

# Continuing Education

## Summary of Programs

### Undergraduate Programs

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
- French Language Instruction Program (FLIP)

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

### 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 e-learning format (self-directed or instructor-led learning on-line). Programming areas include:

1. Adult Education/Lifestyle Programs
2. Avid Learner's Academy
3. Business and Professional Programs
4. Energy and Environment
5. Information Technology Training for Industry
6. Language Programs
7. Professional Education in Computers
8. Science

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:

- General (also on-line)
- Community Development (also on-line)
- Workplace Learning (also on-line)

### Arbitration

### Canadian International Freight Forwarders

### Career Development

### Certificate in e-Learning: Design and Facilitate Learning On-Line

### Computer Desktop Application

### Environmental Management (also on-line)

### French Language Studies

### Heritage Resource Management

### Interest-Based Negotiation

### 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)
- Public Relations Management
- Risk Management
- Security Management (also on-line)
- Strategic Management
- Workplace Communication

### Occupational Health and Safety

### Software Developer

### Software Management

### Spanish Language and Culture

### Supervisory Development

### Teacher Assistant (also on-line)

### Teacher Assistant Professional Development Certificate

#### General

#### In Childhood Disorders

#### In Deaf and Hard of Hearing

#### In Visual Impairment

### University Teaching Certificate

### Visual Design

### Web Designer

### Web Developer

## Table of Contents

|                           |     |
|---------------------------|-----|
| Summary of Programs ..... | 279 |
| Information .....         | 279 |
| Regulations .....         | 280 |
| Program Details           |     |
| • Minor .....             | 280 |
| • Credit .....            | 281 |
| • Non-Degree .....        | 281 |
| Administration .....      | 281 |

## Diploma

### Diploma Program in Object Oriented Software Technology (OOST)

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 successfully work and compete in the exciting e-business 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](http://www.oost.ca) or for additional information phone: 220-4621.

## Information

### Contact Information

**Location:** Education Tower 106

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

**E-mail address:** [conted@ucalgary.ca](mailto:conted@ucalgary.ca)

**Web page URL:** [www.cted.ucalgary.ca](http://www.cted.ucalgary.ca)

### Program Enquiries:

#### Spring/Summer Sessions

**Telephone:** 220-4991

**Email:** [sprgsmmr@ucalgary.ca](mailto:sprgsmmr@ucalgary.ca)

#### Weekend University

**Telephone:** 220-7208

**Email:** [weekendu@ucalgary.ca](mailto:weekendu@ucalgary.ca)

#### Credit Travel Study Program

**Telephone:** 220-8922

**Email:** [crdtrvl@ucalgary.ca](mailto:crdtrvl@ucalgary.ca)

#### Avid Learner's Academy

**Telephone:** 220-8010

**Email:** [alearner@ucalgary.ca](mailto:alearner@ucalgary.ca)

#### French Centre

**Telephone:** 220-7226

**Email:** [centrefr@ucalgary.ca](mailto:centrefr@ucalgary.ca)

**Adult Education/Lifestyles Programs****Telephone:** 220-2952**Email:** adedlife@ucalgary.ca**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, Energy and Environment****Telephone:** 220-5409**Email:** computer@ucalgary.ca**Professional Education in Computers****Telephone:** 220-5409**Email:** computer@ucalgary.ca**Information Technology Training for Industry (OOST)****Telephone:** 220-4621**Email:** oost@ucalgary.ca**Languages:** Arabic, Cantonese, French, German, Greek, Italian, Japanese, Latin, Mandarin, Russian, Spanish, Tibetan and Youth Language School courses**Telephone:** 220-7226**Email:** esl@ucalgary.ca**English as a Second Language****Telephone:** 220-3301**Email:** esl@ucalgary.ca

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

**Introduction**

Continuing Education provides quality adult learning opportunities.

**Objectives**

The mandate of Continuing Education may be summarized as follows:

1. Commitment to the principles of lifelong, interdisciplinary education;
2. Build national and international recognition for quality and innovation in Workplace Learning;
3. 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;
4. Create improved and expanded access to degree studies for part-time students through the Office of Special Sessions;

5. Support the French language and culture in Calgary;
6. The pursuit of scholarship in the field of adult and continuing education, as well as in other fields and disciplines; and
7. Service to the University and the general and professional communities at the provincial, national and international levels.

In fulfilling its mandate, Continuing Education works in close cooperation with other units and 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.

**Regulations****Admissions**

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

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

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:

- (a) the 300-hour University of Calgary Management Certificate program;
- (b) 60 hours of instruction from an array of courses in the Certificate in Adult Learning; and
- (c) the "capstone" 40-hour course Learning in the Workplace.

**Certificate in Adult Learning**

Requires completion of:

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

**Certificate in Career Development**

Requires completion of:

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

**Other Requirements**

1. 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.
2. 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.
3. 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.
4. Continuing Education is responsible for deciding the suitability for advanced credit of certificate programs from other institutions.
5. 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 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](http://www.cted/ucalgary.ca/specialsessions)

### Weekend University

Weekend University is a joint offering between the Faculty of Communication and Culture and Continuing Education. It 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.weekend.ucalgary.ca](http://www.weekend.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 five years, more than 1300 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/specialsessions/travel](http://www.cted/ucalgary.ca/specialsessions/travel)

### Avid Learner's Academy

Provides access to regular university credit courses on a non-credit basis. Information may be obtained at 220-8010 or visit the website at [www.avidlearnersacademy.ucalgary.ca](http://www.avidlearnersacademy.ucalgary.ca)

### French Language Instruction

With the support of Alberta Learning and the Department of Canadian Heritage, the French Language Instruction Program (FLIP) offers credit courses taught in French. Classes are small and follow the same syllabus as the

English-taught courses. Departments or faculties regularly offering courses in French include: Archaeology, Biology, Economics, Sociology, Engineering and Humanities. At the undergraduate level, FLIP courses are generally offered in the first and second year of study and differ from year to year. A complete listing can be obtained from the French Centre in CH C-302, by calling (403) 220-4000, or Email: [flip@ucalgary.ca](mailto:flip@ucalgary.ca).

## 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. ([www.cted.ucalgary.ca](http://www.cted.ucalgary.ca))

- Adult Education:
  - Certificate in Adult Learning:
    - General, Community Development, Workplace Learning
    - (Website: [www.cted.ucalgary.ca/CAL](http://www.cted.ucalgary.ca/CAL))
  - University Teaching Certificate
  - Certificate in Career Development
  - Certificate in e-learning:
    - Design and Facilitate Learning on-line
  - Certificate in Visual Design:
    - Art Theory and Practice, Interior Design, Photography
  - Certificate Program in French Language Studies
  - Certificate Program in Spanish Language and Culture
  - CompUofC and Professional Education in Computers:
    - Computer Desktop Applications, Software Developer, Software Management, Web Designer, Web Developer
  - Energy and the Environment Program
  - English as a Second Language
  - Environmental Management Certificate Program
  - Language Programs:
    - Arabic, American Sign Language, Cantonese, French, German, Greek, Italian, Latin, Japanese, Mandarin, Russian, Spanish, Tibetan, Youth Language School
  - Lifestyle Programs:
    - Anthropology; Archaeology; English; Fifty Plus; Fine Arts; Food and Culture; Health and Wellness; Interior Design; Landscaping; Music; Personal Enrichment; Philosophy and Religious Studies; Photography, Video and Film; Travel Study; Upgrading; Youth Programs
  - Management Certificate Programs:

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

- Management Development Seminars
- Professional Programs in Business
- Science
- Supervisory Development Certificate
- Teacher Assistant Certificate (also on-line)
- Teacher Assistant Professional Development Certificate:

General, In Childhood Disorders, In Deaf and Hard of Hearing, In Visual Impairment

## Administration

### Administrative Officers

#### Acting Dean

J. W. Humphrey

#### Associate Dean (Research)

T. Pyrch

#### Director of Programs

R. Hovey

#### Acting Director, French Centre

G. Campbell

#### Special Sessions

C. Fisher

