher Assistant Certificate (Website: www.cted.ucalgary.ca/tacert)

Administration

Faculty Administrative Officers

Dean

T. P. Keenan

Associate Dean (Research)

T. Pyrch (on leave)

Acting Associate Dean (Research)

J. Willment

Director of Programs

R. Hovey

Director of Master of Continuing Education Program

F. Jacques

Director of Special Sessions

M. Pasula

Acting Director of French Centre

G. Campbell

