

University of Calgary Continuing Education (UCCE) Certificate in Adult Learning

Frequently Asked Questions

Do I need to live in Calgary to take this course?

No. This is a 100% online program that can be taken from anywhere with a computer and a reliable Internet connection. You will be using Blackboard software but do not need to purchase it.

What is Online Learning?

Online learning is an interactive way of learning that allows you to take courses via distance at your own time throughout the week. There are no set class times. **It requires you to log in to the Blackboard software 3 - 4 times per week** to keep pace with the class learning. It is not like "correspondence or paper-based learning" where you do the entire course at your own pace with a textbook. There are readings, deadlines and contributions required on a weekly basis. Graded assignments, quizzes, exams and participation marks are also given for a final letter grade mark. **You should plan on studying/working 6 hours per week per course.**

What are the dates for the Prerequisite Learning Online course?

Several sections of this course are offered each semester. The course code is BMC 152 and is accessed from the [CAL homepage](#).

Do I need a degree for admission into UCCE programs?

No. A degree is not required for admission into UCCE programs.

Is there a professional designation with the completion of a CAL certificate?

The [Canadian Society for Training and Development](#) (CSTD), Canada's leading association of workplace learning professionals, sets the standards for training and development in Canada. CSTD recognizes that the CAL program addresses the competency categories for the training and development industry outlined in CSTD's Training Competency Architecture (TCA). Students enrolled in this program are eligible for student membership with CSTD, and graduates are given a credit of one year towards the work experience requirement of the Certified Training and Development Professional (CTDP) designation.

What are the program requirements?

Degree Requirements: No degree is required for enrolment in either certificate.

Language Requirements:

Those whose first language is not English must satisfy Continuing Education's [English Language Proficiency requirements](#).

Technical Requirements: The 10-hour course "Learning Online" must be taken BEFORE or in CONJUNCTION WITH any online course. Note: you must complete at least one week of the Learning Online course before starting another online course.

If you have taken online courses with Blackboard or WebCT before, you may not need to take the course. Please fill out the [waiver form](#) for possible exception from the Learning Online course. Learning Online is very popular and fills quickly so register for this course as soon as possible. All that is required is a computer and reliable Internet connection.

Workload Requirements: Each certificate course requires you to log into the Blackboard software 3 - 4 times per week to keep pace with the class learning. It is not like "correspondence or paper-based learning" where you do the entire course at your own pace with a textbook. There are readings, deadlines and contributions required on a weekly basis. Graded assignments, quizzes, exams and participation requirements with deadlines are also given for a final letter grade mark. You should plan on studying and working 6 hours per week per course.

Does this program lead to a degree?

If a student is able to satisfy the admission requirements to a U of C faculty, this program can be applied to a [Minor in Workplace Learning](#) for the equivalent of approximately one year towards an undergraduate degree.

Can I take a single course?

Yes. You can register for a single course if that is all you require. You do not need to be accepted to U of C to register for a course in Continuing Education.

In what order should I take the courses?

Courses can be taken in any order unless noted otherwise.

[Course Timetable](#)

How long does it take to complete the certificate?

This interactive and relevant program can be completed in approximately 2 to 3 years entirely online from anywhere with a reliable Internet connection. Intake is year round and courses can be taken in any order unless noted otherwise.

Can I receive credit for courses taken at another institution?

A maximum of 100 hours of course exemptions may be granted to students who have successfully completed equivalent graded courses at other post-secondary institutions. To apply for advanced credit:

1. Submit an [Advanced Credit application](#), specifying which courses you are requesting exemption from, and what equivalent course credit(s) you have obtained.
2. Include a non-refundable administration fee of \$50.00 for each course credit you request, up to a maximum of \$150.00. (Payable via credit card online.)
3. Include a course outline and description of the equivalent course you are submitting for advance credits.

Include a proof of attendance and final grade from the educational institution where you attended the equivalent course

Is there a deadline to apply?

No. Intake is year round with no specific deadline. If you are working toward a certificate, you should [apply](#) for admission first as this will be needed to track your courses.

What is the cost of the program?

Here are the anticipated prices for the 2011/2012 year:

Certificate Admission Fee - \$95

Fee per course - Learning Online prerequisite course - \$169

40 hour courses - \$545

30 hour courses - \$445

Textbook costs are **estimated** at \$100 per course. Each course has different textbook requirements and prices do vary.

Are there any discounts?

Yes. A bundled discount applies if you register and pay at the **same time** for 3 or 4 courses.

3 courses – discount of 10% per course

4 courses – discount of 15% per course

Please note: you will need to call 403-220-2952 and register by phone to receive the discount.

I want to register for the program. What should I do?

First, confirm that you meet the **program requirements**. If English is not your first language you will be required to provide details of your education or test scores taken. Then, [apply](#) for admission to the certificate.

If you are ready to register for a course via the web using your credit card, visit the [CAL](#) homepage.

To register over the phone using your credit card, please call 403-220-2952 in the Calgary area. Please call toll free in North America 1-866-220-4992 (outside Calgary area).

Is there funding available?

There is no funding for our Continuing Education certificates as we are not a full-time degree program. However, we do recommend that you contact the [Alberta Student Finance](#) board for detailed information.

What are the policies of the program?

Please see the complete [listing](#) of Continuing Education forms and policies including admissions, awards, fees, grades, refunds and academic honesty.

Who would benefit from taking this certificate?

Adult or community educators, the Adult and Community Education specialization is designed to meet the growing need in program facilitation, leadership, coordination and instructional design. Learn to respond creatively to adult learning needs in your work or community.

Do you want your interaction with your students and clients to be a meaningful one? Do you want your teaching, facilitating, advising or recruiting to be delivered in a positive learning community and be understood by diverse audiences in an engaging way? Do you want a transformational experience that will change both the way you learn and how others learn? If so, we have five relevant and interactive professional development opportunities available right now. Whether you are upgrading qualifications or developing new skills, the Certificate in Adult Learning will help you bring your career to the next level by exploring the history, theory, and numerous practical and technological applications of adult learning and its related career paths.

I still have some unanswered questions. Whom should I contact?

Contact the program via email with your specific questions at:

adedlife@ucalgary.ca