CONTINUING EDUCATION

2017 FALL COURSES

Over 1,000 courses and seminars for personal and professional growth

conted.ucalgary.ca
Expand your mind... on Saturdays

In these unique classes, UCalgary academics bring compelling topics to the Calgary community. For course details and instructor bios go to conted.ucalgary.ca/oneday

View the fall line-up on the left of this ad. Then, review the titles below for a glimpse of what’s ahead in 2018.

• The Great Melt: Geopolitics of the Changing Arctic
• Everything You Need to Know About Canadian Politics NEW
• The Face of Battle: An Exploration of War Memoirs NEW
• Art of the Northern Renaissance and the Dutch Golden Age NEW
• Personality Psychology: The Science of Who We Are
• Philosophy of Money
• Food Marketing, Policy and Children’s Health NEW
• Walking With Wild Dogs NEW
• Exploring the History and Design of UCalgary Buildings NEW
• Great Artists of the Italian Renaissance
Getting Started

How to register for courses

After reviewing courses in this publication, be sure to check conted.ucalgary.ca for additional information. In many cases, you will find course details that may help with your decision to register.

Registrations are accepted on a first-come, first-served basis for all Continuing Education courses. Some courses fill quickly, although in most cases you can be added to a waiting list and contacted if a space becomes available or if there are enough students for a second class.

You must be at least 18 years of age to enrol in a Continuing Education course or certificate program unless otherwise specified, as in the case of academic preparation for undergraduates or a program designed specifically for youth. For most certificate programs, a minimum of a senior high school diploma and work experience are recommended, but not required.

If English is not your first language, please review the English language proficiency requirements at conted.ucalgary.ca/info. If you have any questions, please contact an advisor at 403.220.2866.

PAYMENT METHODS
Fees are to be paid in full by cheque, money order, Visa, MasterCard, or American Express. To invoice your employer, a purchase order number is required. When registering by mail or fax, please include a copy of the purchase order with your registration form, which can be found under registration information on the Info for Students page at conted.ucalgary.ca/info. Cheques and money orders are to be made payable to University of Calgary.

Online
Available 24/7
conted.ucalgary.ca

In person
8:30 am – 4:30 pm weekdays
University of Calgary Continuing Education Energy Resources Research Building (ERRB) N140, 3512 - 33 St NW Calgary, AB

Telephone
8:30 am – 4:30 pm weekdays
403.220.2866
1.866.220.4992 (Toll free outside of Calgary and within North America)

By Mail
University of Calgary Continuing Education
2500 University Drive NW
Calgary, AB, T2N 1N4

Canada-Alberta Job Grant

This federal/provincial grant is a funding opportunity for employers to develop their workers to meet the company’s needs. For employees, the grant is an opportunity to access training that will develop the skills and knowledge they need for greater success in the workplace.

Through this grant, the government may contribute up to $10,000 per trainee, while employers must cover a minimum of one third of direct training costs. Applications are made by the employer. For assistance in completing the application for grant funding call 403.220.2866.

ON THE COVER (L-R) Recent Continuing Education certificate graduates. Seated: Jared Wharton, Lisa Allen, Raafat El-Hacha. Standing: Carol Lobo, Christa Then.
Courses and Programs
that meet your needs

403.220.2866 • conted.ucalgary.ca

How to Register for Courses ........1
Canada - Alberta Job Grant ..........1
Flexible Learning .....................4
Certificate Programs .................5
Course Schedules ....................6
Descriptions:
Business Seminars ..................32
Courses ..................................45
Information for Students ..........77
Course Registration Form ........79
Campus Maps and
Frequently Called Numbers ......80
English Language
Program..........................Inside Back Cover
Travel Study ......................Inside Back Cover

PROGRAM AREAS

Academic Preparation ..............6
Academic Exam
Preparation — Graduate ..........6
Academic Preparation —
Undergraduate .....................6
Adult and Community Education ...7
Adult Learning .....................7
Art ...................................8
Business Analysis ...................9
Business and Management
(See Professional Management) ...24
Business Intelligence
and Analytics .....................9
Business Process ...................9
Business Seminars .................10
Career and Academic Advising ....7
Change Management ..............11
Conflict Resolution ................12
Construction Management .......24
Corporate Training ................44
Creative Writing ....................31
Database Administration ..........12
Design Technologies ...............12
e-Learning ..........................7
Emerging Leaders ................10
Engineering .........................13
English as a Second
Language (ESL): Part Time ......13
Environmental Management ......14
Finance ..................................14
French Language and Culture ..........18
Front-End Web Development ........12, 28
Graphic Design .....................12
Health, Safety and Environment ....15
Human Resource Management ......16
Integrated Digital Media ..........12
Interior Design .....................17
IT Fundamentals ...................28
IT Service Management (ITIL) .....18
Landscaping .......................18
Languages of the World ..........18
American Sign Language ........18
Arabic ................................19
Dutch ....................................19
French ..................................19
German ...............................19
Italian ....................................19
Japanese ...............................19
Korean ....................................19
Mandarin ..............................19
Russian ...............................19
Spanish ...............................19
Lean Six Sigma
Green Belt Training ...............9
Liberal Arts .........................20
Daytime Classes ....................20
Evening Classes ....................20
Educational Travel Study ..........20
Marketing ..........................21
.NET Application Development ...28
Oil and Gas Taxation .............21
Office Applications ...............21
When Jared Wharton began his transition from the field to a corporate office in the oil and gas industry, he went looking for an educational program that would grow his knowledge and skill set. He chose a Continuing Education program offered exclusively to members of APEGA: The Certificate in Professional Management — PEG.

Jared knew what he wanted. Above all, the program had to be university quality; and, because he had a young family, it needed to fit into his already busy life. “When I researched this program I especially liked that I could choose the courses that best fit my needs, and that online and classroom delivery were both available.”

Jared’s earlier education, an arts and science diploma and an electrical engineering degree, was a strong foundation for his early positions in oil and gas. Soon after starting his PEG courses, Jared knew he’d found a program that would develop his skills for the corporate side.

Staying on top of his studies required some serious time management says Jared. “I put in some long nights, as I’d usually save my work until after the kids had gone to bed. But it was all manageable … I was always able to find the time I needed.”

“I ended up taking more than half of my courses online. At first, it took some getting used to. Collaborating in virtual teams can be difficult, but since it’s quickly becoming part of everyday life it was a good skill to learn, and I’ve been able to leverage that experience in the online MBA program I’m taking now.”

The instructors were great and definitely met my expectation of university quality. It’s improved my communication and organizational skills, and definitely broadened my interests.”

Flexible Learning
On campus. Downtown. Online.

At UCalgary Continuing Education, all courses and certificate programs have been developed with part-time learners in mind, making it possible for you to pace your learning to fit your life.

COURSE DELIVERY
Courses are offered in a variety of formats including classroom and online, and occasionally, blended — partially in the classroom and partially online. Some certificates are achieved completely in the classroom, others completely online. Some certificate programs give you the choice of taking your courses in either format.

TAKING COURSES IN THE CLASSROOM
Main Campus
2500 University Drive NW

Downtown Campus
906 8th Avenue SW

Continuing Education courses are held at UCalgary’s main and downtown campuses at times that are convenient for adult learners.

AT HOME STUDY
In most certificate program classroom courses, students are expected to complete readings and assignments between classes. The number of hours needed for at-home study will vary, however, if your course includes one three-hour class each week, you should plan on spending an additional three hours per week outside of class. Please take this into account when enrolling in multiple courses at one time.

TAKING COURSES ONLINE
Learning online takes the learning experience out of the traditional classroom and on to the Internet.

Most of Continuing Education’s online courses are instructor-led, interactive courses. Students work within scheduled start- and end-dates and observe set timelines for learning activities and assignments.

For most courses, students are free to choose when they go online during the week. However, some courses require that students attend online classes on designated dates and at designated times.

ONLINE COURSE WORKLOAD
For courses that allow you to choose when you will go online, you should plan to log in to the University’s online learning software — Desire 2 Learn (D2L) — three to four times per week in order to keep pace with the class. You should plan on studying and working approximately six hours per week per course. Please take this into account when planning your term, especially if you are enrolling in multiple courses at one time.

UNCERTAIN ABOUT ONLINE LEARNING?
Before taking your first instructor-led, interactive online course, you will be required to take BMC 352 Learning Online. This course is your chance to practise online learning in a safe environment.

BMC 352 LEARNING ONLINE
Discover more about yourself as an online learner in a supportive environment and ultimately determine if online learning is for you. Compare your current skills, habits and technical knowledge against what’s typically required for success in Continuing Education online courses. Whatever your starting point, you will develop and improve your abilities to connect, communicate and collaborate with others online. If you have previously taken BMC 152 Learning Online, you are not required to take BMC 352 Learning Online.

COURSE: BMC 352 | 10 Hours | $185

Note: New sections of this course are added regularly as demand requires. For an up-to-date list of currently offered sections, go to conted.ucalgary.ca/learningonline
More than 45 in-demand Certificate Programs

Certificates are achieved through courses taught in the classroom, online, or a mix of classroom and online. In the following list, **Online** indicates a certificate can be achieved completely through online courses. **Also Online** indicates certificate requirements can be met completely in either format — classroom or online. The remainder are offered in the classroom primarily.

- Adult and Community Education **Online**
- Adult Learning **Online**
  - Specializing in Adult and Community Education
  - Specializing in Career and Academic Advising
  - Specializing in e-Learning
  - Specializing in Workplace Learning
- Business Analysis **Also Online**
- Business Intelligence and Analytics **Also Online**
- Career and Academic Advising **Online**
- Change Management **NEW**
- Creative Writing **Online**
- Database Administration **Also Online**
- e-Learning **Online**
- Emerging Leaders
- Environmental Management
- French Language and Culture
  - FSL Foundations
  - FSL Intermediate
- Front-End Web Development **Also Online**
- Graphic Design
- Health, Safety and Environment **Also Online**
- Human Resource Management **Also Online**
- Integrated Digital Media **Also Online**
- IT Fundamentals **Also Online**
- Marketing
- .NET Application Development **NEW Also Online**
- Office Applications
- Professional Management
  - General **Also Online**
  - Specializing in Construction Management
  - Specializing in Risk Management **Also Online**
  - Specializing in Strategic Management
  - Professional Management — Economic Developers **Also Online**
  - Professional Management — Professional Engineers and Geoscientists **Also Online**
- Professional Writing **Online**
  - Specializing in Business and Technical Writing
  - Specializing in Marketing and Public Relations
- Project Management Fundamentals
- Public Relations Management
- Real Estate Development
- Security Management **Online**
- Spanish Language and Culture Levels 1 and 2
- Teaching Second Languages Levels 1 and 2 **Online**
  - Specializing in Teaching English as a Second Language (TESL)
  - Specializing in Teaching International and Heritage Languages (TIHL)
- Video Game Development for Secondary School Students
- Visual Design
  - General
  - Specializing in Art Theory and Practice
  - Specializing in Interior Design
  - Specializing in Photography
- Workplace Learning **Online**

You may enrol in a certificate program at any time. However, in most programs, you can take courses first and enrol in the certificate program later. As programs are subject to change, we recommend you apply for admission as early as possible. Once you are admitted, you can be confident that you have locked in the requirements leading to your graduation. To enrol in a certificate program now, go to [conted.ucalgary.ca/apply](http://conted.ucalgary.ca/apply). When you enrol, you will be charged a non-refundable fee of $95. Additional fees may apply for specific programs.
Hundreds of Courses
for personal and professional development

Courses listed here are offered between September 1 and December 31, 2017. Most winter and spring 2018 courses have also been scheduled and can be viewed online. For additional information or to register, go to conted.ucalgary.ca.

ACADEMIC PREPARATION

Academic Exam Preparation — Graduate
Are you seeking admission to an MBA program? The GMAT preparation test prepares you to meet today’s high admission standards.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMAT Test Preparation</td>
<td>p59</td>
<td>ADL 901</td>
<td>047</td>
<td>Oct 14 – 22</td>
<td>SU</td>
<td>9:30 am – 5 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$995 + GST 30 days before start</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>048</td>
<td>Nov 25 – Dec 3</td>
<td>SU</td>
<td>9:30 am – 5 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$995 + GST 30 days before start</td>
</tr>
</tbody>
</table>

Academic Preparation — Undergraduate
These courses are for students planning to seek admission to a UCalgary faculty. Information on the university’s admission requirements is obtained from Recruitment and Admissions, or faculty offices. Textbooks can be purchased at the UCalgary Bookstore.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 1</td>
<td>p47</td>
<td>UPG 110</td>
<td>012</td>
<td>Sep 13 – Dec 16</td>
<td>W</td>
<td>6 – 7:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>S</td>
<td>11 am – 12:30 pm</td>
<td></td>
</tr>
<tr>
<td>Biology 2</td>
<td>p48</td>
<td>UPG 210</td>
<td>018</td>
<td>Sep 14 – Nov 30</td>
<td>RM</td>
<td>6 – 7:45 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Chemistry 1</td>
<td>p50</td>
<td>UPG 140</td>
<td>013</td>
<td>Sep 14 – Dec 14</td>
<td>RM</td>
<td>6 – 7:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Chemistry 2</td>
<td>p50</td>
<td>UPG 240</td>
<td>023</td>
<td>Sep 14 – Nov 30</td>
<td>RM</td>
<td>4 – 5:45 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>S</td>
<td>11 am – 3:30 pm</td>
<td></td>
</tr>
<tr>
<td>English 2</td>
<td>p56</td>
<td>UPG 220</td>
<td>027</td>
<td>Sep 14 – Nov 30</td>
<td>RM</td>
<td>5:30 – 7:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Math Fundamentals NEW</td>
<td>p64</td>
<td>UPG 010</td>
<td>001</td>
<td>Sep 14 – Dec 4</td>
<td>RM</td>
<td>6 – 9 pm</td>
<td>Main</td>
</tr>
</tbody>
</table>
ADULT LEARNING
conted.ucalgary.ca/cal

These courses may be taken on their own or for credit toward one of the following certificates.
· Adult Learning specializing in
  · Adult and Community Education
  · Career and Academic Advising
  · e-Learning
  · Workplace Learning

Continuing Education’s adult learning programs are recognized by the Institute for Performance and Learning, the Career Development Association of Alberta (CDA) and the British Columbia Career Development Association (BCCDA), and can help you attain the Certified Training and Development Professional (CTDP) or the Certified Career Development Professional (CCDP) designations. For information, go to conted.ucalgary.ca/designations

SPECIAL OFFER: Receive a 5 per cent discount per course by registering at the same time for three or more courses. Register by calling 403.220.2866 or online at conted.ucalgary.ca. Offer valid for courses that start in the 2017/18 academic year.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults as Learners</td>
<td>p46</td>
<td>ADL 106</td>
<td>029</td>
<td>Sep 12 – Nov 20</td>
<td>–</td>
<td>Online</td>
<td>$625</td>
</tr>
<tr>
<td>Assessment Practice in Career Development</td>
<td>p47</td>
<td>ADL 212</td>
<td>016</td>
<td>Oct 10 – Dec 4</td>
<td>–</td>
<td>Online</td>
<td>$525</td>
</tr>
<tr>
<td>Career Development Foundations</td>
<td>p49</td>
<td>ADL 210</td>
<td>017</td>
<td>Sep 26 – Nov 20</td>
<td>–</td>
<td>Online</td>
<td>$525</td>
</tr>
</tbody>
</table>
These courses may be taken on their own or for credit toward one or more of the certificates noted below. Currently-scheduled core and optional courses for the **Certificate in Visual Design specializing in Art Theory and Practice** are listed. For more currently-scheduled options, see Visual Design on page 30. Certificate students are advised to review their own program to ensure their selected course is eligible for credit.

- **Graphic Design**
- **Visual Design – General**
  - Art Theory and Practice
  - Interior Design
  - Photography

**SPECIAL OFFER:** Receive a 5 per cent discount per course by registering at the same time for three or more courses that apply to the Visual Design or Graphic Design certificates. Discount not available for ICT courses. Offer valid for courses that start in the 2017/2018 academic year. Register online or call 403.220.2866.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History and Appreciation 1</td>
<td>p47</td>
<td>ART 301</td>
<td>011</td>
<td>Sep 26 – Nov 28</td>
<td>T</td>
<td>7 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Colour Theory 1</td>
<td>p51</td>
<td>ART 321</td>
<td>010</td>
<td>Sep 26 – Nov 28</td>
<td>T</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Creative Acrylic Painting</td>
<td>p52</td>
<td>ART 109</td>
<td>032</td>
<td>Sep 27 – Nov 29</td>
<td>W</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Design Principles</td>
<td>p53</td>
<td>ART 103</td>
<td>035</td>
<td>Sep 26 – Nov 28</td>
<td>T</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Drawing 1</td>
<td>p55</td>
<td>ART 314</td>
<td>017</td>
<td>Sep 28 – Nov 30</td>
<td>R</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Drawing 2</td>
<td>p55</td>
<td>ART 315</td>
<td>004</td>
<td>Oct 3 – Dec 5</td>
<td>T</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Drawing and Painting from the Masters</td>
<td>p55</td>
<td>ART 112</td>
<td>010</td>
<td>Sep 25 – Dec 11</td>
<td>M</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>p59</td>
<td>ART 320</td>
<td>005</td>
<td>Sep 26 – Dec 5</td>
<td>T</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>History Of Design</td>
<td>p60</td>
<td>ART 102</td>
<td>033</td>
<td>Oct 4 – Dec 13</td>
<td>W</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Typography</td>
<td>p75</td>
<td>ART 316</td>
<td>004</td>
<td>Sep 25 – Dec 11</td>
<td>M</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
</tbody>
</table>
## BUSINESS ANALYSIS

These courses may be taken on their own or for credit toward Continuing Education’s **Certificate in Business Analysis**.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Analysis Planning</td>
<td>p48</td>
<td>ICT 227</td>
<td>006</td>
<td>Sep 19 – Nov 21</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>007</td>
<td>Sep 19 – Nov 21</td>
<td></td>
<td>Online</td>
<td>$825</td>
</tr>
<tr>
<td>Requirements Analysis and Design</td>
<td>p70</td>
<td>ICT 762</td>
<td>003</td>
<td>Sep 21 – Nov 23</td>
<td>R</td>
<td>6 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>004</td>
<td>Sep 21 – Nov 23</td>
<td></td>
<td>Online</td>
<td>$825</td>
</tr>
</tbody>
</table>

## BUSINESS INTELLIGENCE AND ANALYTICS

These courses may be taken on their own or for credit toward the **Certificate in Business Intelligence and Analytics**.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Intelligence Introduction</td>
<td>p49</td>
<td>ICT 700</td>
<td>010</td>
<td>Sep 18 – Dec 4</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>011</td>
<td>Sep 18 – Dec 4</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>Online</td>
</tr>
<tr>
<td>Visual Analytics <strong>NEW</strong></td>
<td>p76</td>
<td>ICT 774</td>
<td>001</td>
<td>Sep 20 – Nov 22</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>Main</td>
</tr>
</tbody>
</table>

## BUSINESS PROCESS

More information on Lean Six Sigma is available at [conted.ucalgary.ca/designations](http://conted.ucalgary.ca/designations).

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lean Six Sigma Green Belt Training</td>
<td>p63</td>
<td>PDS 233</td>
<td>009</td>
<td>Oct 16 – 20</td>
<td>MTWRF</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>010</td>
<td>Nov 27 – Dec 1</td>
<td>MTWRF</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
</tbody>
</table>

FOR MORE INFORMATION ON COURSES AND CERTIFICATES, GO TO CONTED.UCALGARY.CA OR CALL 403.220.2866
Business Seminars cover a wide variety of business and leadership related topics, and can be taken on their own or for credit toward the Certificate for Emerging Leaders. Seminars range from just three hours to multiple days.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting for Non-Financial Managers</td>
<td>p32</td>
<td>BUS 154</td>
<td>016</td>
<td>Nov 9 – 10</td>
<td>RF</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Assertiveness: Choosing the Right Balance</td>
<td>p32</td>
<td>BUS 285</td>
<td>004</td>
<td>Nov 14</td>
<td>T</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Becoming Empowered Through Coaching <strong>NEW</strong></td>
<td>p32</td>
<td>BUS 288</td>
<td>001</td>
<td>Oct 23 – 24</td>
<td>MT</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Coaching for Quality Performance</td>
<td>p33</td>
<td>BUS 155</td>
<td>030</td>
<td>Oct 24 – 26</td>
<td>TWR</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Coaching to Different Styles <strong>NEW</strong></td>
<td>p33</td>
<td>BUS 287</td>
<td>003</td>
<td>Nov 28 – 29</td>
<td>TW</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Confidence in Communication</td>
<td>p33</td>
<td>BUS 219</td>
<td>018</td>
<td>Oct 13</td>
<td>FS</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Conquering Your Fear of Public Speaking</td>
<td>p34</td>
<td>BUS 265</td>
<td>012</td>
<td>Nov 18 – 25</td>
<td>S</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Creative Conflict Resolution: Making the Most of Differences</td>
<td>p34</td>
<td>BUS 112</td>
<td>029</td>
<td>Oct 20</td>
<td>F</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Creative Negotiating</td>
<td>p34</td>
<td>BUS 275</td>
<td>007</td>
<td>Nov 20</td>
<td>M</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Creative Problem Solving</td>
<td>p35</td>
<td>BUS 613</td>
<td>002</td>
<td>Oct 27</td>
<td>F</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Cultivating Innovation in Your Organization</td>
<td>p35</td>
<td>BUS 612</td>
<td>005</td>
<td>Nov 17 – Dec 1</td>
<td>F</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Dealing with the Difficult Conversation</td>
<td>p35</td>
<td>BUS 128</td>
<td>034</td>
<td>Oct 05</td>
<td>R</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Developing High Performance Teams</td>
<td>p36</td>
<td>BUS 281</td>
<td>006</td>
<td>Nov 15</td>
<td>W</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Do Less and Achieve More: Zone of Optimal Performance</td>
<td>p36</td>
<td>BUS 109</td>
<td>021</td>
<td>Oct 11 and 13</td>
<td>WF</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Effective Writing in the Workplace</td>
<td>p36</td>
<td>BUS 266</td>
<td>011</td>
<td>Nov 2 – 3</td>
<td>RF</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Emotional Intelligence</td>
<td>p37</td>
<td>BUS 127</td>
<td>035</td>
<td>Sep 27</td>
<td>W</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Energize Your Workplace: Inspiring and Motivating People</td>
<td>p37</td>
<td>BUS 144</td>
<td>033</td>
<td>Oct 19 – 20</td>
<td>RF</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Facilitation Skills</td>
<td>p37</td>
<td>BUS 134</td>
<td>034</td>
<td>Nov 15 – 16</td>
<td>WR</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Financial Analysis and Planning for Non-Financial Managers</td>
<td>p38</td>
<td>BUS 120</td>
<td>030</td>
<td>Dec 11 – 12</td>
<td>MT</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Fundamentals of Supervision</td>
<td>p38</td>
<td>BUS 146</td>
<td>052</td>
<td>Oct 16 – 18</td>
<td>MTW</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Get Organized! Improve Your Workflow and Boost Your Productivity</td>
<td>p38</td>
<td>BUS 270</td>
<td>011</td>
<td>Oct 12</td>
<td>R</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Getting Things Done Through Influence</td>
<td>p39</td>
<td>BUS 138</td>
<td>026</td>
<td>Nov 08</td>
<td>W</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Good Writing is Good Business</td>
<td>p39</td>
<td>BUS 258</td>
<td>012</td>
<td>Oct 25</td>
<td>W</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Implementing Change</td>
<td>p39</td>
<td>BUS 233</td>
<td>010</td>
<td>Dec 04</td>
<td>M</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Integrative Listening: The Leader's Edge</td>
<td>p40</td>
<td>BUS 279</td>
<td>005</td>
<td>Oct 23 – 30</td>
<td>M</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Leading Yourself and Others Through Change</td>
<td>p40</td>
<td>BUS 267</td>
<td>010</td>
<td>Nov 23 – 24</td>
<td>RF</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Leading with Confidence and Courage</td>
<td>p40</td>
<td>BUS 240</td>
<td>009</td>
<td>Nov 02</td>
<td>R</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Mastering Work and Life Satisfaction</td>
<td>p41</td>
<td>BUS 282</td>
<td>005</td>
<td>Oct 26 – 27</td>
<td>RF</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Meeting the Challenge of Leadership</td>
<td>p41</td>
<td>BUS 140</td>
<td>026</td>
<td>Nov 30 – Dec 1</td>
<td>RF</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Course Title</td>
<td>p</td>
<td>Course</td>
<td>Section</td>
<td>Dates</td>
<td>Days and Times</td>
<td>Campus</td>
<td>Fee</td>
</tr>
<tr>
<td>------------------------------------------------------------------</td>
<td>----</td>
<td>----------</td>
<td>---------</td>
<td>-------------------</td>
<td>----------------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>Mental Toughness: Training for Success</td>
<td>p41</td>
<td>BUS 130</td>
<td>044</td>
<td>Oct 19 – 20</td>
<td>RF</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Mentoring Skills</td>
<td>p42</td>
<td>BUS 244</td>
<td>017</td>
<td>Oct 26 – 27</td>
<td>RF</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Overview of Strategic Planning</td>
<td>p42</td>
<td>BUS 257</td>
<td>010</td>
<td>Dec 05</td>
<td>T</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Power and Science of Coaching</td>
<td>p42</td>
<td>BUS 212</td>
<td>016</td>
<td>Oct 30 – 31</td>
<td>MT</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Stress Less: Managing What’s On Your Mind</td>
<td>p43</td>
<td>BUS 207</td>
<td>018</td>
<td>Oct 06</td>
<td>F</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Succession Planning: Developing Leaders From Within</td>
<td>p43</td>
<td>BUS 274</td>
<td>005</td>
<td>Dec 11</td>
<td>M</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>The Decisive Leader</td>
<td>p43</td>
<td>BUS 284</td>
<td>005</td>
<td>Oct 17</td>
<td>T</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Time Management</td>
<td>p44</td>
<td>BUS 111</td>
<td>047</td>
<td>Oct 10</td>
<td>T</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Understanding and Developing Your Unique Organizational Culture</td>
<td>p44</td>
<td>BUS 605</td>
<td>004</td>
<td>Nov 27</td>
<td>M</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Writing Winning Proposals</td>
<td>p44</td>
<td>BUS 245</td>
<td>011</td>
<td>Nov 22</td>
<td>W</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
</tbody>
</table>

---

**CHANGE MANAGEMENT**

conted.ucalgary.ca/change

These courses may be taken on their own or for credit toward the Change Management Certificate. Currently scheduled core and optional courses are listed.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>p</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management</td>
<td>p49</td>
<td>BMC 205</td>
<td>242</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>243</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>244</td>
<td>Oct 14 – Nov 18</td>
<td>S</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>245</td>
<td>Oct 16 – Nov 29</td>
<td>MW</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Change Management Theory and Application NEW</td>
<td>p50</td>
<td>BMC 358</td>
<td>004</td>
<td>Sep 20 – Nov 1</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Change Strategy and Planning NEW</td>
<td>p50</td>
<td>BMC 359</td>
<td>003</td>
<td>Nov 18 – Dec 16</td>
<td>S</td>
<td>8:30 am – 4 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Conflict Management</td>
<td>p51</td>
<td>BMC 212</td>
<td>091</td>
<td>Sep 26 – Nov 13</td>
<td>–</td>
<td>Online</td>
<td>$445</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>092</td>
<td>Oct 14 – 28</td>
<td>S</td>
<td>8:30 am – 4 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Human Behaviour in Organizations</td>
<td>p61</td>
<td>BMC 172</td>
<td>206</td>
<td>Sep 11 – Dec 18</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>207</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>208</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td>Project Management: Level I</td>
<td>p69</td>
<td>BMC 299</td>
<td>048</td>
<td>Sep 12 – Dec 11</td>
<td>–</td>
<td>Online</td>
<td>$745</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>049</td>
<td>Sep 13 – Dec 6</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>050</td>
<td>Sep 25 – Oct 3</td>
<td>MTW</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Writing in the Workplace</td>
<td>p76</td>
<td>WRI 150</td>
<td>016</td>
<td>Sep 12 – Nov 20</td>
<td>–</td>
<td>DT</td>
<td>$775</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>017</td>
<td>Sep 12 – Dec 5</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>Online</td>
</tr>
</tbody>
</table>

FOR MORE INFORMATION ON COURSES AND CERTIFICATES, GO TO CONTED.UCALGARY.CA OR CALL 403.220.2866
## CONFLICT RESOLUTION
conted.ucalgary.ca/conflictresolution

The following courses are offered in collaboration with the Justice Institute of British Columbia School of Community & Social Justice and Centre for Conflict Resolution and may be taken on their own or for credit towards the JIBC Certificate in Conflict Resolution, with specializations in Negotiation, Mediation, or Family Mediation. An Associate Certificate in Workplace Conflict is also available.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asserting Yourself in Conflict Situations</td>
<td>p47</td>
<td>PDS 004</td>
<td>022</td>
<td>Oct 3 – 4</td>
<td>TW</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Building Your Communication Toolbox</td>
<td>p48</td>
<td>PDS 173</td>
<td>023</td>
<td>Nov 14 – 15</td>
<td>TW</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Dealing with Anger</td>
<td>p53</td>
<td>PDS 007</td>
<td>014</td>
<td>Nov 7 – 9</td>
<td>TWR</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Foundations of Collaborative Conflict Resolution: Workplace Focus</td>
<td>p58</td>
<td>PDS 002</td>
<td>031</td>
<td>Sep 26 – 28</td>
<td>TWR</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Mediation Skills Level I</td>
<td>p65</td>
<td>PDS 006</td>
<td>020</td>
<td>Oct 31 – Nov 2</td>
<td>TWR</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Negotiation Skills Level I</td>
<td>p67</td>
<td>PDS 185</td>
<td>029</td>
<td>Oct 17 – 19</td>
<td>TWR</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Negotiation Skills Level II</td>
<td>p67</td>
<td>PDS 010</td>
<td>010</td>
<td>Nov 27 – Dec 1</td>
<td>MTWR</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Resolving Conflict on the Frontline: Demonstrating Leadership At Work</td>
<td>p70</td>
<td>PDS 009</td>
<td>013</td>
<td>Oct 24 – 26</td>
<td>TWR</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
</tbody>
</table>

## DATABASE ADMINISTRATION
conted.ucalgary.ca/database

This course may be taken on its own or for credit toward the Certificate in Database Administration. Currently scheduled core courses are listed.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft SQL Server Development Level 1</td>
<td>p66</td>
<td>ICT 678</td>
<td>008</td>
<td>Sep 19 – Nov 2</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>Online</td>
</tr>
</tbody>
</table>

## DESIGN TECHNOLOGIES
conted.ucalgary.ca/design

These courses may be taken on their own or for credit toward the certifcates noted below. Students are advised to review their own certificate program to ensure their selected course is eligible for credit.

- Front-End Web Development
- Graphic Design
- Integrated Digital Media

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Illustrator</td>
<td>p46</td>
<td>ICT 437</td>
<td>036</td>
<td>Sep 21 – Nov 23</td>
<td>R</td>
<td>6 – 9 pm</td>
<td>Online</td>
</tr>
<tr>
<td>Adobe InDesign</td>
<td>p46</td>
<td>ICT 578</td>
<td>025</td>
<td>Sep 19 – Nov 21</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td>p46</td>
<td>ICT 436</td>
<td>054</td>
<td>Sep 18 – Dec 4</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Adobe Photoshop Advanced</td>
<td>p46</td>
<td>ICT 664</td>
<td>011</td>
<td>Sep 18 – Dec 4</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>Online</td>
</tr>
</tbody>
</table>
Digital Product Design  
 Course Title: Digital Product Design  
 Course Code: ICT 667  
 Course Section: 004  
 Dates: Sep 18 – Dec 4  
 Days and Times: M | 6 – 9 pm  
 Campus: Main  
 Fee: $825

Graphic Design  
 Course Title: Graphic Design  
 Course Code: ART 320  
 Course Section: 005  
 Dates: Sep 18 – Dec 4  
 Days and Times: M | 6 – 9 pm  
 Campus: Online  
 Fee: $825

History of Design  
 Course Title: History of Design  
 Course Code: ART 102  
 Course Section: 033  
 Dates: Oct 4 – Dec 13  
 Days and Times: W | 6:30 – 9:30 pm  
 Campus: Main  
 Fee: $395

HTML5 and CSS3  
 Course Title: HTML5 and CSS3  
 Course Code: ICT 580  
 Course Section: 021  
 Dates: Sep 20 – Nov 22  
 Days and Times: W | 6 – 9 pm  
 Campus: Main  
 Fee: $825

HTML5 and CSS3 with jQuery  
 Course Title: HTML5 and CSS3 with jQuery  
 Course Code: ICT 581  
 Course Section: 012  
 Dates: Sep 19 – Nov 21  
 Days and Times: T | 6 – 9 pm  
 Campus: Online  
 Fee: $825

Introduction to Motion Graphics  
 Course Title: Introduction to Motion Graphics  
 Course Code: ICT 686  
 Course Section: 001  
 Dates: Sep 21 – Nov 23  
 Days and Times: R | 6 – 9 pm  
 Campus: Main  
 Fee: $825

Typography  
 Course Title: Typography  
 Course Code: ART 316  
 Course Section: 004  
 Dates: Sep 25 – Dec 4  
 Days and Times: M | 6:30 – 9:30 pm  
 Campus: Main  
 Fee: $395

ENGINEERING  
 conted.ucalgary.ca/engineering

These courses enhance professional expertise in engineering, geology and geophysics.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course Code</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Gas Processing Short Course</td>
<td>p67</td>
<td>BUS 143</td>
<td>032</td>
<td>Dec 4 – 8</td>
<td>MTWF</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
</tbody>
</table>

ENGLISH AS A SECOND LANGUAGE (ESL): PART TIME  
 conted.ucalgary.ca/eslparttime

University of Calgary Continuing Education offers full- and part-time programs in ESL. Full-time programs in ESL are available to international students and landed immigrants. Information on the English Language Program can be found at ucalgary.ca/esl

The evening and weekend ESL classes listed here are perfect for adults, at any level, who want to improve their English for personal, work, or academic reasons, on a part-time basis.

TRANSFERABILITY TO CERTIFICATE PROGRAMS: Some ESL courses can be used for advanced credit toward select Continuing Education Certificates. These include: Professional Management (all specializations), Human Resource Management, Marketing, Public Relations Management, and Security Management. Students must have attended at least 75 per cent of class hours in order to receive the advanced credit.

You can receive 30 hours credit for:

- ENL 410 ESL 4
- ENL 510 ESL 5
- ENL 430 TOEFL Preparation

You can receive 20 hours credit for:

- ENL 415 Pronunciation

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course Code</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL Placement Test – Free</td>
<td>p56</td>
<td>ENL 1000</td>
<td>013</td>
<td>Sep 12</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Daytime Placement Test $25</td>
<td>p56</td>
<td>ENL 1001</td>
<td>038</td>
<td>Sep 15</td>
<td>F</td>
<td>9 – 11 am</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>039</td>
<td>Sep 19</td>
<td>T</td>
<td>9 – 11 am</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>040</td>
<td>Oct 17</td>
<td>T</td>
<td>9 – 11 am</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>041</td>
<td>Nov 29</td>
<td>W</td>
<td>9 – 11 am</td>
<td>Main</td>
</tr>
<tr>
<td>ESL 1</td>
<td>p56</td>
<td>ENL 110</td>
<td>021</td>
<td>Sep 23 – Dec 9</td>
<td>S</td>
<td>9 am – 4 pm</td>
<td>Main</td>
</tr>
<tr>
<td>ESL 2</td>
<td>p57</td>
<td>ENL 210</td>
<td>022</td>
<td>Sep 26 – Nov 30</td>
<td>TR</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
</tbody>
</table>
### ENVIRONMENTAL MANAGEMENT

These courses can be taken on their own or for credit toward the Environmental Management Certificate. Currently scheduled core and optional courses are listed. Certificate students are advised to review their own program to ensure their selected course is eligible for credit.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditing of HSE Management Systems and Compliance</td>
<td>p47</td>
<td>BMC 281</td>
<td>026</td>
<td>Sep 27 – Nov 29</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>027</td>
<td>Oct 23 – 26</td>
<td>MTWR</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Ecosystems: Functions and Impacts</td>
<td>p55</td>
<td>BMC 274</td>
<td>018</td>
<td>Oct 3 – Dec 5</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Environmental Law</td>
<td>p56</td>
<td>BMC 112</td>
<td>024</td>
<td>Oct 10 – Dec 12</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Environmental Stewardship and Sustainability</td>
<td>p56</td>
<td>BMC 169</td>
<td>022</td>
<td>Oct 10 – Dec 11</td>
<td>–</td>
<td>Online</td>
<td>$550</td>
</tr>
<tr>
<td>Introduction to Environmental Management</td>
<td>p61</td>
<td>BMC 129</td>
<td>039</td>
<td>Sep 26 – Nov 28</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Management Tools and Techniques for Environmental Issues</td>
<td>p64</td>
<td>BMC 116</td>
<td>012</td>
<td>Oct 24 – Nov 1</td>
<td>TW</td>
<td>8:30 am – 5 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Occupational Hygiene: The Basics</td>
<td>p67</td>
<td>BMC 197</td>
<td>046</td>
<td>Sep 12 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$630</td>
</tr>
<tr>
<td>Oil Sands: Overview, Environmental Impacts, and Regulations</td>
<td>p67</td>
<td>BMC 298</td>
<td>015</td>
<td>Oct 10 – Dec 11</td>
<td>–</td>
<td>Online</td>
<td>$550</td>
</tr>
<tr>
<td>Water Quality</td>
<td>p76</td>
<td>BMC 246</td>
<td>011</td>
<td>Oct 11 – Dec 13</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>Main</td>
</tr>
</tbody>
</table>

### FINANCE

These courses prepare students for the Chartered Financial Analyst (CFA) designation. For more information, go to [conted.ucalgary.ca/designations](http://conted.ucalgary.ca/designations).

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFA Level I Review Seminar</td>
<td>p49</td>
<td>PDS 105</td>
<td>29</td>
<td>Sep 11 – Nov 2</td>
<td>MR</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Nov 18</td>
<td>S</td>
<td>8:30 am – 4:30 pm</td>
<td></td>
</tr>
</tbody>
</table>
These courses may be taken on their own or for credit toward the Health, Safety and Environment (HSE) Certificate. Currently scheduled core and optional HSE courses are listed. For currently-scheduled optional management courses, see Professional Management on page 24. Certificate students are advised to review their own program to ensure their selected course is eligible for credit. For information on how some of these courses can lead to the Canadian Registered Safety Professional (CRSP) designation, go to conted.ucalgary.ca/designations.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Theory and Incident Investigation</td>
<td>p45</td>
<td>BMC 201</td>
<td>029</td>
<td>Sep 26 – Dec 4</td>
<td></td>
<td>Online</td>
<td>$550</td>
</tr>
<tr>
<td>Alcohol and Drugs in the Workplace NEW</td>
<td>p46</td>
<td>BMC 363</td>
<td>001</td>
<td>Oct 11 – Dec 13</td>
<td>W 6 – 9 pm</td>
<td>DT</td>
<td>$550</td>
</tr>
<tr>
<td>Auditing of HSE Management Systems and Compliance</td>
<td>p47</td>
<td>BMC 281</td>
<td>026</td>
<td>Sep 27 – Nov 29</td>
<td>W 6 – 9 pm</td>
<td>DT</td>
<td>$550</td>
</tr>
<tr>
<td>Business and Leadership for HSE Professionals</td>
<td>p48</td>
<td>BMC 213</td>
<td>043</td>
<td>Sep 14 – Dec 7</td>
<td>R 6 – 9 pm</td>
<td>DT</td>
<td>$630</td>
</tr>
<tr>
<td>CRSP Exam Prep Course</td>
<td>p53</td>
<td>BMC 351</td>
<td>006</td>
<td>Nov 1 – 13</td>
<td>MTW 8:30 am – 4:30 pm</td>
<td>DT</td>
<td>$630</td>
</tr>
<tr>
<td>Disability Management: An Integrative Approach</td>
<td>p54</td>
<td>BMC 309</td>
<td>015</td>
<td>Sep 25 – Dec 11</td>
<td>M 6 – 9 pm</td>
<td>DT</td>
<td>$550</td>
</tr>
<tr>
<td>Ecosystems: Functions and Impacts</td>
<td>p55</td>
<td>BMC 274</td>
<td>018</td>
<td>Oct 3 – Dec 5</td>
<td>T 6 – 9 pm</td>
<td>DT</td>
<td>$550</td>
</tr>
<tr>
<td>Emergency Response</td>
<td>p56</td>
<td>BMC 218</td>
<td>016</td>
<td>Sep 26 – Nov 13</td>
<td>–</td>
<td>Online</td>
<td>$480</td>
</tr>
<tr>
<td>Environmental Law</td>
<td>p56</td>
<td>BMC 112</td>
<td>024</td>
<td>Oct 10 – Dec 12</td>
<td>T 6 – 9 pm</td>
<td>DT</td>
<td>$550</td>
</tr>
<tr>
<td>Environmental Stewardship and Sustainability</td>
<td>p56</td>
<td>BMC 169</td>
<td>022</td>
<td>Oct 10 – Dec 11</td>
<td>–</td>
<td>Online</td>
<td>$550</td>
</tr>
<tr>
<td>Ergonomics</td>
<td>p56</td>
<td>BMC 199</td>
<td>021</td>
<td>Nov 21 – 24</td>
<td>TWRF 8:30 am – 5 pm</td>
<td>DT</td>
<td>$550</td>
</tr>
<tr>
<td>Hazard Assessment and Risk Management</td>
<td>p59</td>
<td>BMC 143</td>
<td>034</td>
<td>Oct 31 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$480</td>
</tr>
<tr>
<td>Health and Safety Management Systems: The Basics</td>
<td>p59</td>
<td>BMC 104</td>
<td>074</td>
<td>Sep 16 – Oct 14</td>
<td>S 8:30 am – 5 pm</td>
<td>DT</td>
<td>$550</td>
</tr>
<tr>
<td>Integrated Workplace Health Management</td>
<td>p61</td>
<td>BMC 183</td>
<td>012</td>
<td>Oct 19 – 21</td>
<td>RFS 8:30 am – 4:30 pm</td>
<td>DT</td>
<td>$480</td>
</tr>
<tr>
<td>Introduction to Environmental Management</td>
<td>p61</td>
<td>BMC 129</td>
<td>039</td>
<td>Sep 26 – Nov 28</td>
<td>T 6 – 9 pm</td>
<td>DT</td>
<td>$550</td>
</tr>
<tr>
<td>Management Tools and Techniques for Environmental Issues</td>
<td>p64</td>
<td>BMC 116</td>
<td>012</td>
<td>Oct 24 – Nov 1</td>
<td>TW 8:30 am – 5 pm</td>
<td>Main</td>
<td>$550</td>
</tr>
<tr>
<td>Occupational Hygiene: The Basics</td>
<td>p67</td>
<td>BMC 197</td>
<td>046</td>
<td>Dec 12 – 18</td>
<td>–</td>
<td>Online</td>
<td>$630</td>
</tr>
<tr>
<td>Oil Sands: Overview, Environmental Impacts, and Regulations</td>
<td>p67</td>
<td>BMC 298</td>
<td>015</td>
<td>Oct 10 – Dec 11</td>
<td>–</td>
<td>Online</td>
<td>$550</td>
</tr>
<tr>
<td>Regulations, Roles, and Responsibilities for HSE Professionals</td>
<td>p70</td>
<td>BMC 317</td>
<td>024</td>
<td>Oct 3 – Dec 11</td>
<td>–</td>
<td>Online</td>
<td>$550</td>
</tr>
<tr>
<td>Stress and Fatigue Management</td>
<td>p73</td>
<td>BMC 350</td>
<td>005</td>
<td>Oct 3 – Dec 11</td>
<td>–</td>
<td>Online</td>
<td>$550</td>
</tr>
</tbody>
</table>
These courses may be taken on their own or for credit toward the Human Resource Management Certificate. Currently scheduled core and optional courses are listed. Certificate students are advised to review their own program to ensure their selected course is eligible for credit. This program is offered in association with the Human Resources Institute of Alberta. For more information, go to conted.ucalgary.ca/designations.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Fundamentals</td>
<td>p45</td>
<td>BMC 162</td>
<td>053</td>
<td>Sep 26 – Dec 19</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Alcohol and Drugs in the Workplace NEW</td>
<td>p46</td>
<td>BMC 363</td>
<td>001</td>
<td>Oct 11 – Dec 13</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Business Management</td>
<td>p49</td>
<td>BMC 205</td>
<td>242</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>243</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>244</td>
<td>Oct 14 – Nov 18</td>
<td>S</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>245</td>
<td>Oct 16 – Nov 29</td>
<td>MW</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Coaching: Inspiring Excellence in Others</td>
<td>p50</td>
<td>BMC 106</td>
<td>010</td>
<td>Oct 21 – 28</td>
<td>S</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Compensation: Design and Practice</td>
<td>p51</td>
<td>BMC 198</td>
<td>039</td>
<td>Sep 26 – Dec 4</td>
<td>–</td>
<td>Online</td>
<td>$495</td>
</tr>
<tr>
<td>Conducting Effective Interviews</td>
<td>p51</td>
<td>BMC 328</td>
<td>009</td>
<td>Sep 27 – Nov 8</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Conflict Management</td>
<td>p51</td>
<td>BMC 212</td>
<td>091</td>
<td>Sep 26 – Nov 13</td>
<td>–</td>
<td>Online</td>
<td>$445</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>092</td>
<td>Oct 14 – 28</td>
<td>S</td>
<td>8:30 am – 4 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Disability Management: An Integrative Approach</td>
<td>p54</td>
<td>BMC 309</td>
<td>015</td>
<td>Sep 25 – Dec 11</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>p56</td>
<td>BMC 230</td>
<td>039</td>
<td>Sep 20 – Nov 22</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Employee Development and Training</td>
<td>p56</td>
<td>BMC 354</td>
<td>005</td>
<td>Oct 14 – Nov 4</td>
<td>S</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Ergonomics</td>
<td>p56</td>
<td>BMC 199</td>
<td>021</td>
<td>Nov 21 – 24</td>
<td>T</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Harassment Investigations</td>
<td>p59</td>
<td>BMC 194</td>
<td>024</td>
<td>Sep 12 – Oct 30</td>
<td>–</td>
<td>Online</td>
<td>$445</td>
</tr>
<tr>
<td>Health and Safety Management Systems: The Basics</td>
<td>p59</td>
<td>BMC 104</td>
<td>074</td>
<td>Sep 16 – Oct 14</td>
<td>S</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>073</td>
<td>Sep 26 – Dec 4</td>
<td>–</td>
<td>Online</td>
<td>$550</td>
</tr>
<tr>
<td>Human Behaviour in Organizations</td>
<td>p61</td>
<td>BMC 172</td>
<td>206</td>
<td>Sep 11 – Dec 18</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>207</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>208</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>p61</td>
<td>BMC 165</td>
<td>115</td>
<td>Sep 19 – Dec 12</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>116</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>117</td>
<td>Oct 14 – Nov 18</td>
<td>S</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td>International Human Resource Management</td>
<td>p61</td>
<td>BMC 177</td>
<td>011</td>
<td>Sep 26 – Nov 13</td>
<td>–</td>
<td>Online</td>
<td>$445</td>
</tr>
<tr>
<td>Labour Relations</td>
<td>p62</td>
<td>BMC 156</td>
<td>022</td>
<td>Sep 25 – Dec 11</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Management Communications: Interpersonal Skills</td>
<td>p64</td>
<td>BMC 206</td>
<td>128</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>129</td>
<td>Sep 21 – Dec 14</td>
<td>R</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>130</td>
<td>Oct 14 – Nov 18</td>
<td>S</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
</tbody>
</table>
These courses may be taken on their own or for credit toward one or more of the certificates noted below. Currently-scheduled core and optional courses for the Certificate in Visual Design specializing in Interior Design are listed. For more currently-scheduled options, see Visual Design on page 30. Certificate students are advised to review their own program to ensure their selected course is eligible for credit.

- Visual Design – General
  - Visual Design specializing in:
    - Art Theory and Practice
    - Interior Design
    - Photography

SPECIAL OFFER: Receive a 5 per cent discount per course by registering at the same time for three or more courses that apply to the Visual Design or Graphic Design certificates. Discount not available for ICT courses. Offer valid for courses that start in the 2017/2018 academic year.

Register online or call 403.220.2866.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessorizing Interiors</td>
<td>p45</td>
<td>INT 115</td>
<td>014</td>
<td>Oct 4 – Nov 8</td>
<td>W</td>
<td>7 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Classical Interior Design</td>
<td>p50</td>
<td>INT 126</td>
<td>003</td>
<td>Sep 25 – Dec 11</td>
<td>M</td>
<td>7 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Colour For Homeowners</td>
<td>p51</td>
<td>INT 105</td>
<td>023</td>
<td>Sep 23 – 30</td>
<td>S</td>
<td>9 am – 3 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Colour Theory 1</td>
<td>p51</td>
<td>ART 321</td>
<td>010</td>
<td>Sep 26 – Nov 28</td>
<td>T</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Design Principles</td>
<td>p53</td>
<td>ART 103</td>
<td>035</td>
<td>Sep 26 – Nov 28</td>
<td>T</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Drawing 1</td>
<td>p55</td>
<td>ART 314</td>
<td>017</td>
<td>Sep 28 – Nov 30</td>
<td>R</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>History of Design</td>
<td>p60</td>
<td>ART 102</td>
<td>033</td>
<td>Oct 4 – Dec 13</td>
<td>W</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>History of Furniture</td>
<td>p60</td>
<td>INT 109</td>
<td>013</td>
<td>Nov 18 – 25</td>
<td>S</td>
<td>9 am – 3 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Interior Design — Residential</td>
<td>p61</td>
<td>INT 101</td>
<td>030</td>
<td>Oct 3 – Nov 21</td>
<td>T</td>
<td>7 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Kitchen Design</td>
<td>p62</td>
<td>INT 122</td>
<td>014</td>
<td>Nov 4</td>
<td>S</td>
<td>1 – 4:30 pm</td>
<td>Main</td>
</tr>
</tbody>
</table>
IT SERVICE MANAGEMENT
conted.ucalgary.ca/itil

This course is offered in collaboration with Procept Associates Ltd and leads to the ITIL V3 Foundation Certificate in IT Service Management. See conted.ucalgary.ca/designations.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITIL Foundations</td>
<td>p62</td>
<td>PDS 217</td>
<td>15</td>
<td>Nov 28 - 30</td>
<td>TWR</td>
<td>8:30 am - 4:30 pm</td>
<td>DT</td>
</tr>
</tbody>
</table>

LANDSCAPING
conted.ucalgary.ca/landscaping

These courses may be taken on their own or for credit toward of the certificates noted below. Certificate students are advised to review their program to ensure their selected course is eligible for credit.

- Visual Design – General
- Visual Design specializing in:
  - Art Theory and Practice
  - Interior Design
  - Photography

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landscape Design</td>
<td>p63</td>
<td>LAN 100</td>
<td>038</td>
<td>Sep 26 – Nov 14</td>
<td>T</td>
<td>7 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Seasonal Containers: Festive Arrangements</td>
<td>p71</td>
<td>LAN 114</td>
<td>007</td>
<td>Nov 18 – 25</td>
<td>S</td>
<td>9:30 am – 12 pm</td>
<td>Main</td>
</tr>
</tbody>
</table>

LANGUAGES OF THE WORLD
conted.ucalgary.ca/languages

Languages of the World include American Sign Language and an array of international languages. In all languages, beginners are expected to begin in Level 1. Progressively higher levels will be offered in subsequent semesters depending on student interest and participation.

Students of French and Spanish may choose to take courses for credit toward levelled certificates in French Language and Culture or Spanish Language and Culture. For more information on these programs, go to conted.ucalgary.ca/french or conted.ucalgary.ca/spanish

PLACEMENT: If you already have experience in a language, you may consult with program staff to determine your appropriate starting level. Call 403.220.5895

Note: One week prior to start, classes with insufficient enrolment may be cancelled. Please register early. Additional language courses may be added based on student interest. For the most up-to-date list of scheduled courses, please check conted.ucalgary.ca/languages

American Sign Language

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Language 101</td>
<td>p71</td>
<td>ASL 101</td>
<td>042</td>
<td>Sep 20 - Dec 6</td>
<td>W</td>
<td>6 - 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Sign Language 102</td>
<td>p72</td>
<td>ASL 102</td>
<td>027</td>
<td>Sep 19 - Dec 5</td>
<td>T</td>
<td>6 - 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Sign Language 201</td>
<td>p72</td>
<td>ASL 201</td>
<td>020</td>
<td>Sep 21 - Dec 7</td>
<td>R</td>
<td>6 - 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Course Title</td>
<td>Details</td>
<td>Course</td>
<td>Section</td>
<td>Dates</td>
<td>Days and Times</td>
<td>Campus</td>
<td>Fee</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------</td>
<td>--------</td>
<td>---------</td>
<td>---------------------</td>
<td>----------------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>Arabic 1</td>
<td>p47</td>
<td>ARA 101</td>
<td>037</td>
<td>Sep 27 - Nov 29</td>
<td>W</td>
<td>6 - 8 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Dutch 1</td>
<td>p55</td>
<td>DUT 100</td>
<td>027</td>
<td>Oct 3 – Dec 5</td>
<td>T</td>
<td>6:30 – 8:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>French I</td>
<td>p58</td>
<td>FRE 100</td>
<td>153</td>
<td>Sep 18 – Nov 27</td>
<td>MW</td>
<td>6:30 – 8:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>154</td>
<td>Sep 19 – Nov 23</td>
<td>TR</td>
<td>6:30 – 8:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>155</td>
<td>Sep 20 – Dec 6</td>
<td>W</td>
<td>5:30 – 8 pm and 3 Saturday mornings</td>
<td>DT</td>
</tr>
<tr>
<td>French II</td>
<td>p58</td>
<td>FRE 102</td>
<td>104</td>
<td>Sep 18 – Nov 27</td>
<td>MW</td>
<td>6:30 – 8:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>105</td>
<td>Sep 19 – Nov 23</td>
<td>TR</td>
<td>6:30 – 8:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>French III</td>
<td>p58</td>
<td>FRE 103</td>
<td>067</td>
<td>Sep 19 – Nov 23</td>
<td>TR</td>
<td>6:30 – 8:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>French IV</td>
<td>p58</td>
<td>FRE 104</td>
<td>043</td>
<td>Sep 18 – Nov 27</td>
<td>MW</td>
<td>6:30 – 8:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>French V</td>
<td>p58</td>
<td>FRE 105</td>
<td>039</td>
<td>Sep 18 – Nov 27</td>
<td>MW</td>
<td>6:30 – 8:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>French Immersion Weekend for Beginner Students</td>
<td>p59</td>
<td>FRE 112</td>
<td>030</td>
<td>Nov 18 – 19</td>
<td>SU</td>
<td>9 am – 4 pm</td>
<td>Off Campus</td>
</tr>
<tr>
<td>French Immersion Weekend for Intermediate and Advanced Students</td>
<td>p59</td>
<td>FRE 111</td>
<td>024</td>
<td>Nov 18 – 19</td>
<td>SU</td>
<td>9 am – 4 pm</td>
<td>Off Campus</td>
</tr>
<tr>
<td>German 1</td>
<td>p59</td>
<td>GER 110</td>
<td>013</td>
<td>Sep 27 – Dec 13</td>
<td>W</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>German Conversation</td>
<td>p59</td>
<td>GER 250</td>
<td>004</td>
<td>Oct 5 – Dec 7</td>
<td>R</td>
<td>6:30 – 8:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Italian 1</td>
<td>p63</td>
<td>ITA 101</td>
<td>046</td>
<td>Sep 28 – Dec 14</td>
<td>R</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Italian 2</td>
<td>p63</td>
<td>ITA 102</td>
<td>040</td>
<td>Sep 27 – Dec 13</td>
<td>W</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Italian 3</td>
<td>p63</td>
<td>ITA 103</td>
<td>023</td>
<td>Sep 26 – Dec 12</td>
<td>T</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Japanese 1</td>
<td>p63</td>
<td>JPN 101</td>
<td>044</td>
<td>Oct 3 – Nov 21</td>
<td>T</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Japanese 3</td>
<td>p63</td>
<td>JPN 103</td>
<td>009</td>
<td>Oct 5 – Nov 23</td>
<td>R</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Korean 1</td>
<td>p63</td>
<td>KOR 101</td>
<td>025</td>
<td>Oct 3 – Dec 5</td>
<td>T</td>
<td>6:30 – 8:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Mandarin 1</td>
<td>p64</td>
<td>MAN 101</td>
<td>041</td>
<td>Oct 3 – Nov 21</td>
<td>T</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Russian 1</td>
<td>p71</td>
<td>RUS 101</td>
<td>035</td>
<td>Sep 27 – Nov 29</td>
<td>W</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Spanish 1</td>
<td>p72</td>
<td>SPA 101</td>
<td>215</td>
<td>Sep 18 – Dec 11</td>
<td>M</td>
<td>6:15 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>216</td>
<td>Sep 19 – Dec 5</td>
<td>T</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>217</td>
<td>Sep 19 – Oct 26</td>
<td>TR</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>218</td>
<td>Sep 20 – Dec 6</td>
<td>W</td>
<td>6 – 8:30 pm</td>
<td>Off Campus*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>219</td>
<td>Sep 21 – Dec 7</td>
<td>R</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Spanish 2</td>
<td>p72</td>
<td>SPA 102</td>
<td>144</td>
<td>Sep 19 – Dec 5</td>
<td>T</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>145</td>
<td>Sep 20 – Dec 6</td>
<td>W</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>146</td>
<td>Nov 7 – Dec 14</td>
<td>TR</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Spanish 3</td>
<td>p72</td>
<td>SPA 103</td>
<td>098</td>
<td>Sep 19 – Dec 5</td>
<td>T</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Spanish 4</td>
<td>p72</td>
<td>SPA 104</td>
<td>066</td>
<td>Sep 20 – Dec 6</td>
<td>W</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Spanish 5</td>
<td>p72</td>
<td>SPA 105</td>
<td>051</td>
<td>Sep 21 – Dec 7</td>
<td>R</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Spanish 7</td>
<td>p72</td>
<td>SPA 907</td>
<td>022</td>
<td>Sep 20 – Dec 6</td>
<td>W</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
</tbody>
</table>

FOR MORE INFORMATION ON COURSES AND CERTIFICATES, GO TO CONTED.UCALGARY.CA OR CALL 403.220.2866
<table>
<thead>
<tr>
<th>Liberal Arts Courses</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish Conversation 1</td>
<td>p72</td>
<td>SPA 410</td>
<td>020</td>
<td>Sep 18 – Dec 11</td>
<td>M</td>
<td>6:15 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Spanish Conversation 3</td>
<td>p72</td>
<td>SPA 430</td>
<td>009</td>
<td>Sep 19 – Dec 5</td>
<td>T</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Spanish Conversation 4</td>
<td>p72</td>
<td>SPA 124</td>
<td>016</td>
<td>Sep 30 – Dec 9</td>
<td>S</td>
<td>9:30 – 11:45 am</td>
<td>Main</td>
</tr>
<tr>
<td>Spanish for Travellers 1</td>
<td>p73</td>
<td>SPA 131</td>
<td>062</td>
<td>Sep 23 – Dec 9</td>
<td>S</td>
<td>9 – 11:30 am</td>
<td>Main</td>
</tr>
<tr>
<td>Spanish Module 1</td>
<td>p73</td>
<td>SPA 301</td>
<td>049</td>
<td>Sep 27 – Nov 29</td>
<td>W</td>
<td>12 – 1 pm</td>
<td>DT</td>
</tr>
</tbody>
</table>

*Southwood United Church 10690 Elbow Drive SW

**LIBERAL ARTS**

coted.ucalgary.ca/liberalarts

Liberal Arts courses cover a wide array of topics, are offered in the daytime and evening and are listed accordingly.

**SPECIAL DISCOUNT:** For 20-hour Liberal Arts courses only, students 65 years and older at the time of registration qualify for a 10 per cent discount on tuition fees. To receive this discount, you must register in person or by calling 403.220.2866.

### Daytime

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adventures in Ancient Philosophy: The Greeks and Romans</td>
<td>p46</td>
<td>FIF 248</td>
<td>001</td>
<td>Sep 26 – Nov 14</td>
<td>T</td>
<td>9:30 am – 12 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Classical Curiosities: What Do We Believe and Why?</td>
<td>p50</td>
<td>FIF 247</td>
<td>001</td>
<td>Sep 27 – Nov 15</td>
<td>W</td>
<td>1 – 3:30 pm</td>
<td>Off Campus*</td>
</tr>
<tr>
<td>History of Women in Art</td>
<td>p60</td>
<td>FIF 244</td>
<td>002</td>
<td>Sep 28 – Nov 30</td>
<td>R</td>
<td>1:30 – 3:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Naturopathic Medicine Level 3</td>
<td>p67</td>
<td>FIF 156</td>
<td>005</td>
<td>Sep 14 – Oct 19</td>
<td>R</td>
<td>9 am – 12 pm</td>
<td>Main</td>
</tr>
<tr>
<td>The Social History of Victorian Britain: A Respectable Society</td>
<td>p75</td>
<td>FIF 218</td>
<td>002</td>
<td>Sep 18 – Dec 4</td>
<td>M</td>
<td>1 – 3 pm</td>
<td>Main</td>
</tr>
</tbody>
</table>

*Grace Presbyterian Church, 1009 15th Ave SW

### Evening

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abnormal Psychology</td>
<td>p45</td>
<td>HUM 547</td>
<td>001</td>
<td>Sep 26 – Nov 14</td>
<td>T</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Applied Naturopathic Nutrition for Your Health</td>
<td>p47</td>
<td>HUM 542</td>
<td>004</td>
<td>Oct 30 – Dec 4</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Art and Archaeology of Ancient Peru</td>
<td>p47</td>
<td>HUM 104</td>
<td>004</td>
<td>Sep 28 – Nov 16</td>
<td>R</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Caravan Cities of Antiquity</td>
<td>p49</td>
<td>HUM 112</td>
<td>009</td>
<td>Sep 27 – Nov 29</td>
<td>W</td>
<td>9 – 11 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Evenings with the Calgary Philharmonic Concert Dates: Sep 30, Oct 4, Nov 10, 25</td>
<td>p57</td>
<td>HUM 405</td>
<td>023</td>
<td>Sep 25, Oct 10, Nov 6, 20</td>
<td>MT</td>
<td>7 – 9 pm</td>
<td>Main</td>
</tr>
</tbody>
</table>

### Educational Travel Study

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Migration on the West Coast of Vancouver Island</td>
<td>p57</td>
<td>FIF 400</td>
<td>003</td>
<td>Class: Aug 23 Travel: Sep 5 – 9</td>
<td>W</td>
<td>6:30 – 8 pm</td>
<td>TWRFS</td>
</tr>
</tbody>
</table>

*Air travel not included
## MARKETING

These courses may be taken on their own or for credit toward the Marketing Certificate. Currently scheduled core and optional courses are shown. For currently-scheduled optional management courses, see Professional Management on page 24. Certificate students are advised to review their own program to ensure their selected course is eligible for credit.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management</td>
<td>p49</td>
<td>BMC 205</td>
<td>242</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>243</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>244</td>
<td>Oct 14 – Nov 18</td>
<td>S</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Digital Marketing</td>
<td>p54</td>
<td>BMC 329</td>
<td>005</td>
<td>Nov 21 – Feb 12</td>
<td>–</td>
<td>Online</td>
<td>$495</td>
</tr>
<tr>
<td>Marketing: Business to Business</td>
<td>p64</td>
<td>BMC 125</td>
<td>015</td>
<td>Nov 4 – Dec 16</td>
<td>S</td>
<td>8:30 am – 4:00 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Marketing Principles</td>
<td>p64</td>
<td>BMC 167</td>
<td>047</td>
<td>Sep 20 – Dec 13</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Metrics and Measurement</td>
<td>p65</td>
<td>BMC 313</td>
<td>013</td>
<td>Oct 17 – Dec 4</td>
<td>–</td>
<td>Online</td>
<td>$445</td>
</tr>
</tbody>
</table>

## OFFICE APPLICATIONS

These courses may be taken on their own or for credit towards the Certificate in Office Applications. Currently scheduled core and optional courses are listed.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Excel Level 1</td>
<td>p65</td>
<td>ICT 415</td>
<td>058</td>
<td>Sep 14 – 15</td>
<td>RF</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Microsoft Excel Level 2</td>
<td>p65</td>
<td>ICT 416</td>
<td>054</td>
<td>Oct 6 – 13</td>
<td>F</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Microsoft Excel Level 3</td>
<td>p65</td>
<td>ICT 417</td>
<td>031</td>
<td>Nov 17 – 24</td>
<td>F</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Microsoft Macros and VBA Level 1</td>
<td>p66</td>
<td>ICT 427</td>
<td>031</td>
<td>Oct 5 – 12</td>
<td>R</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Microsoft Outlook Levels 1 and 2</td>
<td>p66</td>
<td>ICT 454</td>
<td>021</td>
<td>Dec 1 – 8</td>
<td>F</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Microsoft PowerPoint Levels 1 and 2</td>
<td>p66</td>
<td>ICT 456</td>
<td>022</td>
<td>Sep 22 – 29</td>
<td>F</td>
<td>8:30 am – 4:30 pm</td>
<td>Main</td>
</tr>
</tbody>
</table>

## OIL AND GAS TAXATION

This course is offered in collaboration with the Canadian Petroleum Tax Society (cpts.ca).

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxation of Canadian Oil and Gas Companies</td>
<td>p73</td>
<td>PDS 227</td>
<td>13</td>
<td>Nov 14 - 15</td>
<td>TW</td>
<td>8 am - 5 pm</td>
<td>DT</td>
</tr>
</tbody>
</table>
One Day @ UCalgary is a unique learning opportunity that brings together university academics and the community. Engaging and affordable, One Day @ UCalgary courses are presented Saturdays at the main campus.

### Course Title Details Course Section Dates Days and Times Campus Fee

**A First Encounter with Quantum Mysteries**
- Page 45
- Course: FIF 622
- Section: 003
- Dates: Sep 23
- Days: S
- Times: 9:30 am – 4 pm
- Campus: Main
- Fee: $75 + GST

**Everything You Need to Know About Alberta Politics**<sup>NEW</sup>
- Page 57
- Course: FIF 637
- Section: 001
- Dates: Oct 28
- Days: S
- Times: 9:30 am – 4 pm
- Campus: Main
- Fee: $75 + GST

**Leonardo da Vinci: A Man of Mystery**
- Page 63
- Course: FIF 615
- Section: 003
- Dates: Nov 18
- Days: S
- Times: 9:30 am – 4 pm
- Campus: Main
- Fee: $75 + GST

**Magical World of Ancient Mythology**
- Page 64
- Course: FIF 614
- Section: 002
- Dates: Oct 14
- Days: S
- Times: 9:30 am – 4 pm
- Campus: Main
- Fee: $75 + GST

**Philosophy of Money**
- Page 68
- Course: FIF 620
- Section: 005
- Dates: Sep 16
- Days: S
- Times: 9:30 am – 4 pm
- Campus: Main
- Fee: $75 + GST

**Politics in the City: Everything You Need to Know About Calgary Politics**
- Page 69
- Course: FIF 631
- Section: 002
- Dates: Sep 30
- Days: S
- Times: 9:30 am – 4 pm
- Campus: Main
- Fee: $75 + GST

**Technocreep: The Surrender of Privacy and The Capitalization of Intimacy**
- Page 74
- Course: FIF 612
- Section: 006
- Dates: Nov 04
- Days: S
- Times: 9:30 am – 4 pm
- Campus: Main
- Fee: $75 + GST

**The Berlin Wall: Tales of Division and Unity**
- Page 74
- Course: FIF 619
- Section: 003
- Dates: Oct 21
- Days: S
- Times: 9:30 am – 4 pm
- Campus: Main
- Fee: $75 + GST

---

**PERSONAL INTEREST AND WELLNESS**

These courses span a variety of general interest topics, ranging from health and wellness, to parenting and personal finance.

### Course Title Details Course Section Dates Days and Times Campus Fee

**Applied Naturopathic Nutrition for Your Health**
- Page 47
- Course: HUM 542
- Section: 004
- Dates: Oct 30 – Dec 4
- Days: M | W | T | R | F | S
- Times: 6 – 9 pm
- Campus: Main
- Fee: $245 + GST

**Career Renewal and Resilience**<sup>NEW</sup>
- Page 49
- Course: PIW 135
- Section: 002
- Dates: Oct 24 – Nov 28
- Days: T | W | R | F | S
- Times: 6:30 – 8:30 pm
- Campus: Main
- Fee: $245 + GST

**Foundations of Personal Financial Management**
- Page 58
- Course: PIW 112
- Section: 018
- Dates: Oct 3 – 31
- Days: T | W | R | F | S
- Times: 6 – 9 pm
- Campus: Main
- Fee: $325 + GST

**Investing for Success Level 1**
- Page 62
- Course: PIW 132
- Section: 008
- Dates: Oct 23 – Nov 27
- Days: M | W | T | R | F | S
- Times: 6 – 8:30 pm
- Campus: DT
- Fee: $325 + GST

**Mindfulness Meditation**
- Page 66
- Course: PIW 101
- Section: 044
- Dates: Oct 2 – Nov 27
- Days: M
- Times: 7:30 – 9 pm
- Campus: Off Campus*
- Fee: $325 + GST

**Naturopathic Medicine Level 3**
- Page 67
- Course: PIW 156
- Section: 005
- Dates: Sep 14 – Oct 19
- Days: R | W | F | S
- Times: 9 am – 12 pm
- Campus: Main
- Fee: $295 + GST

**Parent Effectiveness Training: A Neuro-developmental Approach**<sup>NEW</sup>
- Page 68
- Course: PIW 138
- Section: 001
- Dates: Oct 17 – Nov 14
- Days: T | W | R | S
- Times: 6 – 9 pm
- Campus: Off Campus**
- Fee: $295 + GST

**Philanthropy: What’s In It For You?**<sup>NEW</sup>
- Page 68
- Course: PIW 137
- Section: 001
- Dates: Oct 3 – 24
- Days: T | W | R | S | F
- Times: 6 – 8:30 pm
- Campus: DT
- Fee: $225 + GST

**Understanding and Preparing for Retirement**
- Page 75
- Course: PIW 125
- Section: 015
- Dates: Oct 18 – Nov 8
- Days: W
- Times: 6 – 9 pm
- Campus: Main
- Fee: $275 + GST

---

* Confederation Park Centre, 2212 13 St NW
** South Health Campus – Wellness Centre, 180006
PHOTOGRAPHY
conted.ucalgary.ca/photography

These courses may be taken on their own or for credit toward one or more of the certificates noted below. Currently-scheduled core and optional courses for the Certificate in Visual Design specializing in photography are listed. For more currently-scheduled options see Visual Design on page 30. Certificate students are advised to review their own program to ensure their selected course is eligible for credit.

- Visual Design – General
- Visual Design specializing in:
  - Art Theory and Practice
  - Interior Design
  - Photography

SPECIAL OFFER: Receive a 5 per cent discount per course by registering at the same time for three or more courses that apply to the Visual Design or Graphic Design certificates. Discount not available for ICT courses. Offer valid for courses that start in the 2017/2018 academic year.

Register online or call 403.220.2866.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cellphone Photography NEW</td>
<td>p49</td>
<td>PHO 126</td>
<td>001</td>
<td>Oct 14</td>
<td>S</td>
<td>9 am – 4 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Colour Theory 1</td>
<td>p51</td>
<td>ART 321</td>
<td>010</td>
<td>Sep 26 – Nov 28</td>
<td>T</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Design Principles</td>
<td>p53</td>
<td>ART 103</td>
<td>035</td>
<td>Sep 26 – Nov 28</td>
<td>T</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Digital SLR Photography — Fast Class</td>
<td>p54</td>
<td>PHO 116</td>
<td>018</td>
<td>Sep 23</td>
<td>S</td>
<td>9 am – 4 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Drawing 1</td>
<td>p55</td>
<td>ART 314</td>
<td>017</td>
<td>Sep 28 – Nov 30</td>
<td>R</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Family Photography for New and Expectant Parents NEW</td>
<td>p58</td>
<td>PHO 125</td>
<td>001</td>
<td>Sep 30 – Oct 1</td>
<td>SU</td>
<td>9 am – 4 pm</td>
<td>Off Campus*</td>
</tr>
<tr>
<td>History of Design</td>
<td>p60</td>
<td>ART 102</td>
<td>033</td>
<td>Oct 4 – Dec 13</td>
<td>W</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Photography I — Digital</td>
<td>p68</td>
<td>PHO 101</td>
<td>085</td>
<td>Oct 11 – Nov 15</td>
<td>W</td>
<td>7 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Wedding Photography I</td>
<td>p76</td>
<td>PHO 123</td>
<td>004</td>
<td>Sep 27 – Nov 15, and Nov 4</td>
<td>W</td>
<td>7 – 9 pm</td>
<td>Main</td>
</tr>
</tbody>
</table>

* Energy Resources Research Building (Research Park), 3512 33 St NW
These courses may be taken on their own or for credit toward the Professional Management Certificates noted below. Currently scheduled core and optional courses are shown. Many of the courses in this program can be used as optional management courses in other certificates. Certificate students are advised to review their own program to ensure their selected course is eligible for credit.

- **Professional Management**
  - Specializing in Construction Management
  - Specializing in Risk Management
  - Specializing in Strategic Management

- **Professional Management — General**

- **Professional Management — Economic Developers**

- **Professional Management — Professional Engineers and Geoscientists (PEG)**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Fundamentals</td>
<td>p45</td>
<td>BMC 162</td>
<td>053</td>
<td>Sep 26 – Dec 19</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Alcohol and Drugs in the Workplace</td>
<td>p46</td>
<td>BMC 363</td>
<td>001</td>
<td>Oct 11 – Dec 13</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Business Finance</td>
<td>p48</td>
<td>BMC 103</td>
<td>017</td>
<td>Sep 11 – Dec 18</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Business Investment Attraction</td>
<td>p49</td>
<td>BMC 336</td>
<td>008</td>
<td>Sep 26 – Oct 30</td>
<td>–</td>
<td>–</td>
<td>Online</td>
</tr>
<tr>
<td>Business Management</td>
<td>p49</td>
<td>BMC 205</td>
<td>242</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>–</td>
<td>Online</td>
</tr>
<tr>
<td>Change Management Theory and Application</td>
<td>p50</td>
<td>BMC 358</td>
<td>004</td>
<td>Sep 20 – Nov 1</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Coaching: Inspiring Excellence in Others</td>
<td>p50</td>
<td>BMC 106</td>
<td>010</td>
<td>Oct 21 – 28</td>
<td>S</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Compensation: Design and Practice</td>
<td>p51</td>
<td>BMC 198</td>
<td>039</td>
<td>Sep 26 – Dec 4</td>
<td>–</td>
<td>–</td>
<td>Online</td>
</tr>
<tr>
<td>Conducting Effective Interviews</td>
<td>p51</td>
<td>BMC 328</td>
<td>009</td>
<td>Sep 27 – Nov 8</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Conflict Management</td>
<td>p51</td>
<td>BMC 212</td>
<td>091</td>
<td>Sep 26 – Nov 13</td>
<td>–</td>
<td>–</td>
<td>Online</td>
</tr>
<tr>
<td>Construction Contract Law and Documents</td>
<td>p51</td>
<td>BMC 102</td>
<td>015</td>
<td>Sep 11 – Dec 18</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Digital Marketing</td>
<td>p54</td>
<td>BMC 329</td>
<td>005</td>
<td>Nov 21 – Feb 12</td>
<td>–</td>
<td>–</td>
<td>Online</td>
</tr>
<tr>
<td>Disability Management: An Integrative Approach</td>
<td>p54</td>
<td>BMC 309</td>
<td>015</td>
<td>Sep 25 – Dec 11</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Economic Development: Establishing the Foundation</td>
<td>p55</td>
<td>BMC 325</td>
<td>010</td>
<td>Nov 14 – Dec 18</td>
<td>–</td>
<td>–</td>
<td>Online</td>
</tr>
<tr>
<td>Economics for Business</td>
<td>p55</td>
<td>BMC 171</td>
<td>032</td>
<td>Sep 21 – Dec 14</td>
<td>R</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>p56</td>
<td>BMC 230</td>
<td>039</td>
<td>Sep 20 – Nov 22</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Employee Development and Training</td>
<td>p56</td>
<td>BMC 354</td>
<td>005</td>
<td>Oct 14 – Nov 4</td>
<td>S</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Environmental Stewardship and Sustainability</td>
<td>p56</td>
<td>BMC 169</td>
<td>022</td>
<td>Oct 10 – Dec 11</td>
<td>–</td>
<td>–</td>
<td>Online</td>
</tr>
<tr>
<td>Ergonomics</td>
<td>p56</td>
<td>BMC 199</td>
<td>021</td>
<td>Nov 21 – 24</td>
<td>TWRF</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Fraud Prevention, Detection and Investigation</td>
<td>p58</td>
<td>BMC 137</td>
<td>012</td>
<td>Oct 31 – Dec 18</td>
<td>–</td>
<td>–</td>
<td>Online</td>
</tr>
<tr>
<td>Harassment Investigations</td>
<td>p59</td>
<td>BMC 194</td>
<td>024</td>
<td>Sep 12 – Oct 30</td>
<td>–</td>
<td>–</td>
<td>Online</td>
</tr>
<tr>
<td>Health and Safety Management Systems: The Basics</td>
<td>p59</td>
<td>BMC 104</td>
<td>074</td>
<td>Sep 16 – Oct 14</td>
<td>S</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>073</td>
<td>Sep 26 – Dec 4</td>
<td>–</td>
<td>–</td>
<td>Online</td>
</tr>
<tr>
<td>Course Title</td>
<td>Page</td>
<td>Code</td>
<td>Start Date</td>
<td>Duration</td>
<td>Days of the Week</td>
<td>Time</td>
<td>Delivery</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>------</td>
<td>-------</td>
<td>------------</td>
<td>----------</td>
<td>------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>Human Behaviour in Organizations</td>
<td>p61</td>
<td>BMC 172</td>
<td>Sep 11 – Dec 18</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>DT</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>206</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>208</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>p61</td>
<td>BMC 165</td>
<td>Sep 19 – Dec 12</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>DT</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>115</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>117</td>
<td>Oct 14 – Nov 18</td>
<td>S</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Information Security Basics</td>
<td>p61</td>
<td>BMC 126</td>
<td>Oct 3 – Dec 11</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>International Human Resource Management</td>
<td>p61</td>
<td>BMC 177</td>
<td>Sep 26 – Nov 13</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Issues Management and Risk/Crisis Communications</td>
<td>p62</td>
<td>BMC 109</td>
<td>Oct 5 – Dec 7</td>
<td>R</td>
<td>6 – 9 pm</td>
<td>DT</td>
<td>$495</td>
</tr>
<tr>
<td>Labour Relations</td>
<td>p62</td>
<td>BMC 156</td>
<td>Sep 25 – Dec 11</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>DT</td>
<td>$495</td>
</tr>
<tr>
<td>Leadership in Project Management</td>
<td>p63</td>
<td>BMC 290</td>
<td>Sep 11 – Dec 18</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>DT</td>
<td>$745</td>
</tr>
<tr>
<td>Management Communications: Interpersonal Skills</td>
<td>p64</td>
<td>BMC 206</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>128</td>
<td>Sep 21 – Dec 14</td>
<td>R</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>130</td>
<td>Oct 14 – Nov 18</td>
<td>S</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Managing Risk in Projects</td>
<td>p64</td>
<td>BMC 345</td>
<td>Oct 4 – 5</td>
<td>WR</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
<td>$585</td>
</tr>
<tr>
<td>Marketing: Business to Business</td>
<td>p64</td>
<td>BMC 125</td>
<td>Nov 4 – Dec 16</td>
<td>S</td>
<td>8:30 am – 4 pm</td>
<td>DT</td>
<td>$480</td>
</tr>
<tr>
<td>Marketing Principles</td>
<td>p64</td>
<td>BMC 167</td>
<td>Sep 20 – Dec 13</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>DT</td>
<td>$595</td>
</tr>
<tr>
<td>Metrics and Measurement</td>
<td>p65</td>
<td>BMC 313</td>
<td>Oct 17 – Dec 4</td>
<td>–</td>
<td>–</td>
<td>Online</td>
<td>$445</td>
</tr>
<tr>
<td>Occupational Hygiene: The Basics</td>
<td>p67</td>
<td>BMC 197</td>
<td>Sep 12 – Dec 18</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Oil Sands: Overview, Environmental Impacts, and Regulations</td>
<td>p67</td>
<td>BMC 298</td>
<td>Oct 10 – Dec 11</td>
<td>–</td>
<td>–</td>
<td>Online</td>
<td>$550</td>
</tr>
<tr>
<td>Performance Management</td>
<td>p68</td>
<td>BMC 353</td>
<td>Nov 18 – Dec 2</td>
<td>S</td>
<td>8:30 am – 4 pm</td>
<td>DT</td>
<td>$445</td>
</tr>
<tr>
<td>Performance Measures for Organizations</td>
<td>p68</td>
<td>BMC 150</td>
<td>Sep 26 – Nov 13</td>
<td>–</td>
<td>–</td>
<td>Online</td>
<td>$445</td>
</tr>
<tr>
<td>Project Management: Level I</td>
<td>p69</td>
<td>BMC 299</td>
<td>Sep 12 – Dec 11</td>
<td>–</td>
<td>–</td>
<td>Online</td>
<td>$745</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>049</td>
<td>Sep 13 – Dec 6</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>050</td>
<td>Sep 25 – Oct 3</td>
<td>MTW</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Project Management: Level II</td>
<td>p69</td>
<td>BMC 266</td>
<td>Nov 20 – 28</td>
<td>MTW</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
<td>$745</td>
</tr>
<tr>
<td>Public Relations</td>
<td>p69</td>
<td>BMC 119</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td>Recruitment and Selection</td>
<td>p70</td>
<td>BMC 178</td>
<td>Sep 26 – Dec 4</td>
<td>–</td>
<td>–</td>
<td>Online</td>
<td>$495</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>065</td>
<td>Oct 3 – Dec 11</td>
<td>–</td>
<td>–</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>066</td>
<td>Oct 16 – 20</td>
<td>MTRF</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Risk Assessment and Treatment</td>
<td>p71</td>
<td>BMC 326</td>
<td>Sep 13 – Dec 13</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>DT</td>
<td>$595</td>
</tr>
<tr>
<td>Risk Financing</td>
<td>p71</td>
<td>BMC 182</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>034</td>
<td>Sep 19 – Dec 12</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Risk Management Principles and Practices</td>
<td>p71</td>
<td>BMC 327</td>
<td>Sep 12 – Dec 11</td>
<td>–</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>012</td>
<td>Sep 14 – Dec 14</td>
<td>R</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Security Administration</td>
<td>p71</td>
<td>BMC 159</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
</tbody>
</table>
Strategic Planning  p73  BMC 161  027  Oct 14 – Nov 18  S | 8:30 am – 5 pm  DT  $595

Stress and Fatigue Management  p73  BMC 350  005  Oct 3 – Dec 11  –  Online  $550

Sustainability Fundamentals  NEW  p73  BMC 364  001  Sep 14 – Dec 7  R | 6 – 9 pm  DT  $649

Writing Effective Online Content  NEW  p76  WRI 350  001  Oct 3 – Nov 27  –  Online  $575

Writing in the Workplace  NEW  p76  WRI 150  016  Sep 12 – Nov 20  –  Online  $775  017  Sep 12 – Dec 5  T | 6 – 9 pm  DT  $775

### PROJECT MANAGEMENT FUNDAMENTALS

conted.ucalgary.ca/project

These courses can be taken on their own or for credit toward the Project Management Fundamentals Certificate. Currently scheduled core and optional courses are listed. For information on how these courses can help you earn a PMP™ designation, go to conted.ucalgary/designations

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agile Project Management: The Basics</td>
<td>p46</td>
<td>BMC 348</td>
<td>003</td>
<td>Dec 01</td>
<td>F</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Change Management Theory and Application  NEW</td>
<td>p50</td>
<td>BMC 358</td>
<td>004</td>
<td>Sep 20 – Nov 1</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Leadership in Project Management</td>
<td>p63</td>
<td>BMC 290</td>
<td>027</td>
<td>Sep 11 – Dec 18</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Managing Risk in Projects  NEW</td>
<td>p64</td>
<td>BMC 345</td>
<td>001</td>
<td>Oct 4 – 5</td>
<td>WR</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Procurement and Contract Management</td>
<td>p69</td>
<td>BMC 301</td>
<td>017</td>
<td>Oct 21 – 28</td>
<td>S</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Project Management Professional (PMP)* Exam Preparation</td>
<td>p69</td>
<td>BMC 308</td>
<td>022</td>
<td>Sep 30 – Nov 4</td>
<td>S</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Project Management: HR and Communication</td>
<td>p69</td>
<td>BMC 302</td>
<td>018</td>
<td>Sep 19 – Oct 17</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Project Management: Level I</td>
<td>p69</td>
<td>BMC 299</td>
<td>048</td>
<td>Sep 12 – Dec 11</td>
<td>–</td>
<td>–</td>
<td>Online</td>
</tr>
<tr>
<td>Project Management: Level II</td>
<td>p69</td>
<td>BMC 266</td>
<td>039</td>
<td>Nov 20 – 28</td>
<td>MTW</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Project Quality Management</td>
<td>p69</td>
<td>BMC 300</td>
<td>021</td>
<td>Nov 7 – Dec 5</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
</tbody>
</table>
### PUBLIC RELATIONS MANAGEMENT

These courses may be taken on their own or for credit toward the Public Relations Management Certificate. Currently scheduled core and optional courses are shown. For currently-scheduled optional management courses, see Professional Management on page 24. Certificate students are advised to review their own program to ensure their selected course is eligible for credit.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management</td>
<td>p49</td>
<td>BMC 205</td>
<td>242</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>243</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>244</td>
<td>Oct 14 – Nov 18</td>
<td>S</td>
<td>8:30 am – 5 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>245</td>
<td>Oct 16 – Nov 29</td>
<td>MW</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Digital Marketing</td>
<td>p54</td>
<td>BMC 329</td>
<td>005</td>
<td>Nov 21 – Feb 12</td>
<td>–</td>
<td>Online</td>
<td>$495</td>
</tr>
<tr>
<td>Human Behaviour in Organizations</td>
<td>p61</td>
<td>BMC 172</td>
<td>206</td>
<td>Sep 11 – Dec 18</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>207</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>208</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td>Issues Management and Risk/Crisis Communications</td>
<td>p62</td>
<td>BMC 109</td>
<td>010</td>
<td>Oct 5 – Dec 7</td>
<td>R</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Metrics and Measurement</td>
<td>p65</td>
<td>BMC 313</td>
<td>013</td>
<td>Oct 17 – Dec 4</td>
<td>–</td>
<td>Online</td>
<td>$445</td>
</tr>
<tr>
<td>Public Relations</td>
<td>p69</td>
<td>BMC 119</td>
<td>035</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td>Strategic Writing for Public Relations and Marketing</td>
<td>p73</td>
<td>WRI 230</td>
<td>012</td>
<td>Oct 3 - Nov 27</td>
<td>–</td>
<td>Online</td>
<td>$575</td>
</tr>
</tbody>
</table>

### REAL ESTATE DEVELOPMENT

These courses can be taken on their own or for credit toward the Certificate in Real Estate Development. Currently scheduled core and optional courses are listed.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Real Estate Development</td>
<td>p51</td>
<td>CPE 206</td>
<td>006</td>
<td>Sep 26 – Oct 31</td>
<td>T</td>
<td>6:30 – 9:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Real Estate Development and Finance</td>
<td>p70</td>
<td>CPE 119</td>
<td>017</td>
<td>Sep 14 – Oct 19</td>
<td>R</td>
<td>6:30 – 9:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Real Estate Law</td>
<td>p70</td>
<td>CPE 111</td>
<td>012</td>
<td>Nov 7 – Dec 12</td>
<td>T</td>
<td>6:30 – 9:30 pm</td>
<td>DT</td>
</tr>
</tbody>
</table>

FOR MORE INFORMATION ON COURSES AND CERTIFICATES, GO TO CONTED.UCALGARY.CA OR CALL 403.220.2866
## SECURITY MANAGEMENT

These courses may be taken on their own or for credit toward the **Security Management Certificate**. Currently scheduled core and optional courses are shown. For currently-scheduled optional management courses, see Professional Management on page 24. Certificate students are advised to review their own program to ensure their selected course is eligible for credit.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management</td>
<td>p49</td>
<td>BMC 205</td>
<td>242</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>243</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>244</td>
<td>Oct 14 – Nov 18</td>
<td>S 8:30 am – 5 pm</td>
<td>DT</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>245</td>
<td>Oct 16 – Nov 29</td>
<td>MW 6 – 9 pm</td>
<td>DT</td>
<td>$595</td>
</tr>
<tr>
<td>Fraud Prevention, Detection and Investigation</td>
<td>p58</td>
<td>BMC 137</td>
<td>012</td>
<td>Oct 31 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$445</td>
</tr>
<tr>
<td>Harassment Investigations</td>
<td>p59</td>
<td>BMC 194</td>
<td>024</td>
<td>Sep 12 – Oct 30</td>
<td>–</td>
<td>Online</td>
<td>$445</td>
</tr>
<tr>
<td>Human Behaviour in Organizations</td>
<td>p61</td>
<td>BMC 172</td>
<td>206</td>
<td>Sep 11 – Dec 18</td>
<td>M 6 – 9 pm</td>
<td>DT</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>207</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>208</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
<tr>
<td>Security Administration</td>
<td>p71</td>
<td>BMC 159</td>
<td>012</td>
<td>Sep 19 – Dec 18</td>
<td>–</td>
<td>Online</td>
<td>$595</td>
</tr>
</tbody>
</table>

## SOFTWARE DEVELOPMENT

These courses may be taken on their own or for credit toward one or more of the following certificates. Students are advised to review their own certificate program to ensure their selected course is eligible for credit.

- Front-End Web Development
- IT Fundamentals
- .Net Application Development

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Programming Level 1</td>
<td>p51</td>
<td>ICT 710</td>
<td>017</td>
<td>Sep 21 – Nov 23</td>
<td>R 6 – 9 pm</td>
<td>Main</td>
<td>$825</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>018</td>
<td>Sep 21 – Nov 23</td>
<td>R 6 – 9 pm</td>
<td>Online</td>
<td>$825</td>
</tr>
<tr>
<td>Computer Programming Level 3</td>
<td>p51</td>
<td>ICT 712</td>
<td>008</td>
<td>Sep 20 – Nov 22</td>
<td>W 6 – 9 pm</td>
<td>Online</td>
<td>$825</td>
</tr>
<tr>
<td>HTML5 and CSS3</td>
<td>p60</td>
<td>ICT 580</td>
<td>021</td>
<td>Sep 20 – Nov 22</td>
<td>W 6 – 9 pm</td>
<td>Main</td>
<td>$825</td>
</tr>
<tr>
<td>HTML5 and CSS3 with jQuery</td>
<td>p60</td>
<td>ICT 581</td>
<td>012</td>
<td>Sep 19 – Nov 21</td>
<td>T 6 – 9 pm</td>
<td>Online</td>
<td>$825</td>
</tr>
<tr>
<td>Python Level 1 NEW</td>
<td>p70</td>
<td>ICT 781</td>
<td>001</td>
<td>Sep 20 – Nov 22</td>
<td>W 6 – 9 pm</td>
<td>Main</td>
<td>$825</td>
</tr>
<tr>
<td>Relational Databases Fundamentals</td>
<td>p70</td>
<td>ICT 128</td>
<td>039</td>
<td>Sep 19 – Nov 21</td>
<td>T 6 – 9 pm</td>
<td>Main</td>
<td>$825</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>040</td>
<td>Sep 19 – Nov 21</td>
<td>T 6 – 9 pm</td>
<td>Online</td>
<td>$825</td>
</tr>
</tbody>
</table>
SUSTAINABILITY

This course may be taken on its own or for credit toward the Professional Management Certificate. Certificate students are advised to review their own program to ensure their selected course is eligible for credit.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainability Fundamentals</td>
<td>p73</td>
<td>BMC 364</td>
<td>001</td>
<td>Sep 14 – Dec 7</td>
<td>R</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
</tbody>
</table>

TEACHING SECOND LANGUAGES

These courses can be taken on their own or for credit toward the following certificates.

- Teaching Second Language specializing in Teaching English as a Second Language, Levels 1 and 2
- Teaching Second Language specializing in Teaching International and Heritage Languages, Levels 1 and 2

SPECIAL OFFER: Receive a 5 per cent discount per course by registering at the same time for three or more courses. Offer valid for courses that start in the 2017/2018 academic year. Register online or call 403.220.2866.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culture in Language Teaching</td>
<td>p53</td>
<td>TSL 126</td>
<td>012</td>
<td>Oct 3 – Nov 21</td>
<td>T</td>
<td>6 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Linguistic Structures</td>
<td>p63</td>
<td>TSL 108</td>
<td>032</td>
<td>Oct 3 – Nov 27</td>
<td>–</td>
<td>Online</td>
<td>$515</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>033</td>
<td>Oct 11 – Nov 29</td>
<td>W</td>
<td>6 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Teaching Practicum - ESL</td>
<td>p73</td>
<td>TSL 109</td>
<td>050</td>
<td>Sep 18 – Nov 24</td>
<td>–</td>
<td>Online</td>
<td>$515</td>
</tr>
<tr>
<td>Teaching Practicum (30 hours) - ESL NEW</td>
<td>p74</td>
<td>TSL 118</td>
<td>001</td>
<td>Sep 18 – Nov 24</td>
<td>–</td>
<td>Online</td>
<td>$755</td>
</tr>
<tr>
<td>Teaching Practicum (50 hours) - ESL NEW</td>
<td>p74</td>
<td>TSL 119</td>
<td>001</td>
<td>Sep 18 – Nov 24</td>
<td>–</td>
<td>Online</td>
<td>$1,255</td>
</tr>
<tr>
<td>Teaching Skills and Systems 1 - ESL</td>
<td>p74</td>
<td>TSL 121</td>
<td>027</td>
<td>Oct 17 – Dec 11</td>
<td>–</td>
<td>Online</td>
<td>$515</td>
</tr>
<tr>
<td>Teaching Skills and Systems 2 - ESL</td>
<td>p74</td>
<td>TSL 122</td>
<td>025</td>
<td>Sep 19 – Nov 13</td>
<td>–</td>
<td>Online</td>
<td>$515</td>
</tr>
<tr>
<td>TSL - Level 2</td>
<td>p75</td>
<td>TSL 124</td>
<td>011</td>
<td>Oct 3 – Nov 27</td>
<td>–</td>
<td>Online</td>
<td>$515</td>
</tr>
<tr>
<td>TSL Fundamentals - ESL</td>
<td>p75</td>
<td>TSL 120</td>
<td>028</td>
<td>Sep 19 – Nov 27</td>
<td>–</td>
<td>Online</td>
<td>$615</td>
</tr>
</tbody>
</table>
These courses may be taken on their own or for credit toward the certificates noted below. Currently scheduled core and optional courses for the Certificate in Visual Design are listed. Certificate students are advised to review their program to ensure their selected course is eligible for credit.

- Graphic Design
- Visual Design – General
- Visual Design specializing in:
  - Art Theory and Practice
  - Interior Design
  - Photography

SPECIAL OFFER: Receive a 5 per cent discount per course by registering at the same time for three or more courses that apply to the Visual Design or Graphic Design certificates. Discount not available for ICT courses. Offer valid for courses that start in the 2017/2018 academic year. Register online or call 403.220.2866.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract Painting 1</td>
<td>p45</td>
<td>ART 323</td>
<td>003</td>
<td>Sep 28 – Nov 30</td>
<td>R</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Accessorizing Interiors</td>
<td>p45</td>
<td>INT 115</td>
<td>014</td>
<td>Oct 4 – Nov 8</td>
<td>W</td>
<td>7 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Adobe Illustrator</td>
<td>p46</td>
<td>ICT 437</td>
<td>036</td>
<td>Sep 21 – Nov 23</td>
<td>R</td>
<td>6 – 9 pm</td>
<td>Online</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td>p46</td>
<td>ICT 436</td>
<td>054</td>
<td>Sep 18 – Dec 4</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Adobe Photoshop Advanced</td>
<td>p46</td>
<td>ICT 664</td>
<td>011</td>
<td>Sep 18 – Dec 4</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>Online</td>
</tr>
<tr>
<td>Art History and Appreciation 1</td>
<td>p47</td>
<td>ART 301</td>
<td>011</td>
<td>Sep 26 – Nov 28</td>
<td>T</td>
<td>7 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Bathroom and Kitchen Design</td>
<td>p47</td>
<td>INT 123</td>
<td>011</td>
<td>Oct 24 – Dec 5</td>
<td>T</td>
<td>7 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Cellphone Photography NEW</td>
<td>p49</td>
<td>PHO 126</td>
<td>001</td>
<td>Oct 13</td>
<td>S</td>
<td>9 am – 4 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Classical Interior Design</td>
<td>p50</td>
<td>INT 126</td>
<td>003</td>
<td>Sep 25 – Dec 11</td>
<td>M</td>
<td>7 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Colour For Homeowners</td>
<td>p51</td>
<td>INT 105</td>
<td>023</td>
<td>Sep 23 – 30</td>
<td>S</td>
<td>9 am – 3 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Colour Theory 1</td>
<td>p51</td>
<td>ART 321</td>
<td>010</td>
<td>Sep 26 – Nov 28</td>
<td>T</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Creative Acrylic Painting</td>
<td>p52</td>
<td>ART 109</td>
<td>032</td>
<td>Sep 27 – Nov 29</td>
<td>W</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Design Principles</td>
<td>p53</td>
<td>ART 103</td>
<td>035</td>
<td>Sep 26 – Nov 28</td>
<td>T</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Drawing 1</td>
<td>p55</td>
<td>ART 314</td>
<td>017</td>
<td>Sep 28 – Nov 30</td>
<td>R</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Drawing 2</td>
<td>p55</td>
<td>ART 315</td>
<td>004</td>
<td>Oct 3 – Dec 5</td>
<td>T</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Drawing and Painting from the Masters</td>
<td>p55</td>
<td>ART 112</td>
<td>010</td>
<td>Sep 25 – Dec 11</td>
<td>M</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Family Photography for New and Expectant Parents NEW</td>
<td>p58</td>
<td>PHO 125</td>
<td>001</td>
<td>Sep 30 – Oct 1</td>
<td>SU</td>
<td>9 am – 4 pm</td>
<td>Off Campus*</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>p59</td>
<td>ART 320</td>
<td>005</td>
<td>Sep 26 – Dec 5</td>
<td>T</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>History of Design</td>
<td>p60</td>
<td>ART 102</td>
<td>033</td>
<td>Oct 4 – Dec 13</td>
<td>W</td>
<td>6:30 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>History of Furniture</td>
<td>p60</td>
<td>INT 109</td>
<td>013</td>
<td>Nov 18 – 25</td>
<td>S</td>
<td>9 am – 3 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Interior Design — Residential</td>
<td>p61</td>
<td>INT 101</td>
<td>030</td>
<td>Oct 3 – Nov 21</td>
<td>T</td>
<td>7 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Kitchen Design</td>
<td>p62</td>
<td>INT 122</td>
<td>014</td>
<td>Nov 4</td>
<td>S</td>
<td>1 – 4:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Landscape Design</td>
<td>p63</td>
<td>LAN 100</td>
<td>038</td>
<td>Sep 26 – Nov 14</td>
<td>T</td>
<td>7 – 9:30 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Photography I – Digital</td>
<td>p68</td>
<td>PHO 101</td>
<td>085</td>
<td>Oct 11 – Nov 15</td>
<td>W</td>
<td>7 – 9 pm</td>
<td>Main</td>
</tr>
</tbody>
</table>

* Energy Resources Research Building (Research Park), 3512 33 St NW
Non-Certificate
Courses in this section are taken for general interest only.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Page</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative Writing 1</td>
<td>p52</td>
<td>WRI 101</td>
<td>029</td>
<td>Sep 19 – Nov 21</td>
<td>T</td>
<td>6:30 – 9 pm</td>
<td>Main</td>
</tr>
<tr>
<td>Correct and Clear! Grammar, Punctuation and Style Clinic NEW</td>
<td>p52</td>
<td>WRI 205</td>
<td>001</td>
<td>Oct 24 – 26</td>
<td>TR</td>
<td>8:30 am – 4:30 pm</td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>002 Nov 16 – Dec 14</td>
<td>R</td>
<td>6 – 9 pm</td>
</tr>
</tbody>
</table>

Certificate
The following courses can be taken on their own or for credit toward one or more of the following online certificate programs:

- Creative Writing
  - Professional Writing:
    - Specializing in Business and Technical Writing
    - Specializing in Marketing and Public Relations

SPECIAL OFFER: Receive a discount of 5 per cent per course by registering at the same time for three or more courses. Register online or by calling 403.220.2866. Offer valid for courses that start in the 2017/2018 academic year. This offer is valid for certificate courses only. This offer does not apply to WRI 500 Creative Writing Final Project.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Page</th>
<th>Course</th>
<th>Section</th>
<th>Dates</th>
<th>Days and Times</th>
<th>Campus</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy Editing and Proofreading</td>
<td>p52</td>
<td>WRI 120</td>
<td>030</td>
<td>Sep 19 – Nov 13</td>
<td>–</td>
<td>Online</td>
<td>$575</td>
</tr>
<tr>
<td>Creative Writing Exploration</td>
<td>p52</td>
<td>WRI 140</td>
<td>016</td>
<td>Sep 26 – Nov 20</td>
<td>–</td>
<td>Online</td>
<td>$575</td>
</tr>
<tr>
<td>Creative Writing Final Project</td>
<td>p52</td>
<td>WRI 500</td>
<td>010</td>
<td>Sep 26 – Dec 11</td>
<td>–</td>
<td>Online</td>
<td>$995</td>
</tr>
<tr>
<td>Document Design</td>
<td>p54</td>
<td>WRI 220</td>
<td>010</td>
<td>Sep 26 – Nov 20</td>
<td>–</td>
<td>Online</td>
<td>$575</td>
</tr>
<tr>
<td>Publishing and Promoting Your Work</td>
<td>p70</td>
<td>WRI 330</td>
<td>007</td>
<td>Sep 19 – Nov 13</td>
<td>–</td>
<td>Online</td>
<td>$575</td>
</tr>
<tr>
<td>Strategic Writing for Public Relations and Marketing</td>
<td>p73</td>
<td>WRI 230</td>
<td>012</td>
<td>Oct 3 – Nov 27</td>
<td>–</td>
<td>Online</td>
<td>$575</td>
</tr>
<tr>
<td>Technical Writing and Documentation</td>
<td>p74</td>
<td>WRI 215</td>
<td>013</td>
<td>Oct 3 – Nov 27</td>
<td>–</td>
<td>Online</td>
<td>$575</td>
</tr>
<tr>
<td>Writing a Novel: First Draft</td>
<td>p76</td>
<td>WRI 460</td>
<td>006</td>
<td>Sep 19 – Nov 13</td>
<td>–</td>
<td>Online</td>
<td>$575</td>
</tr>
<tr>
<td>Writing Effective Online Content NEW</td>
<td>p76</td>
<td>WRI 350</td>
<td>001</td>
<td>Oct 3 – Nov 27</td>
<td>–</td>
<td>Online</td>
<td>$575</td>
</tr>
<tr>
<td>Writing in the Workplace</td>
<td>p76</td>
<td>WRI 150</td>
<td>016</td>
<td>Sep 12 – Nov 20</td>
<td>–</td>
<td>Online</td>
<td>$775</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>017 Sep 12 – Dec 5</td>
<td>T</td>
<td>6 – 9 pm</td>
<td>DT</td>
</tr>
<tr>
<td>Writing Poetry</td>
<td>p76</td>
<td>WRI 420</td>
<td>005</td>
<td>Sep 5 – Oct 30</td>
<td>–</td>
<td>Online</td>
<td>$575</td>
</tr>
<tr>
<td>Writing Well</td>
<td>p76</td>
<td>WRI 110</td>
<td>027</td>
<td>Oct 3 – Nov 27</td>
<td>–</td>
<td>Online</td>
<td>$575</td>
</tr>
</tbody>
</table>
ACCOUNTING FOR NON-FINANCIAL MANAGERS

Shrinking budgets, fierce competition, along with limited time and resources are realities for most businesses. To meet these challenges you require a basic understanding of accounting and the type of information presented in financial statements. You need to evaluate financially how a new service or product might add value to the bottom line. You need to know why budgets and cash flow are critical to marketing and planning activities, and what to do in order to avoid or manage cash shortfalls. This seminar will help you make decisions and allocate resources to keep your organization ahead of the competition. A better understanding of financial statements will allow you to speak the financial language of decision makers and investors. You will gain both a working knowledge of accounting basics and greater financial literacy.

Topics
- Accounting terminology and conventions
- The income statement, balance sheet, and statement of cash flows
- Financial statement analysis
- Evaluating new business activities or investments
- Cash flow forecasting
- The difference between cash flow and profitability
- Relationships between planning, marketing and accounting
- The budgeting process

COURSE: BUS 154 | 14 Hours | $649 + GST
Instructor: Peggy L. Hedges, BSc, MBA, PhD
Certificate for Emerging Leaders
Topic Area: Professional Skills

Find this course on page 10

ASSERTIVENESS: CHOOSING THE RIGHT BALANCE

Balanced assertiveness is like salt in a sauce; too much or too little leaves a bad taste in your mouth. In right measure, it is the perfect contribution and harmonizer. Similarly, it is a key success factor in business. By becoming more aware of and sensitized to our own reactions, judgments, aspirations and tendencies, we develop ‘presence.’ This leads to increased confidence, improved interpersonal capabilities, and better communication and outcomes. We discover that balanced assertiveness is a choice. As leaders, it is a continuum we must become comfortable navigating.

Topics
- Assertiveness in practice
- Assertiveness and its application and relevance to leadership
- Balancing the blend of inquiry, perspective and equanimity, to choose and engage our desired response
- Explore a different way of thinking about strengths and weaknesses and the effect that has on our experience with others
- The practice of presence: perception + discernment = choice
- Mindful Change: a dynamic cycle of attitudinal and behavioral choice and change
- Behavioural tendencies in self and others (DiSC and other behavioral or personality assessments)

COURSE: BUS 285 | 7 Hours | $375 + GST
Instructor: Janice Kobelsky, CMA, FCMA
Certificate for Emerging Leaders
Topic Area: Personal Effectiveness

Find this course on page 10

BECOMING EMPOWERED THROUGH COACHING

We have all coached and been coached formally or informally. In most cases we can identify when these experiences have been pleasant or unpleasant, effective or ineffective. However, how much time and energy do we put into identifying these aspects of coaching and creating new practices to become a better coach? Coaching begins with awareness, and results in intentional action. Through this empowering workshop, learn to accurately assess where you are physically, emotionally and mentally. From that starting point, identify what has kept you from reaching your potential, and develop strategies to overcome those challenges. In the process, learn how to apply these strategies to the development of others, thereby establishing and enhancing your leadership capabilities. In short, you will be coached to become a better coach.

Topics
- Identifying the elements of coaching
- Appreciative Inquiry
- Utilizing coaching dispositions
- Language awareness
- Emotional Intelligence
- Mindfulness
- Engaging others in solutions
- Creating goals to enhance inspiration in self and others
- Positive Psychology

COURSE: BUS 288 | 14 Hours | $619 + GST
Instructor: Kirk Macdonald, NCC, ACC
Certificate for Emerging Leaders
Topic Area: Coaching

Find this course on page 10
COACHING FOR QUALITY PERFORMANCE

Today's rapidly changing workplace requires that leaders operate as performance coaches, providing vision, clear expectations, honest feedback, developmental opportunities and recognition. Leadership practices that encourage employee commitment, accountability, and empowerment are essential. Focus on practical coaching strategies for quality performance. Develop practical skills and take steps to enhance your leadership effectiveness. Create a plan to implement your learning at work.

Topics
- The changing workplace: impact on the leadership role, and assessing your leadership behaviour
- Establishing and maintaining a coaching relationship and clarifying performance expectations
- Encouraging initiative, accountability, innovation, and empowerment
- Delegating to develop skills and capabilities
- Focusing on strengths; managing weaknesses
- Reinforcing quality results and providing feedback
- Determining reasons for poor performance and handling problem performance
- Ensuring change and follow-through
- Handling the discipline process
- Using performance review for development, and ensuring mutual input and discussion in performance interviews
- Assisting the troubled employee
- Getting feedback from direct reports on your leadership

COURSE: BUS 155 | 21 Hours | $825 + GST
Instructor: Donna Arvidson, MA, ACPEC
Certificate for Emerging Leaders
Topic Area: Coaching

Find this course on page 10

COACHING TO DIFFERENT STYLES NEW

Why are some people more difficult to coach or mentor than others? Why does one person get motivated by challenging work, while another gets stressed out by it? Perhaps you've noticed that individual employees respond differently to different types of instruction and feedback. Some may want specific directions and welcome objective feedback, while others may want just the opposite. The reality is that you have a natural approach to working with and coaching others. However, it's important to consider how effective your coaching approach may be with employees of different styles. Develop strategies to coach people with diverse styles. Using the power of Everything DiSC, examine four behavioural styles. Leaders, managers and coaches will practise flexing and adjusting their coaching style so they can more effectively delegate, motivate and develop others.

Topics
- Fundamental coaching skills and principles
- Why it is important to coach to different styles
- Everything DiSC Styles and the preferences and priorities of your unique style
- How to recognize other people's DiSC styles
- How to flex and adapt your coaching style when directing and delegating to different styles
- How to create a motivating environment for different styles
- Obstacles and strategies in each style's development process
- Advocating and getting buy-in from your manager

COURSE: BUS 287 | 14 Hours | $699 + GST
Instructor: Lisa Holden-Rovers, MSc, CPHR, PCC
Certificate for Emerging Leaders
Topic Area: Coaching

Find this course on page 10

CONFIDENCE IN COMMUNICATION

Have you ever wished you had responded differently to a situation? Are there conversations to which you could have contributed, but held back? This one-day seminar will help you examine what has stopped you in the past, as well as how to find the confidence you need to speak up in a timely, appropriate way. It's time to change the way you've communicated in the workplace or at home by building more confidence in conversations. It's time to ask yourself if you are in charge of your world, or if your world is in charge of you. It's time to change your mind, and tap into your unlimited strength.

Topics
- Leverage the gift of fear
- Combine goal setting with the power of intention
- Gain skills in negotiating difficult conversations
- Benefit from mental preparation and practice in communication
- Polish your professional presence
- Utilize risk evaluation and apply the best response
- Discover tactical breathing and guided imagery

COURSE: BUS 219 | 7 Hours | $375 + GST
Instructor: Lak Johal
Certificate for Emerging Leaders
Topic Area: Communication

Find this course on page 10
CONQUERING YOUR FEAR OF PUBLIC SPEAKING

Public speaking consistently ranks high on top ten lists of our most common fears, yet it is something many of us have to do in both our professional and personal lives. This seminar will provide you with a safe, supportive, and non-judgmental environment for facing and conquering your fears, or growing the skills you already have. Learn the who, what, why, when, and how of public speaking as well as the importance of language, delivery and visual aids. Take advantage of this opportunity to practise your public speaking skills by doing two in-class presentations and mindfulness and awareness techniques that will allow you to quell any lingering panic you might feel. You will take the first steps in moving past paralysis and into the pleasure that public speaking offers. Some homework between classes will be required.

Topics
- Types of speeches
- Preparation
- Selecting a topic and purpose
- Analyzing the audience
- Gathering materials
- Supporting your ideas
- Outlining and organizing your speech
- Presentation techniques
- Language
- Delivery
- Visual aids

COURSE: BUS 265 | 14 Hours | $619 + GST
Instructor: Rebecca Walsh, BA, MA
Certificate for Emerging Leaders
Topic Area: Communication

Find this course on page 10

CREATIVE CONFLICT RESOLUTION: MAKING THE MOST OF DIFFERENCES

All organizations have conflict. Healthy organizations encourage conflict and deal with it in a positive, creative manner to reap the benefits of new ideas and improved relationships. This one-day seminar can help you, and your organization, develop a positive approach to conflict resolution. You will gain an understanding of how conflict affects individuals and teams in the workplace. You will examine your approach to dealing with conflict at work, and you will be introduced to, and assisted in, the development of alternative strategies. This seminar will benefit anyone wanting to understand and deal as effectively as possible with conflict.

Topics
- Sources of conflict: organizational dynamics and individual differences
- Creative Conflict Resolution Model: steps to take in resolving conflict
- Dealing with emotion, including anger, in conflict situations
- Essential communication skills for resolving conflict
- Using interests to develop creative solutions to conflict problems

COURSE: BUS 112 | 7 Hours | $399 + GST
Instructor: Nadine Ryan-Bannerman, MEd (Adult Education), ACC
Certificate for Emerging Leaders
Topic Area: Personal Effectiveness

Find this course on page 10

CREATIVE NEGOTIATING

Conflicts occur between management and labour, buyer and seller, between colleagues, and frequently, between managers in the same organization. Managers and employees may compete for financial and human resources; they may be in conflict over the policies and goals of the organization; or who has the authority to make decisions. Negotiation is a method to resolve conflict to reach an agreement that benefits both sides while recognizing that each side will protect its own self-interest. In this seminar, you will be introduced to the Creative Negotiating approach and steps in the negotiating process.

Topics
- Hard, soft and creative negotiating; What are the differences?
- Principles of Creative Negotiating
- Steps in the negotiating process
- Clarifying interests, issues and positions
- Measuring the outcomes of the negotiation
- Power in the negotiating relationship
- Alternatives to negotiating
- Communication skills in negotiating
- Dealing with your stakeholders

COURSE: BUS 275 | 7 Hours | $425 + GST
Instructor: Nadine Ryan-Bannerman, MEd (Adult Education), ACC
Certificate for Emerging Leaders
Topic Area: Personal Effectiveness

Find this course on page 10
CREATIVE PROBLEM SOLVING
Solving repeating problems, offering creative solutions to address customer needs and finding ways to use resources more effectively have all become organizational imperatives. The key to success is the ability to think better, faster, and more creatively. This seminar will kick-start your creative thinking and help you magnify your ability to innovate and create novel solutions. Using a range of methods and techniques, you will explore a variety of approaches to develop your creative thinking. The course will help you gain confidence in your creativity and encourage you to access it and apply it in the workplace.

Topics
- The creativity imperative
- The idea generation process
- Building creative capacity
- Tools for innovation
- Creative problem-solving
- Coaching the creative process

COURSE: BUS 613 | 7 Hours | $375 + GST
Instructor: Esther Hudson, BA BEd MAdEd, CPHR
Certificate for Emerging Leaders
Topic Area: Professional Skills
Find this course on page 10

CULTIVATING INNOVATION IN YOUR ORGANIZATION
Innovation continues to rank among the top priorities for companies across every industry. But, implementing operational and effective innovation isn’t easy. It requires strategies to encourage, access and develop ideas in the first place, well before you reach the implementation stage. Discuss all aspects of innovation. Discover how you can accelerate the efficiency and success rate of innovation within your organization. Learn concepts that can be applied immediately to spur incremental to radical innovation in your organization. Case studies will be explored to illustrate both successes and failures of innovation.

Topics
- Structure your organization’s grand challenges into specific problem statements
- Identify and efficiently tap into sources for innovation
- Design an efficient process to facilitate innovation
- Build and maintain a healthy innovation portfolio
- Integrate a strategic approach to partnerships and intellectual property
- Identify and overcome internal and external barriers to innovation adoption
- Create a culture within your organization that fosters innovation

COURSE: BUS 612 | 21 Hours | $850 + GST
Instructor: Bryan Helfenbaum, PEng, MBA
Certificate for Emerging Leaders
Topic Area: Professional Skills
Find this course on page 10

DEALING WITH THE DIFFICULT CONVERSATION
The difficult conversation is stressful; it feels like an invisible minefield. It could be about telling someone that you are upset; giving bad news; or telling your manager, co-worker, or family member that they have done something that distresses you. The problem with these difficult conversations is that we spend more time worrying about them than engaging in them. Consequently, we either ‘blow it,’ put the conversations off too long, or avoid them altogether. This session presents ways to handle difficult discussions with skill and confidence. Learn an assertive, yet respectful method for discussing concerns with others. This method works well for giving constructive feedback, getting your views heard in tense situations, and encouraging others to change behaviour. Practise the method in a friendly environment using sample situations or your own challenges. Build awareness of success factors and bear-traps in difficult conversations, gain tools for engaging in difficult conversations and develop greater clarity about what not to say, as well as what to say and how to say it and learn how to change the behaviour of others by what you say and do.

Topics
- A special kind of listening
- Headspace talk for success or sabotage
- Perspective: who and what is this all about?
- Success factors: before you begin, during, and after
- Turning up the heat: what to do in open conflict
- The model: walkthrough and practice
- Topics from participants

COURSE: BUS 128 | 7 Hours | $375 + GST
Instructor: Ann Perodeau, BA, MA
Certificate for Emerging Leaders
Topic Area: Communication
Find this course on page 10
DEVELOPING HIGH PERFORMANCE TEAMS

Many factors can affect the performance of a team. Changes in team members, new leaders, reorganization, and new requirements can all create pressure and result in lower productivity, confusion and conflict. This seminar will provide the knowledge and skills required for both leaders and team members to build and maintain high performance teams. These are teams where results are supported by effective team decision making and communication as well as individual accountability and alignment. Learn how to diagnose your team’s functional ability and plan and deliver focused improvement strategies. As a result you will be able to put your team on the road to high performance and also develop your skill as a leader.

Topics
· Review a high performance team model
· Fundamental leadership practices to develop and maintain a productive and engaged team
· Team assessment tool to diagnose the dynamics of your team
· Team chartering tool to focus, align and engage your team
· Team challenges and strategies to address them

COURSE: BUS 281 | 7 Hours | $395 + GST
Instructor: Esther Hudson, BA, BED, MAdEd, CPHR
Certificate for Emerging Leaders
Topic Area: Building Relationships

Find this course on page 10

DO LESS AND ACHIEVE MORE: ZONE OF OPTIMAL PERFORMANCE

Traditionally, the zone has been seen as the domain of athletes, artists, scientists, and high-level corporate achievers. Yet in today’s new era of creativity and innovation, every leader needs to be able to access his or her own zone of optimal performance and create environments for others to do the same. Competitive advantage comes from differentiation. It’s not only about what you do in the workplace but how you do it. When you’ve got that edge, you shine. And that shine comes from your ability to stay energized. Instead of multi-tasking and becoming drained, focus on the vital actions that really matter. Drawing on insights from brain and creativity research, sports psychology, and multi-media presentations, this seminar provides you with the knowledge and tools for managing your mind, resources, and talents effectively to produce greater results in less time. Psychological research reveals that this state of flow is natural and leads to success. It’s easy. This seminar is spaced to allow for one day to apply knowledge and techniques learned in the ‘zone lab.’

Topics
· Leaders and teams in the zone
· Energy management to optimize your, and your team’s, performance
· Core strategies for working smart, not hard (save one hour a day)
· Identifying the vital few actions to achieve the results you want
· The art of focus: parallel-tasking instead of multi-tasking to manage multiple projects
· Creativity techniques for generating great ideas and solutions in a flash

COURSE: BUS 109 | 14 Hours | $619 + GST
Instructor: Nicola de Carteret, BA, MA
Certificate for Emerging Leaders
Topic Area: Personal Effectiveness

Find this course on page 10

EFFECTIVE WRITING IN THE WORKPLACE

From daily email demands to reports and proposals, clear written communication is the common currency of the workplace. Invariably, this communication takes place within a frenetic, fast-paced environment. Many in the workforce find their communication demands increasing exponentially, yet have no in-house support. This workshop is designed to provide that support. In a friendly, relaxed workshop environment, you will practise your writing and editing skills, addressing key issues surrounding communication in the workplace.

Topics
· How do I get started writing?
· How can I speed up the writing process?
· How can I become more flexible in the way I approach diverse writing challenges?
· Do I really need to understand grammar to become a better writer at work?
· How do I make my writing as concise and clear as possible?
· How can I confidently ‘fix’ sentences that don’t convey the meaning I want them to convey?
· How can I develop a written voice that is appropriate for a number of work-related situations?
· Is there an easy way to know what punctuation would be appropriate in specific sentences?
· What kinds of writing flaws should I be looking for when I proofread my writing and the written work of others?

COURSE: BUS 266 | 14 Hours | $619 + GST
Instructor: Peter Duthie, MA
Certificate for Emerging Leaders
Topic Area: Professional Skills

Find this course on page 10
EMOTIONAL INTELLIGENCE

Emotional Intelligence (EI, EQ) is said to be two times more important than our intellectual intelligence (IQ) or technical competence. Time Magazine says: "IQ gets you hired but EQ gets you promoted." The terms of reference about what constitutes personal and professional competence have changed. Today, we need to integrate intellectual and emotional intelligence to make positive things happen in our lives, our families, and our organizations or communities. Dr. June Donaldson’s emotional intelligence model is called Emotional SMARTS™. It discusses the A, B, C, and D of staying emotionally smart; being grounded, centered, and focused, particularly during times of change, challenge, conflict, and uncertainty. 'A' relates to awareness of change, challenge, conflict, and uncertainty. 'B,' behaviours; 'C,' contact or connection skills; and 'D,' decision-making — all critical life and work skills and competencies.

Topics
- Emotional SMARTS™ in terms of how you manage yourself and your interactions with others
- Four Emotional SMARTS™ cornerstones that form the foundation of emotional intelligence and wellness
- Individual performance in the 16 characteristics that underpin the four cornerstones
- Skills and competencies to enhance one's Emotional SMARTS™, both personally and professionally

COURSE: BUS 127 | 7 Hours | $409 • GST
Instructor: Dr. June Donaldson, MBA, EdD, Mediator/Arbitrator
Certificate for Emerging Leaders
Topic Area: Personal Effectiveness

ENERGIZE YOUR WORKPLACE: INSPIRING AND MOTIVATING PEOPLE

“[I] have no idea how to motivate these people!” If you’ve uttered these words, you’re in good company and can benefit from a program that addresses this challenge head-on. People want more from work and their workplaces. Shifting values means that people want to make a difference, experience a high quality work life, engage their deepest energies in pursuit of excellence at home and at work. They want great leadership, opportunities to develop mastery, to feel respected and appreciated, and to work in a robust community. They even want to have fun!

Topics
- What is an energized workplace?
- Six expectations of today’s employees
- Are you an authentic and compelling leader?
- Inspiration versus motivation: What’s the difference and why does it matter?
- Start with why: Uncover personal reasons for showing up everyday
- Three keys to inspirational workplaces and leaders
- Practical strategies to create an energized workplace
- Ways to build and sustain personal energy
- Four pathways to building inspirational cultures
- Creating positive energy
- Build relationships and connection
- Recognition, appreciation and significance
- Ten questions to build accountability

COURSE: BUS 144 | 14 Hours | $619 • GST
Instructor: Tammy Robertson, MA
Certificate for Emerging Leaders
Topic Area: Building Relationships

FACILITATION SKILLS

Facilitators help other people resolve issues or improve processes. This workshop is designed to improve the skills of people who are facilitating initiatives such as: the start-up of teams or project groups; regular meetings; the resolution of issues, such as conflict, low productivity, or poor morale; planning of projects and complex tasks; team building; process improvement; group feedback meetings, and other similar types of sessions. Prior to this workshop, questionnaires will be sent to participants to determine specific needs and issues to discuss. By gaining an understanding of the mindset of a facilitator — in contrast to other leaders — you will become more effective in your facilitation role. This seminar will help you sharpen or acquire basic facilitation skills, and increase your confidence through practice and feedback. Through facilitation clinics, you will learn approaches to difficult situations.

Topics
- The role of the facilitator and how it changes in different situations
- Basic tools for facilitation
- Use of structured tools for process improvement, decision making, improving quality, and other tasks
- Facilitating the startup of teams
- Facilitating conflict resolution
- Prevention of problems as a basic facilitation approach
- Dealing with problems once they occur

COURSE: BUS 134 | 14 Hours | $619 • GST
Instructor: George Campbell, BComm, MA (Adult Ed)
Certificate for Emerging Leaders
Topic Area: Communication

Find this course on page 10
FINANCIAL ANALYSIS AND PLANNING FOR NON-FINANCIAL MANAGERS

This two-day seminar introduces managers and other professionals to the basic components of financial literacy, and to the measures of financial health and value creation. The focus is on interpreting, understanding and projecting financial statements, and project valuations. Cases, exercises and real life examples will be used throughout this seminar. Course content is based on the assumption that participants have some exposure to finance and accounting in the private sector. (Only private sector finance will be covered.)

Topics
- Financial statement interrelationships
- Sources and uses of cash
- EBITDA, return on equity and other returns on investment
- Liquidity and leverage risk measures/ratios
- Break-even analysis
- Discounted cash flows
- Shareholder value created

COURSE: BUS 120 | 14 Hours | $649 - GST
Instructor: Peggy Hedges, BSc, MBA, PhD
Certificate for Emerging Leaders
Topic Area: Professional Skills
Find this course on page 10

FUNDAMENTALS OF SUPERVISION

This seminar examines the positions of manager/supervisor, and views the manager’s functions as vital to the overall growth and effectiveness of the organization. The manager’s abilities form a central hub of activity within the organization, often dealing with these less tangible factors that strongly reflect corporate success. This seminar provides participants with an understanding of managing, as well as a positive way of evaluating and monitoring their own performance, productivity, and effectiveness. Lectures, discussions, role-playing, and case syndicate activities will be used. Participants will experiment with leadership approaches and receive feedback. Participants will be required to complete an INSIGHTS™ Discovery Instrument prior to the course.

Topics
- Managerial/supervisory roles required for organizational success
- Developing managerial and supervisory skills to increase staff productivity
- Developing interpersonal skills
- Managing group performance
- Effective leadership styles (includes evaluation of leadership styles of participants through confidential and personal feedback)
- Discipline in organizations; when not to establish rules
- Motivation and leadership in combination
- Performance management
- Self-concept and the importance of positive reinforcement

COURSE: BUS 146 | 21 Hours | $895 - GST
Instructor: Kathleen McAuley, BBA, MCE
Certificate for Emerging Leaders
Topic Area: Professional Skills
Find this course on page 10

GET ORGANIZED! IMPROVE YOUR WORKFLOW AND BOOST YOUR PRODUCTIVITY

Keeping up with constant demands on your time, attention and energy takes its toll. The typical office worker will experience up to 170 interactions or distractions per day and has a backlog of 200-300 hours of incomplete work. Many are overwhelmed by too many responsibilities, emails and interruptions. Multi-tasking in an effort to stay afloat never allows people to step off this treadmill long enough to get organized. Instead, they try to solve everything by working faster and longer in a world that shows no signs of slowing down. Effective workflow is about the art of choices, actions, attention and energy, balanced with a workflow system that will support you as you navigate through the day. This seminar offers strategies and solutions to eliminate productivity roadblocks, leading to better self-management and productivity.

Topics
- Self-evaluation in 11 key areas of productivity
- Designing a workflow system to manage files both paper and electronic
- Creating a task management system
- Taming the chaos in your Inbox
- Best practices for better work habits
- Self care and how it affects personal productivity

COURSE: BUS 270 | 7 Hours | $375 - GST
Instructor: Georgina Forrest, CPO
Certificate for Emerging Leaders
Topic Area: Personal Effectiveness
Find this course on page 10
GETTING THINGS DONE THROUGH INFLUENCE

Discover the power of strategic influence, with or without the power of position. Learn the principles of ethical influence. Return to your workplace with greater confidence in your leadership and influencing ability.

Topics

· Defining your objectives. What do you want to make happen?
· Effective influencing skills, with or without legitimate ‘power’
· Establishing effective networks
· Identifying and developing strategic allies
· Getting others on-side
· Creating an exchange framework to facilitate adoption of your ideas and initiatives
· Strategies for partnering with your boss
· What to do when influencing doesn’t work

**COURSE: BUS 138 | 7 Hours | $399 + GST**

Instructor: Fred Jacques, PhD, CPHR
Certificate for Emerging Leaders
Topic Area: Professional Skills

Find this course on page 10

GOOD WRITING IS GOOD BUSINESS

Writing is a necessary skill in nearly every job. Most of us didn’t go to school to become writers, but we often spend 40% of our work day writing email messages, reports and proposals. In this seminar, you will learn practical, easy-to-apply tips and tricks for effective business writing. You will develop the skills required to write effectively: know your audience; define your purpose; deliver crisp, concise communication; and get results using various types of documents. You will be able to apply these techniques in everyday writing, whether you are writing email messages or complex technical reports.

Topics

· Planning and organizing documents
· Writing clear and concise documents that get results - quickly
· Brushing up on grammar to avoid the ten most distracting writing errors
· Using a five-step editing checklist to catch mistakes before you click Send or Print

**COURSE: BUS 258 | 7 Hours | $375 + GST**

Instructor: Julie Vouri, BSc, MBA
Certificate for Emerging Leaders
Topic Area: Communication

Find this course on page 10

IMPLEMENTING CHANGE

Increasingly, today’s organizations are running lean and mean, and creating the kind of environment that necessitates frequent change. Many organizational changes do not succeed. While some people are energized and motivated by change, others don’t embrace change at all. This workshop offers an approach and tools and templates to plan for and implement more effectively the people side of organizational change, leading to more business and professional success. This course is best suited to people planning for an upcoming change or desiring a practical introduction to the tools of change management.

Topics

· Understanding the nature of change— size, scope, complexity and people impacts
· Tools for assessing the change: readiness and impact
· Assessing sponsorship for your change
· Helping people be ready, willing and able to implement change
· Measuring program success
· Action planning

**COURSE: BUS 233 | 7 Hours | $375 + GST**

Instructor: Nadine Ryan-Bannerman, MEd (Adult Education), ACC
Certificate for Emerging Leaders
Topic Area: Professional Skills

Find this course on page 10

FOR MORE INFORMATION ON COURSES AND CERTIFICATES, GO TO CONTED.UCALGARY.CA OR CALL 403.220.2866
INTEGRATIVE LISTENING: THE LEADER’S EDGE

Listening is the cornerstone of effective communication, and is a core practice of leadership that helps us engage, encourage and lead people. Integrative listening is more than active listening, and goes beyond hearing or rephrasing. The goal and the leader’s responsibility is to achieve and sustain integrity — defined literally as completeness — through skillful listening. It requires an outer or strategic leadership focus, which is about being able to listen in the context of the larger picture, other dynamics, desired results, productivity, and performance. This seminar is based on the premise that each and every encounter requires us to listen all over again with a clear and unencumbered focus. Learn to facilitate leadership through listening; to understand listening as a foundational leadership skill for engagement, empowerment, productivity and inspired accountability.

Topics

- Exploring listening behaviours
- Multi-dimensionality of listening
- ‘Speed-of-life’ tools and strategies to enhance integrative listening skills
- Improving listening effectiveness
- Facilitating leadership through listening

COURSE: BUS 279 | 14 Hours | $619 + GST
Instructor: Janice Kobelsky, CMA, FCMA
Certificate for Emerging Leaders
Topic Area: Communication

Find this course on pages 10

LEADING YOURSELF AND OTHERS THROUGH CHANGE

While organizations have spent a great deal of time on the project implementation side of change, they still struggle with the human element. Organizational restructuring, company mergers and acquisitions, technology implementations, software upgrades, process improvements and other big changes in the workplace can result in unforeseen problems, as well as frustration, confusion and tension among staff. Recognizing that change is an inevitable part of today’s workplace, this seminar is an opportunity to discuss change and the best road to successful outcomes. The focus will be on minimizing the negative effects of change. You will walk away from this seminar equipped with new tools and strategies to help you plan, implement and reinforce your next change effort, greatly improving your chances for smooth and successful change.

Topics

- Types of change
- Change models
- Components of successful change initiatives
- Building resilience during change
- Planning and implementing successful change initiatives
- Techniques to identify and minimize resistance to change
- Reinforcing new behaviours and processes

COURSE: BUS 267 | 14 Hours | $619 + GST
Instructors: Dasa Chadwick, MA, CPHR, and Nicole Tsui, BA, CPHR
Certificate for Emerging Leaders
Topic Area: Building Relationships

Find this course on pages 10

LEADING WITH CONFIDENCE AND COURAGE

Tap into your inner intelligence! And leave this highly experiential workshop strongly grounded in your confidence as a leader. Imagine having the courage to navigate shifting parameters, difficult situations and multiple priorities in a dynamic and compelling manner. Discover the relationship between intent and impact. Learn and practise productive communication skills and practical tools that will prepare you for powerful conversations. You will be introduced to strategies to accelerate trust in your workplace relationships, and enhance the congruency of your leadership presence. You will also explore five modes for dealing with conflict, and increasing your self-awareness and understanding around your preferred method. Think about and come prepared to discuss your real-life situations and challenges. You will have the opportunity to prepare to deal with these and will leave the workshop with an action and accountability plan.

Topics

- Learn and practise effective communication skills
- Explore ways to accelerate trust
- Discover and practise some key dispositions of leaders
- Practical tools that can help you prepare for powerful conversations
- The relationship between intent and impact
- Learn your preferred method for dealing with conflict, and increase your self-awareness and understanding of these issues

COURSE: BUS 240 | 7 Hours | $375 + GST
Instructor: Maureen Motter-Hodgson, BEd, Med, CPCC
Certificate for Emerging Leaders
Topic Area: Communication

Find this course on page 10
**MASTERING WORK AND LIFE SATISFACTION**

Balancing home and work life is the number one human resource issue. We are all looking for the same thing — success at work and success at home. Is it possible? This seminar will help you decrease the burden of stress and guilt, become more focused and committed to your important goals and values, and magnify the satisfaction and fulfillment you get from both home and work life. You will leave with insights, skills and strategies to be more productive, effective, confident, courageous, enthusiastic and motivated in your life.

**Topics**
- Personal assessment: overwhelmed and exhausted?
- Attention is your greatest resource: notice how you pay attention
- Top five regrets at the end of life
- Focus on what matters: get clear on values, legacy and personal meaning of success
- Three keys to real fulfillment at work and at home
- Strategies to find more contentment, calm and connection in a day
- Bookends on your day... How you open and close your day matters
- Tools for living in the moment
- Ways to recover in a day and build deeper resilience
- How to stay in ‘the zone’
- Honest conversations: setting boundaries and saying no
- Importance of intense focus and deep recovery
- Strategies for letting go and decreasing worry
- Holding yourself accountable

**MEETING THE CHALLENGE OF LEADERSHIP**

Based on the concept that leadership comes from the person — not the position — this seminar focuses on developing the leader in you. Using a practical and widely used model that is founded on the philosophy that any individual at any level occupying any position in any organization can be a leader, you will explore both the nature and practice of leadership. You will identify your strengths as a leader, learn the five key practices of successful leadership, and focus on continued development. There will be an emphasis on building self-confidence and applying your learning to your day-to-day professional life.

**Topics**
- The nature of leadership, and the difference between management and leadership
- The five key leadership practices: Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, and Encourage the Heart
- Practical applications of the five key practices
- Approaches and tools to ensure open and effective interpersonal communication
- Strategies for enabling and rewarding effective behaviour in others
- Leading with integrity to promote both personal and organizational values
- A personal-best leadership development plan

**MENTAL TOUGHNESS: TRAINING FOR SUCCESS**

Every business needs people who are talented, driven, and mentally tough. Research shows that mental toughness is the key to confidence, motivation, and success any time your life gets difficult. Have you wondered how to remain persistent and confident when adversity hits? How to cope effectively when others are treating you poorly? How to motivate yourself to take action on critical tasks? How to always perform great in presentations and meetings? Mental toughness practices enable you to master yourself mentally and emotionally. Learn how to become your own success coach so you can get the results you want in your job or life.

**Topics**
- The components of self-mastery and mental toughness
- How to diagnose a challenge so you can conquer it
- How to create unshakable confidence when you need it the most
- How to conquer adversity
- How to motivate yourself to take action on critical tasks
- How to perform flawlessly in high pressure presentations and meetings
- How to persevere through extremely difficult or boring work situations

**COURSE:**
- **BUS 282 | 14 Hours | $619 + GST**
  - Instructor: Tammy Robertson, MA
  - Certificate for Emerging Leaders
  - Topic Area: Personal Effectiveness
  - Find this course on page 10

- **BUS 140 | 14 Hours | $625 + GST**
  - Instructor: Fred Jacques, PhD, CPHR
  - Certificate for Emerging Leaders
  - Topic Area: Personal Effectiveness
  - Find this course on page 11
MENTORING SKILLS
Best-in-class organizations embrace mentoring as an important part of their culture. Mentoring has proven to be extremely effective in engaging employees, recognizing and developing their potential and building learning capacity. In this interactive and experiential workshop, be introduced to a mentoring model that incorporates coaching skills and strategies designed to enhance your mentoring presence. Explore and practice these skills in a safe environment, using real situations from your workplace. Leave with an understanding of what mentoring is, and is not, having gained confidence in utilizing the skills required to establish and maintain an effective mentoring relationship. Focusing on both those receiving mentorship and those in the mentor role, you will be guided on how to establish the relationship and how to develop and excel within it.

Topics
· A mentoring model for success
· The difference between your mentor’s hat, and the other hats that you wear
· The benefits of mentoring and some possible traps
· The role of coaching skills in successful mentoring: Listening, Curiosity, Powerful Questions
· Acknowledgement and championing
· Designing mentoring relationships: Some dos and don’ts

COURSE: BUS 244 | 14 Hours | $619 - GST
Instructors: Maureen Motter-Hodgson, BEd, MEd, CPCC, and Carolyn Poole, BSc, CPCC, CCMC, PCC
Certificate for Emerging Leaders
Topic Area: Building Relationships
Find this course on page 11

OVERVIEW OF STRATEGIC PLANNING
“If you don’t know where you’re going, you’ll probably end up someplace else.” This well-known saying illustrates why organizations need strategic plans. Strategic plans guide and map the desired future for organizations. In this seminar, learn the basic concepts and processes involved in strategic planning, understand why strategic planning is essential for the success of an organization, and realize that the key to making the plan work is a commitment to implementation.

Topics
· What is strategic planning?
· Difference between a vision and a mission
· How organizations develop a vision and a mission
· Importance of defining organizational values
· Gathering information for a strategic plan
· Deciding what to do and how to do it
· How organizations determine strategic objectives
· Importance of implementing your strategic plan

COURSE: BUS 257 | 7 Hours | $375 - GST
Instructor: Kim VanKosh, BSc, PEng, MBA
Certificate for Emerging Leaders
Topic Area: Professional Skills
Find this course on page 11

POWER AND SCIENCE OF COACHING
Discover how you can inspire and empower others to reach their full potential by combining powerful coaching skills with new lessons from the emerging field of positive psychology, and from the field of applied neuroscience. This highly interactive workshop is designed for those who want to know more about the growing trend toward coaching, are motivated to develop their own coach-like skills, and who are curious about exciting research-based evidence on positivity and happiness. You will leave knowing how to better engage others in maximizing their gifts and talents, and you will also leave knowing more about yourself and how you choose to view your world.

Topics
· Distinguishing between coaching, mentoring, consulting and training
· Essential coach-like skills including asking powerful questions, listening attentively, creating awareness in others and helping others to make plans and take action
· Basic principles of positive psychology
· Using positive psychology tools and techniques for increased personal awareness and satisfaction
· Helping others increase their own awareness and positivity
· Connections between a coach approach and applied neuroscience
· Practice a coach approach for implementation immediately back at work, and in other areas of your life

COURSE: BUS 212 | 14 Hours | $619 - GST
Instructor: Kara Exner BA, MCEd, CPCC, PCC
Certificate for Emerging Leaders
Topic Area: Coaching
Find this course on page 11

TO REGISTER: PAGE 1
STRESS LESS: MANAGING WHAT’S ON YOUR MIND

Do you have headaches, or tight neck and shoulders? Do you feel anxious, irritable and frustrated at home or at work? Do you use caffeine and other habits to cope with everyday demands? Are you lashing out at others, or conversely, withdrawing from your life? If you have answered yes to any of these questions, or would like to prevent these and other threats to your wellness, you will benefit from this session. Thriving in uncertain and demanding times takes a concentrated effort. You must learn how to control stress. Managing stress is no longer a soft skill. It is critical to your optimal performance at home or in the office.

Topics

- Choosing healthy coping strategies and eliminating unhealthy strategies
- Negative and positive dialogue
- Goals and action plans
- Relationship dynamics
- Physical, emotional and behavioural indicators of stress
- Balancing the stresses of varying perspectives with utilizing them to propel relationships forward
- Journaling to manage anxiety
- Conflict resolution management
- Communication strategies to express needs, wants, observations and thoughts for conflict management
- Leadership qualities that can alleviate stress reactions

COURSE: BUS 207 | 7 Hours | $375 + GST
Instructor: Kirk Macdonald, NCC, ACC
Certificate for Emerging Leaders
Topic Area: Personal Effectiveness

Find this course on page 11

SUCCESSION PLANNING: DEVELOPING LEADERS FROM WITHIN

Succession planning. Is your organization prepared? Does your organization have the leadership capacity it needs to succeed in the future? What is the leadership legacy you are trying to create to ensure your organization is a great place to work? Is your organization having meaningful conversations about your current and future talent needs? If any of these questions make you pause, you should consider that all of the top companies (those with the best succession planning practices) agree that a succession program will result in extensive long-term benefits. Organizations that are able to develop the talent within have a stronger company culture and more engaged, loyal employees.

Topics

- Succession planning and career development; the link to success
- Talent review process and identifying the talent pool
- Competencies and assessment criteria
- Organizational and leadership culture to support employee engagement

COURSE: BUS 274 | 7 Hours | $375 + GST
Instructor: Janice Sharlow, MHRD, CPHR
Certificate for Emerging Leaders
Topic Area: Professional Skills

Find this course on page 11

THE DECISIVE LEADER

Making decisions is one of the main functions of a leader, and the quality of those decisions is one of the primary ways a leader’s effectiveness is judged. It is common for leaders to panic and either rush into a poor decision or become paralyzed and not make one at all. The Question, Factors, Options, Planning (QFOP(TM)) model for decision making is simple to use and provides a framework to make better decisions. Learn how to use the model by working through examples, then discuss how to communicate decisions to your supervisor or team. Both deliberate and rapid decisions will be covered, as well as how to ensure lessons are incorporated from previous similar decisions. As a leader — give yourself the best possible chance to make decisions that are as good as they can be.

Topics

- An introduction to decision making
- Differences between good and bad decisions
- Question, Factors, Options, Decision (QFOP) model for decision-making
- Quick decision-making model
- Case study and live example
- Presenting your decisions to others
- After action review process — how to make an even better decision next time

COURSE: BUS 284 | 7 Hours | $375 + GST
Instructor: Stuart Carver, DSO, MA
Certificate for Emerging Leaders
Topic Area: Professional Skills

Find this course on page 11
TIME MANAGEMENT

It is often difficult to devote sufficient time to the duties and responsibilities of one’s job. This seminar is designed to provide a portfolio of practical techniques for organizing your time to yield better results in the same amount of time, or the same results in less time. Participants will analyze their own time management problems, participate in experiential learning exercises that highlight effective time management techniques, and learn specific approaches to solving time management problems.

Topics

- How are you spending your time?
- Sharing of time management problems
- Analysis of time allocation
- General approaches to better time management
- Telephones
- Meetings
- Interruptions
- Specific approaches to specific problems
- Implementation

COURSE: BUS 111 | 7 Hours | $375 + GST
Instructor: Robert A. Schulz, PhD
Certificate for Emerging Leaders
Topic Area: Professional Skills
Find this course on page 11

UNDERSTANDING AND DEVELOPING YOUR UNIQUE ORGANIZATIONAL CULTURE

Organizational culture is a key factor in sustainable profitability and unmatched long-term performance for all successful companies. It is a tried and true fact that when an organization has a winning culture, it is reflected in its people and their performance. Yet, as a leader dedicated to continuous improvement, building such a culture takes a commitment to fine tuning organizational awareness, strategic thinking, and change-leadership skills. Develop a deeper understanding of culture and how to design and maintain it with effective work and people structures and systems. Learn how to diagnose your personal, group and organizational cultures, and develop strategies to optimize your personal performance within the group and organizational structure context of your workplace.

Topics

- Relationship between organizational culture, performance and results
- Internal and external branding: developing and leveraging brand to increase effectiveness and profitability
- Organizational culture assessment
- Design and implement a process of culture development

COURSE: BUS 605 | 7 Hours | $375 + GST
Instructor: Esther Hudson, BA BEd MAEd, CPHR
Certificate for Emerging Leaders
Topic Area: Building Relationships
Find this course on page 11

WRITING WINNING PROPOSALS

Are you unsure of how to create an effective proposal? As a consultant or vendor, you must submit a proposal that is focused on delivering what the client needs. You want to be selected to solve the client’s problem or provide the product. In this hands-on workshop, you will learn how to dissect a Request for Information (RFI), Request for Proposals (RFP) or Request for Quotations (RFQ) to craft a winning proposal. You will learn the key aspects of every successful proposal, and you will develop a proposal in response to an RFP. You’ll leave the workshop with tips, tools and techniques for creating winning proposals. At the end of this seminar, you will be able to understand the difference between RFP, RFI and RFQ; develop an RFP compliance checklist; create themes to support your proposal; develop stories or examples that prove your ability to meet the client’s needs, and know the common sections in a proposal.

Topics

- Types of proposals: Sales, Grants, Research, Solicited and Unsolicited
- Development of your proposal: Planning, Pitching, Proposing and Follow-up
- Templates for proposals
- Professional writing skills

COURSE: BUS 245 | 7 Hours | $375 + GST
Instructor: Julie Vouri, BSc, MBA
Certificate for Emerging Leaders
Topic Area: Professional Skills
Find this course on page 11

Looking for Corporate Training?

All of these seminars and more can be adapted to training programs for your organization. For information call 403.220.2866 or go to conted.ucalgary.ca/corporatetraining
Following are courses offered in the Fall Session, including descriptions and prerequisites. For dates and delivery formats, see course schedules starting on page 6.

Please note: Many of these courses are offered online. Before taking your first UCalgary Continuing Education online course, you may be required to take the 10-hour course, BMC 352 Learning Online. If your selected course is in the Creative Writing or Professional Writing Certificates, BMC 352 Learning Online is a core course, and therefore required. If you have previously taken online courses through other schools, you can apply for a prerequisite waiver. For more information, see page 4.

**A FIRST ENCOUNTER WITH QUANTUM MYSTERIES**
The 20th Century was a time of profound changes in our understanding of the physical world. While Einstein’s Theory of Relativity challenged our established notions of space, time and gravitation, the Quantum Revolution opened our eyes to a world of mysterious phenomena and apparent paradoxes—ones that we have no choice but to accept and make sense of! In this course you will have a first taste of counterintuitive mysteries and paradoxes. These include quantum superposition wave-particle duality, spooky coincidences between twin particles living far apart, and many other mind-bending phenomena. Bring your commonsense notions and watch them crumble under the weight of weird quantum phenomena!

**COURSE: FIF 622 | 6 Hours | $75 + GST**

*Find this course on page 22*

**ABNORMAL PSYCHOLOGY**
Have you ever wondered what causes schizophrenia? Did you know that there are hundreds of different phobias? Do you understand the difference between normal personality traits and a personality disorder? In this introduction to the study of abnormal psychology, gain basic knowledge of psychological disorders, their diagnoses and treatment. Discuss anxiety disorders, somatic and dissociative disorders, mood disorders, personality disorders, psychosis and schizophrenia. Also, review briefly the history of mental health.

**COURSE: HUM 547 | 20 Hours | $295 + GST**

*Find this course on page 20*

**ABSTRACT PAINTING 1**
Examine various forms of abstract painting through the study of painting techniques, colour theory, formal critique, concepts and ideas. Explore the history of abstract art and its relationship to design, interior design, photography and art theory. In addition, a visual vocabulary of abstraction will be developed that is unique unto itself.

**COURSE: ART 323 | 30 Hours | $395**

*Find this course on pages 8, 30*

**ACCESSORIZING INTERIORS**
Accessorying a home expresses individual style. In this hands-on class, learn how to approach accessorizing with confidence. You will apply the fundamentals of interior design to assess a space and successfully install accessories and accessory treatments for a fabulous look. From rugs to lighting, from artwork to books, explore how to bring a room to life through the creative and exciting world of accessories.

**COURSE: INT 115 | 15 Hours | $225**

*Find this course on pages 17, 30*

**ACCOUNTING FUNDAMENTALS**
Gain an understanding of financial accounting principles and practices as you go through the full accounting cycle of recording business transactions, making adjustments and final closing entries. Topics include internal controls and cash, receivables, property, merchandising, plant and equipment, goodwill and intangible assets. Learn how to read financial statements, calculate financial ratios and apply this knowledge to management problems and decision-making.

**COURSE: BMC 162 | 40 Hours | $595**

*Find this course on pages 16, 24*

**ACCIDENT THEORY AND INCIDENT INVESTIGATION**
Understanding accident theory and the incident investigation process are essential in determining why workplace incidents occur and how to prevent re-occurrences. By providing categories of causes, accident theory helps explain how accidents are caused. Incident investigation answers the: who, what, why, when, where and how so that re-occurrences can be prevented. Through examples and case studies, gain an overview of the most important theories, their strengths and weaknesses, and how to select the best model and best methods for each investigation.

**Prerequisite: BMC 104 Health and Safety Management Systems: The Basics**

**COURSE: BMC 201 | 30 Hours | $550**

*Find this course on page 15*
ADOBE ILLUSTRATOR
Discover the essential features of Adobe Illustrator including: core drawing and shape tools, transformation and reshaping features, text manipulation, and the pen tool. This course is for individuals with no prior knowledge or experience with Illustrator.

COURSE: ICT 437 | 30 Hours | $825
Find this course on pages 12, 30

ADOBE INDESIGN
Discover the essential capabilities of InDesign by learning the workspace and features. Create rich layouts and multi-column pages. Learn to combine text and graphics, including vector graphics from Illustrator and raster images from Photoshop. This course is for those who want to produce high quality documents for digital and print media.

COURSE: ICT 578 | 30 Hours | $875
Find this course on page 12

ADOBE PHOTOSHOP
Examine the essential capabilities of Photoshop, from correcting colour to retouching portraits, navigation, resolution, cropping, selecting, printing, and making web graphics. This course is suitable for individuals with no prior knowledge of Photoshop.

COURSE: ICT 436 | 30 Hours | $825
Find this course on pages 12, 30

ADOBE PHOTOSHOP ADVANCED
Explore the advanced application techniques that Adobe Photoshop offers including: creating special effects, advanced layer techniques, professional portrait retouching, designing with multiple images, working with 3D images, creating Webpage navigation, wireframing and making GIF animations. This course is designed for those intermediate to advanced-level users who want to further their skills.

COURSE: ICT 664 | 30 Hours | $875
Find this course on pages 12, 30

ADOBE PHOTOSHOP ADVANCED

ADULTS AS LEARNERS
Explore the teaching and learning transaction, from the learner’s perspective, by researching and reflecting on both the current literature and your own experiential understanding of how adults learn. Come prepared to learn about yourself as a learner and to develop new sensitivities to the diversity in styles and needs through interaction with your classmates and the instructor.

COURSE: ADL 106 | 40 Hours | $625
Find this course on page 7

ADVENTURES IN ANCIENT PHILOSOPHY: THE GREEKS AND ROMANS NEW
Explore the basic arguments that challenged ancient philosophers in their struggle to address important questions of their time. How is the physical world organized? What are the substance(s) that everything is made of? Is the universe consistent or in a constant state of change? How do things come to be? What, if anything, do we know for sure? How might we obtain knowledge? What is virtue? How does one be virtuous? What sort of life is best for me to live? Should I fear death? Discuss the contributions to philosophy, over more than 600 years, by important and influential philosophers of ancient Greece and Rome including Thales, Socrates, Plato, Aristotle, Epicurus, and Democritus.

COURSE: FIF 248 | 20 Hours | $295 - GST
Find this course on page 20

AGILE PROJECT MANAGEMENT: THE BASICS
Learn the fundamentals of Agile Project Management (APM) and how it differs from traditional project management approaches. This seminar will provide an overview of major APM methodologies such as Scrum and dynamic systems development method (DSDM) and how to choose the best approach for projects in your organization. Content is geared to participants who have some understanding of traditional project management and want to develop or expand their skills to include APM.

COURSE: BMC 348 | 7.5 Hours | $385
Find this course on page 26

ALCOHOL AND DRUGS IN THE WORKPLACE NEW
Impairment of workers from alcohol and drugs is a major issue in today’s workplace. This issue can negatively impact organizations, workers and their families, finances, productivity, client relations, public image, and more. Learn to navigate the evolving legal and social implications of alcohol and drug abuse in the workplace. Gain invaluable hands-on practice applying strategies to address and manage alcohol and drugs in the workplace, from policy and program development to implementing and maintaining an organizational impairment management program.

COURSE: BMC 363 | 30 Hours | $550
Find this course on pages 15, 16, 24
**APPLIED NATUROPATHIC NUTRITION FOR YOUR HEALTH**
Do you know that sugar can lower your immune system for up to five hours after consuming it? Do you know what foods are best if you have low energy? Poor digestion? Or a sluggish metabolism? Designed for health-seekers who crave applied knowledge in naturopathy theory-based holistic nutrition, this course looks at these topics and more. Discuss primary concepts such as detoxification, inflammation, fatigue and immune support, and view demonstrations that focus on recipes and ingredients that improve one’s wellbeing.

**COURSE: HUM 542 | 12 Hours | $245 + GST**
Find this course on pages 20, 22

---

**ART HISTORY AND APPRECIATION 1**
This introduction to central themes and major period styles in the history of Western Art explores the leading visual sources from Prehistoric Art and Art of Antiquity to the early Middle Ages. Follow-up courses are offered.

**COURSE: ART 301 | 20 Hours | $295**
Find this course on pages 8, 30

---

**ASSERTING YOURSELF IN CONFLICT SITUATIONS**
This course addresses assertiveness in a variety of challenging situations and gives you opportunities to practise improving and maintaining an assertive style under pressure. Whether you are negotiating an important issue, expressing your thoughts and feelings in a conflict or standing firm under pressure, the ability to assert yourself is crucial to reaching outcomes that work for you. In conflict situations, it can be especially difficult to maintain an assertive stance rather than overreacting or selling yourself short.

**COURSE: PDS 004 | 14 Hours | $445**
Find this course on page 12

---

**ASSUMING THE ROLE OF NURSE**
Learn how to plan for and implement strategies for the care of patients with complex needs. This course focuses on the knowledge, skills, and attitudes needed to provide safe and effective care in complex situations. The course is designed for nurses who wish to develop their skills in managing patients with complex health needs.

**COURSE: BMC 281 | 30 Hours | $550**
Find this course on pages 17, 30

---

**AUDITING OF HSE MANAGEMENT SYSTEMS AND COMPLIANCE**
Auditing is a management tool used by organizations to verify that the organization is meeting its external and internal obligations with regards to health, safety and the environment. It is an essential element of a management system and a primary driver of continual improvement. The course explores the processes and procedures for various types of environmental health and safety audits, with an emphasis on auditing of regulatory compliance.

**COURSE: BMC 281 | 30 Hours | $550**
Find this course on pages 14, 15

---

**BATHROOM AND KITCHEN DESIGN**
The en suite and kitchen are the top two selling features in homes today. Join in the process of designing fantastic bathrooms and kitchens while considering function and aesthetics by learning how to space plan. Two field trips are included for hands on learning. This is ideal learning for those who want a wealth of practical information and techniques to help with bathroom and kitchen design.

**COURSE: BMC 281 | 30 Hours | $550**
Find this course on pages 14, 15

---

**BARBARIC 1**
Emphasis is on conversation, with some reading and writing. Learn basic communication skills and Arabic grammar, the alphabet, Arabic script, the Arabic phonetic system, and basic information about Arabic culture and customs.

**COURSE: ARA 101 | 20 Hours | $265 + GST**
Find this course on page 19

---

**ART HISTORY AND ANTHROPOLOGY**
Where the majestic Andes Mountains separate Amazon jungles from barren Pacific shores there was once a pageantry of vibrant cultures that vanished long before Europeans arrived. Why did the ancient Andeans practise human sacrifice and hold ritual battles ending in the agonizing deaths of nobles? Why did they build the Nazca Lines — giant ground drawings on the desert surface? What was the real purpose of ‘erotic’ art? Covering 3,000 years of Peruvian prehistory, examine how cultures reveal their natural and supernatural worlds through art and architecture, and how people who engaged in dire rituals left an artistic legacy unsurpassed in the ancient world.

**COURSE: HUM 104 | 20 Hours | $295 + GST**
Find this course on page 20

---

**ART HISTORY AND ARCH AEOLOGY OF ANCIENT PERU**
Where the majestic Andes Mountains separate Amazon jungles from barren Pacific shores there was once a pageantry of vibrant cultures that vanished long before Europeans arrived. Why did the ancient Andeans practise human sacrifice and hold ritual battles ending in the agonizing deaths of nobles? Why did they build the Nazca Lines — giant ground drawings on the desert surface? What was the real purpose of ‘erotic’ art? Covering 3,000 years of Peruvian prehistory, examine how cultures reveal their natural and supernatural worlds through art and architecture, and how people who engaged in dire rituals left an artistic legacy unsurpassed in the ancient world.

**COURSE: HUM 104 | 20 Hours | $295 + GST**
Find this course on page 20

---

**ART HISTORY AND APPRECIATION 1**
This introduction to central themes and major period styles in the history of Western Art explores the leading visual sources from Prehistoric Art and Art of Antiquity to the early Middle Ages. Follow-up courses are offered.

**COURSE: ART 301 | 20 Hours | $295**
Find this course on pages 8, 30

---

**ASSERTING YOURSELF IN CONFLICT SITUATIONS**
This course addresses assertiveness in a variety of challenging situations and gives you opportunities to practise improving and maintaining an assertive style under pressure. Whether you are negotiating an important issue, expressing your thoughts and feelings in a conflict or standing firm under pressure, the ability to assert yourself is crucial to reaching outcomes that work for you. In conflict situations, it can be especially difficult to maintain an assertive stance rather than overreacting or selling yourself short.

**COURSE: PDS 004 | 14 Hours | $445**
Find this course on page 12

---

**ASSESSMENT PRACTICE IN CAREER DEVELOPMENT**
Learn to skilfully manage the assessment process, as you master developing client profiles that describe relevant interests, skills, values and other personal factors. Emphasis is on using a variety of assessment techniques and guiding the client through the key steps in the career planning process as well as providing support for the career action plan.

**COURSE: ADL 212 | 30 Hours | $525**
Find this course on page 7

---

**BIOLOGY 1**
This is the first of two courses designed to prepare you for university entrance. Through the study of biology (life and living systems) learners are given an opportunity to explore and understand the natural world through the themes of diversity, energy, equilibrium, matter and systems. The major units developed in this course include energy and matter in the biosphere, ecosystem and population change, photosynthesis and cellular respiration, and human systems.

**Prerequisite: Science 10**

**COURSE: UPG 110 | 39 Hours | $475**
Find this course on page 6
BUSINESS AND LEADERSHIP FOR HSE PROFESSIONALS
Health, safety and environment professionals need to understand: the way their businesses work; the management system and the roles of managers; the work of management in planning, organizing, leading and controlling work; organizational change, and how to deal with it. Further, they must be a skilled and competent trainer, and have a proper understanding of training methods, curriculum development and evaluation. Discuss the key aspects of organizational behaviour and business administration necessary to be an effective HSE professional in today’s workplace.

Prerequisite: BMC 104 Health and Safety Management Systems: The Basics

COURSE: BMC 213 | 40 Hours | $630
Find this course on page 15

BIOSCIENCE 2
This is the second of two courses designed to prepare you for university entrance. Through the study of biology (life and living systems) learners are given an opportunity to explore and understand the natural world through the themes of diversity, energy, equilibrium, matter and systems. The major units developed in this course are: nervous and endocrine systems; reproduction and development; cell division, genetics and molecular biology; and population and community dynamics.

Prerequisite: Biology 20, or Biology I

COURSE: UPG 210 | 39 Hours | $475
Find this course on page 6

BUILDING YOUR COMMUNICATION TOOLBOX
Focus intensively on communication theory and skills that are the building blocks of mediating, negotiating or resolving interpersonal conflict. Skills are demonstrated and then you will have the opportunity to practise in short exercises involving conflict situations. Specific skills include non-defensive listening, questioning, reframing and assertive speaking.

COURSE: PDS 173 | 14 Hours | $445
Find this course on page 12

BUSINESS ANALYSIS PLANNING
This course teaches students the foundational concepts and processes to plan out and monitor business analysis activities for a project. Students will learn why planning is important, how to evaluate the project scope, determine the activities and deliverables required for the business analysis work, create an overall strategy, and execute against the plan and monitor progress.

COURSE: ICT 227 | 30 Hours | $825
Find this course on page 9

BUSINESS FINANCE
Examine the key areas of business finance: discounted cash flow analysis, valuation procedures, capital budgeting, cost of capital, leasing, capital structure of the firm, financial rate analysis, and preparation of proforma financial statements. Emphasis is on capital structure decisions that affect the financial management of the firm. Attention is given to the financial environment in which Canadian firms operate: its major institutional aspects; sources and forms of external financing; and trends and changes in financial market conditions.

Prerequisites: BMC 205 Business Management, and BMC 162 Accounting Fundamentals

COURSE: BMC 103 | 40 Hours | $595
Find this course on page 24

"The instructors were outstanding and always supportive. I would recommend UCalgary Continuing Education to anyone looking for an enjoyable and valuable learning experience."

Raafat El-Hacha. Graduate.
Certificate for Emerging Leaders.
BUSINESS INTELLIGENCE INTRODUCTION
This course introduces students to the concepts, practices and tools used to successfully deploy business intelligence projects. Emphasis will be given to people and processes with an introduction to the technologies involved.

COURSE: ICT 700 | 30 Hours | $975
Find this course on page 9

BUSINESS INVESTMENT ATTRACTION
Learn key concepts related to business and investment attraction in economic development. Cover community investment readiness; competitive advantage, how to select key target markets for investment attraction; working with site selectors; and, attracting foreign direct investment to help your community expand its economic base. Learn how to develop business investment strategies that will benefit your community.

COURSE: BMC 336 | 15 Hours | $395
Find this course on page 24

BUSINESS MANAGEMENT
Gain an overview of business management and the different facets and functions of business. Expand your understanding of the Canadian business environment and managing the modern enterprise in an ever-changing global economy.

COURSE: BMC 205 | 40 Hours | $595
Find this course on pages 11, 16, 21, 24, 27, 28

CARAVAN CITIES OF ANTIQUITY
Explore the meteoric rise, development and collapse of the great “Caravan Cities” of antiquity, the Sabaeans (Marib) of South Arabia; the Nabataeans (Petra) of North Arabia; the Gerasenes (Jerash), Palmyrenes (Palmyra) and Durenes (Dura-Europos) of Syria and Palestine, and the role that caravan commerce played in their history. We will delve into mysterious legends, biblical traditions, and archaeological research to unravel the interactions these cities had with ancient civilizations, especially the Greeks and the Romans.

COURSE: HUM 112 | 20 Hours | $295 - GST
Find this course on page 20

CAREER DEVELOPMENT FOUNDATIONS
Discuss the major career development foundations that underlie the modern practice of advising. Explore the essential components leading to employee and student success and retention whether in the workforce or in higher education. Discuss important issues facing career practitioners as they strive to help individuals make life decisions.

COURSE: ADL 210 | 30 Hours | $525
Find this course on page 7

CAREER RENEWAL AND RESILIENCE
Discover methods to increase your career grit and gain traction in your work search. In this interactive course, you will learn techniques to help make significant progress in your work search and career. Topics include: activities that are helpful in a difficult job market; identifying your strengths, skills, and accomplishments; testing the marketplace; neutralizing adversity and failure; and, networking.

COURSE: PIW 135 | 12 Hours | $245 - GST
Find this course on page 22

CELLPHONE PHOTOGRAPHY
Despite the suggestion that they are not real cameras, cellphones allow people to photograph, edit and share compelling images in a matter of seconds. By applying fundamental photographic principles, fully exploiting the functionality of the cellphone camera, and using common applications, learn how to push your cellphone camera to its fullest potential.

COURSE: PHO 126 | 6 Hours | $120 - GST
Find this course on pages 23, 30

CFA LEVEL I REVIEW SEMINAR
CFA Level I Review Seminars focus on providing you with the best possible chance of successfully passing your CFA Level I exam. The weekly review sessions are to highlight and consolidate the key ideas from the assigned readings. The review seminars are based upon Wiley study guides augmented by lecture notes and practice problems prepared by the seminar instructors. For each session, the instructor will provide supplementary lecture notes, review the session’s key topics, and provide examples to illustrate the type of questions that may be asked on the CFA Level I exam. A full mock exam will be held.

COURSE: PDS 105 | 52 Hours | $1,050 - GST
Find this course on page 14

FOR MORE INFORMATION ON COURSES AND CERTIFICATES, GO TO CONTED.UCALGARY.CA OR CALL 403.220.2866

course descriptions
In the 21st century, organizations and workplaces experience constant change. Changes in leadership, organizational structure, operational systems and business culture impact business outcomes and the individuals involved. In this introduction to change theory, the underlying human behaviour elements and organizational processes will be integral as the focus is on the people impacted by change and those leading and managing it. Learn organizational change strategies through different lenses and frameworks, and examine interventions and tools to plan and manage the change process. Learn techniques and tactics to facilitate change within an organization.

**COURSE:** BMC 358 | 20 Hours | $445

*Find this course on pages 11, 24, 26*

**EXAMINE READINESS FOR CHANGE AT BOTH THE ORGANIZATIONAL LEVEL AND THE STAKEHOLDERS’ LEVEL.**

Discuss a framework for planning change while ensuring accountability measures are in place. Consider the risks and financial costs associated with change and how they should affect an organization’s change plan, while aligning it with the organization’s goals, strategies and culture.

**COURSE:** BMC 359 | 20 Hours | $445

*Find this course on page 11*

**This is the second of two courses designed to prepare you for university entrance.**

The themes of changes, energy and systems are central to the course, and equilibrium and matter are subordinate themes. Specific units include thermo-chemical changes, chemical changes of organic compounds, electrochemical changes, and chemical equilibrium focusing on acid-base systems.

**Prerequisite:** Chemistry 20, or UPG 140 Chemistry I

**COURSE:** UPG 240 | 39 Hours | $475

*Find this course on page 6*

**Explore strange phenomena, famous mysteries, ancient everyday life and unusual individuals through history.**

Mix it up with a discussion of alleged false claims on social media and the 2016 US presidential election, as well as some surprise Canadian topics. All of these discussions relate to the ultimate question: What Do We believe and Why? Review innumerable strange reports from history: rains of frogs, blood-sweating statues, self-cannibalizing and self-combusting humans. Discuss historical mysteries: Was there an Atlantis? Did Aristotle poison Alexander the Great? Did Christ really exist? Weekly Q&A sessions allow students to air their own theories for a truly interesting and eclectic experience.

**COURSE:** FIF 247 | 20 Hours | $295 + GST

*Find this course on page 20*

Gain an overview of the influence of Greco-Roman artistic traditions on subsequent periods of European civilization. Classical interior design is based on order, symmetry and balance which relates to the ideals of the Greek and Roman empires. Learn the principles and foundations of these stylistic elements and examine the classical inheritance in a variety of selected masterpieces including painting, sculpture, architecture and furniture from the Greek and Roman times to the Neo-Classicism of the 18th and 19th centuries.

**COURSE:** INT 126 | 20 Hours | $295

*Find this course on pages 17, 30*

Aspiring to excellence is the key to achieving full potential. The question is: How do I help myself and others achieve this? Learn how to develop the important attitudes and crucial skills of coaching. Examine coaching models, learn key coaching competencies, and use experiential activities to practise and apply these skills. This course is for managers, supervisors, and team leaders, or for those in the workplace who are in coaching roles and have an interest in enhancing and developing their skills.

**COURSE:** BMC 106 | 15 Hours | $395

*Find this course on pages 16, 24*
COLOUR FOR HOMEOWNERS
Focus on exterior and interior colour for homeowners. No longer does colour in the home have to be a terrifying subject. Topics include: choosing colours for the home, living with colour, using colour to create space, creating focus areas, the psychology of colour, and modulating a colour palette from room to room. Tricks of the trade from initial planning to the completed room will be offered.

COURSE: INT 105 | 10 Hours | $155
Find this course on pages 17, 30

COLOUR THEORY 1
Examine various colour theories, relationships, and phenomena within the context of two- and three-dimensional design. Effects of light, colour mixing, colour application, and colour dynamics are addressed.

COURSE: ART 321 | 30 Hours | $395
Find this course on pages 8, 17, 23, 30

COMMERCIAL REAL ESTATE DEVELOPMENT
There are fundamental differences between residential and commercial real estate development. In this course, focus on three commercial market segments including industrial, retail and office. Over 18 hours, gain an in-depth understanding of topics related to market analysis, site selection, the planning and construction process, marketing to commercial tenants, and long-term development strategies.

COURSE: CPE 206 | 18 Hours | $589
Find this course on page 27

COMPENSATION: DESIGN AND PRACTICE
Learn basic theory, concepts, techniques, and processes of wage and salary administration with a focus on practical applications. Topics include: job design and description, methods of job evaluation, wage and salary surveys, benefits, development of pay structures and policies, and linking performance to compensation.

COURSE: BMC 198 | 30 Hours | $495
Find this course on pages 16, 24

COMPUTER PROGRAMMING LEVEL 1
This course is the first in a series of three computer programming courses that introduces students to the fundamentals of the C# programming language, the Visual Studio Integrated Development Environment and the .NET framework. Students will also be introduced to the Software Development Lifecycle and Agile development methodologies.

COURSE: ICT 710 | 30 Hours | $825
Find this course on page 28

COMPUTER PROGRAMMING LEVEL 3
This is the last course in a series of three computer programming courses that introduces students to the C# programming language, Visual Studio, the .NET framework, software development processes, and Agile methodologies. Learn the advanced programming skills necessary for developing professional windows applications, along with advanced knowledge of the software development process and Agile methodologies. With additional work experience, students will be prepared to write the Microsoft C# Certification.

Prerequisites: ICT 710 Computer Programming Level 1 and ICT 711 Computer Programming Level 2

COURSE: ICT 712 | 30 Hours | $825
Find this course on page 28

CONDUCTING EFFECTIVE INTERVIEWS
Examine interviewing techniques with special emphasis on the application to various areas of human resource functions. The emphasis is on practical application for Human Resource professionals and line managers.

COURSE: BMC 328 | 20 Hours | $445
Find this course on pages 16, 24

CONFLICT MANAGEMENT
Learn how to deal effectively with the conflicts that are frequently part of workplace life. Gain an understanding of your conflict management style and develop strategies and skills to deal with individual and team conflict situations. Improve relationships and increase personal productivity. These are the results that effectively managed conflict can provide.

COURSE: BMC 212 | 20 Hours | $445
Find this course on pages 11, 16, 24

CONSTRUCTION CONTRACT LAW AND DOCUMENTS
This introduction to the nature of legal contracts and documents includes discussion of: legal obligations of contracting parties, types of construction contracts, security, insurance, limitation periods, settlement of disputes by negotiating, arbitration and litigation, and liens and remedies.

COURSE: BMC 102 | 40 Hours | $595
Find this course on page 24

FOR MORE INFORMATION ON COURSES AND CERTIFICATES, GO TO CONTED.UCALGARY.CA OR CALL 403.220.2866
COPY EDITING AND PROOFREADING
You will develop solid copy editing skills (clarity, correctness, conciseness, consistency) by learning to identify and correct content errors, problems in technical quality, style guide conformity and issues in language and thought. Then focus on proofreading skills including proofreader’s marks, grammar and spelling errors and basic formatting. Topics may also include working with style sheets, proofing on screen versus proofing hard copy, and proofing electronically generated or scanned material for a variety of English-language texts. Learn through study, practice, peer and instructor feedback, and assignments. Access to a printer and a scanner or high quality camera device is required.

COURSE: WRI 120 | 30 Hours | $575
Find this course on page 31

CORRECT AND CLEAR! GRAMMAR, PUNCTUATION AND STYLE CLINIC NEW
Does the mention of a run-on sentence fill you with dread? Do your sentences cry out for more vitality and brevity? Are you interested in learning strategies that professional editors use to revise efficiently? Strong writers tune up their grammar and writing skills regularly. They know that good grammar, and clear and dynamic writing, are fundamental to successful and stylish writing. Review the basics of grammar including parts of speech, sentence structure, common grammatical problems and solutions, and punctuation. Examine how to dramatically improve your writing by applying the principles of clarity, brevity, energy, and cohesion. Leave with skills and resources that will help you continue to refine your writing skills.

COURSE: WRI 205 | 15 Hours | $325 - GST
Find this course on page 31

CREATING PROGRAMS IN ADULT EDUCATION
Take a comprehensive and systematic look at creating programs for adult learners. Program planning involves the thoughtful integration of many elements and issues to create a successful learning experience. Discover and apply the many parts of program planning in the creation of a work-related program. Sharing your ideas and experiences with your peers will be part of this collaborative learning experience.

COURSE: ADL 128 | 40 Hours | $625
Find this course on page 8

CREATIVE ACRYLIC PAINTING
Explore a variety of acrylic painting techniques, and develop basic painting skills. You will work mainly from still-life, landscape, and photographs but will also experiment with abstraction. While similar to oil paints, acrylics are water-based and preferred for home-studio use.

COURSE: ART 109 | 30 Hours | $395
Find this course on pages 8, 30

CREATIVE WRITING 1
Do you have a story in your head that you’d like to take to the next level of writing? In this non-certificate creative writing course we will generate ideas and learn the basics of the writer’s craft. Explore and learn how to write your experiences including family stories through creative writing in fiction, nonfiction, memoir and poetry.

COURSE: WRI 101 | 24 Hours | $375 - GST
Find this course on page 31

CREATIVE WRITING FINAL PROJECT
You will have opportunity to hone your writing and editing skills through writing, discussion with peers, and 10 hours of mentorship with a published author. You will provide a pre-course submission within your chosen genre. The work in progress will be a minimum of 10-15 pages and will also include a learning agreement describing the project and the direction of the work. The submission must be received at least one month prior to the course start date. You will enhance your skills and understanding of the writer’s craft specific to genre, and produce a small manuscript of approximately 40-50 pages maximum length. To register for this course, please call 403.220.2866 or 1.866.220.4992 (toll-free) and ask to be transferred to the Program Coordinator. This is to be taken as the final course in the Creative Writing Certificate.

Prerequisites: Completion of all 160 hours of core, optional and elective courses.

COURSE: WRI 500 | 40 Hours | $995
Find this course on page 31
CRSP EXAM PREP COURSE
This course is ideal for students who have met all the Board of Canadian Registered Safety Professionals (BCRSP) qualifications, and have applied to write the CRSP exam. Participants will review the nine domains and 113 competencies that make up the new BCRSP examination blueprint. Included are practice exams and an overview of self-study techniques focusing on preparing students to read and correctly answer multiple-choice exam questions that are similar in format to those on the CRSP exam.

COURSE: BMC 351 | 20 Hours | $520
Find this course on page 15

CULTURE IN LANGUAGE TEACHING
Knowing a second language also means knowing a second culture. Learn what the term culture means and the purpose of knowing a culture for second language learners. Study how to integrate culture and intercultural explorations into the learning experience. Finally, examine the influences of culture on teaching and learning in both multi- and monocultural contexts. Discuss theory and practical elements of integrating peoples of different cultures.

Prerequisite: TSL Level 1 Certificate

COURSE: TSL 126 | 30 Hours | $515
Find this course on page 29

DEALING WITH ANGER
This course builds on the material in Foundations of Collaborative Conflict Resolution and Foundations of Collaborative Conflict Resolution: Workplace Focus, and presents theory, skills and approaches for managing one’s own angry feelings and behaviours, and responding to anger in others. Angry, hostile or resistant feelings and behaviours are commonly generated in conflict situations. Efforts to resolve the conflict may be ineffective if these feelings are ignored or denied. Topics such as anger triggers, self-management, defusing skills, the origins of personal expressions of anger and disengaging from angry encounters are explored. Emphasis is on self-awareness and skill development through small-group exercises.

Prerequisite: PDS 001 Foundations of Collaborative Conflict Resolution, or PDS 002 Foundations of Collaborative Conflict Resolution: Workplace Focus; and, PDS 185 Negotiation Skills Level I recommended

COURSE: PDS 007 | 21 Hours | $625
Find this course on page 12

DESIGN PRINCIPLES
In this studio class, use various techniques and materials to explore the fundamentals of two-dimensional imagery and three-dimensional objects in space. Study design elements such as line, shape, form, unity, balance, colour, texture and space. Develop an understanding of design. A supply list is provided at the first class.

COURSE: ART 103 | 30 Hours | $395
Find this course on pages 8, 17, 23, 30

DESIGNING AND FACILITATING FOR THE SYNCHRONOUS ONLINE CLASSROOM NEW
Learn how to design and facilitate live online learning events such as online classes and virtual meetings. Examine synchronous learning tools and their use in creating interactive and collaborative experiences for learners in a virtual classroom. Develop skills and strategies that will help you improve your success and confidence as a facilitator of live online events. This practical course will be delivered fully online in weekly synchronous sessions via Adobe Connect with supporting resources in the asynchronous environment (Desire2Learn). As the final course project, you will create and deliver a synchronous event utilizing the tools and techniques mastered in the course.

COURSE: ADL 117 | 30 Hours | $525
Find this course on page 8

DESIGNING LEARNING
Discuss the basics of instructional design and how to effectively apply sound design principles to facilitate learning in face-to-face, online, group, and self-study contexts. Learn how to design learning activities that work, and learning assessments that will confirm that they worked. In this portfolio-based course, design a complete module of learning.

COURSE: ADL 129 | 40 Hours | $625
Find this course on page 8
DIGITAL MARKETING
Whether you are a marketing professional or an entrepreneur promoting your own business, this course can guide you toward an effective digital marketing plan that delivers value for money to your organization. Discuss the fundamentals of digital marketing including: email and Internet marketing, search engine optimization, online advertising, mobile marketing, content marketing and current social media tools.
COURSE: BMC 329 | 30 Hours | $495
Find this course on pages 21, 24, 27

DIGITAL PRODUCT DESIGN
Discover how to incorporate design theory and practice, along with the development tools, techniques, and technologies required to create digital products such as interactive PDFs, infographics, interactive presentations, graphics for social media, and more. In the current digital culture, output is viewed as products, and clients are users that consume digital products on a variety of devices including smartphones, tablets, desktops and TVs.
COURSE: ICT 667 | 30 Hours | $825
Find this course on page 13

DIGITAL SLR PHOTOGRAPHY — FAST CLASS
In this one-day introduction to digital SLR (single lens reflex) or micro 4/3 cameras and digital photography, learn how your camera functions. Work with aperture and speed, understand ISO, maximize optional settings, and control light. Understand fast and slow lenses, raw and jpeg filming, aspect ratios, auto and manual focusing, and avoiding ‘noise.’ Pick up some quick tips on how to compose your photos and maximize the effects of various lighting situations.
COURSE: PHO 116 | 6 Hours | $120
Find this course on page 23

DISABILITY MANAGEMENT: AN INTEGRATIVE APPROACH
Disability management is most effective when integrated and embedded into the strategies and culture of an organization. This course introduces an interdisciplinary approach to the concepts and practices of disability management, and addresses how to design, implement, and market an effective disability management program.
COURSE: BMC 309 | 30 Hours | $550
Find this course on pages 15, 16, 24

DIVERSITY IN ADULT LEARNING
What are diversity issues in today’s world? How do they impact our perspectives, our communication, our relationships, our value systems, our ethical practice, our classrooms and workplaces? How do we support the richness of diversity and maintain our own sense of self? Join us to explore the interlocking issues of diversity as they shape educational and management practices in the workplace and community.
COURSE: ADL 110 | 30 Hours | $525
Find this course on page 8

DOCUMENT DESIGN
Ensure your writing has the strongest impact possible by learning how to successfully present user-friendly documents. Start with a brief overview of the four basic design principles (contrast, repetition, alignment and proximity) that appear in every well-designed document. Next learn about colour and font, and how choosing the right one can have a positive impact on your writing. Then, learn how to think critically about your design choices so you can apply these principles to creative writing, correspondence, brochures, reports, and websites.
Prerequisite: One of the following: WRI 110 Writing Well, WRI 120 Copy Editing and Proofreading, or WRI 150 Writing in the Workplace
COURSE: WRI 220 | 30 Hours | $575
Find this course on page 31

“I originally enrolled in the program to strengthen my supervisory skills. The coaching, professional skills and communications topics definitely helped me excel as a supervisor, whereas the personal effectiveness and building relationships topics helped me improve as an individual.”
DRAWING 1
Build a strong foundation for any visual art discipline through drawing. This course is ideal for beginners, as well as those who have previous experience in visual arts. Learn basic knowledge in drawing. Study fundamental concepts and techniques, and draw from both still life and nude human figures using charcoal, pencil, and conté.

COURSE: ART 314 | 30 Hours | $395
Find this course on pages 8, 17, 23, 30

DRAWING 2
Enhance your drawing skills by studying and practising techniques in still life, portraiture and figure drawing. Refine your competencies by using shadow and light to create 3D objects on paper, learning further about the anatomical structure of the human figure and drawing facial features with exact proportions and gestures. Working from mannequins, cast portraits and live models will greatly improve your techniques in drawing.
Prerequisite: ART 314 Drawing 1
COURSE: ART 315 | 30 Hours | $395
Find this course on pages 8, 30

DRAWING AND PAINTING FROM THE MASTERS
This hands-on course is designed to introduce the principles of painting and drawing through studying and copying selected art masterpieces. By practical study of master artworks, learn art concepts and principles in a comprehensible and easily applicable way. Guided assignments using various art tools, mediums and surfaces, will help develop drawing and painting skills. You will work together with the instructor to select artworks, from any era, to be copied.
COURSE: ART 112 | 30 Hours | $395
Find this course on pages 8, 30

DUTCH 1
This conversational course is designed for those with very basic or no background in the Dutch language. Emphasis is on speaking and understanding.
COURSE: DUT 100 | 20 Hours | $265 + GST
Find this course on page 19

E-LEARNING: PRINCIPLES AND PRACTICE
Learn about the field of e-learning and the principles, philosophies, models, approaches, technologies, and delivery modes used by practitioners of e-learning. Explore the various needs that e-learning practices can meet and the best ways to effectively implement e-learning to meet those needs.
COURSE: ADL 121 | 40 Hours | $625
Find this course on page 8

ECONOMIC DEVELOPMENT: ESTABLISHING THE FOUNDATION
The function of economic development is often complex, and understanding your role in the process will be key both to the success of your career, and to the overall success of economic development in your community. There is no one way to do community economic development so each community, organization or volunteer will approach it differently. This course will provide you with a good foundation of knowledge, tools and resources for working within community economic development and with elected officials, economic development practitioners, and stakeholders.
COURSE: BMC 325 | 15 Hours | $395
Find this course on page 24

FOR MORE INFORMATION ON COURSES AND CERTIFICATES, GO TO CONTED.UCALGARY.CA OR CALL 403.220.2866
EMERGENCY RESPONSE
Emergency preparedness and response are growing concerns within all industries operating in North America and overseas. Fires and explosions, building and crane collapse, natural disasters, chemical spills, and terrorist attacks can disturb or destroy a company’s operations for extended periods of time. Learn the five main aspects involved in emergency preparedness and response: recognition of vulnerabilities, development of plans, implementation, response, and post-incident analysis.

COURSE: BMC 218 | 20 Hours | $480
Find this course on page 15

EMPLOYEE BENEFITS
This survey course of employee benefit programs includes design and funding as well as current issues and directions. Contribute to the class through your own experience from employment or research. Topics include: survivor plans, disability plans, medical and dental plans, preventive health plans, retirement plans, planning incentives, taxation of benefits, flexible benefits, and benefits communication.

COURSE: BMC 230 | 30 Hours | $495
Find this course on pages 16, 24

EMPLOYEE DEVELOPMENT AND TRAINING
Employee learning and development is an essential contributor to any organization’s success. A strategic learning and development culture supports performance improvement planning while it addresses new areas of employee development towards an individual’s career goals. It builds employee retention and loyalty, and promotes employee engagement and the organizational growth. Learn how to plan, develop and implement a training and development program that benefits employees and organizations alike.

COURSE: BMC 354 | 30 Hours | $495
Find this course on pages 16, 24

ENGLISH 2
This course is designed to prepare you for university entrance. The course focuses on the study of literature and non-print media with the writing of longer essays. Students will learn research and documentation methods needed for academic essays.

Prerequisite: English 20-1

COURSE: UPG 220 | 39 Hours | $475
Find this course on page 6

ENVIRONMENTAL LAW
Through case studies, regulatory proceedings, and litigation and legislation, learn about environmental law and how it is implemented in Alberta. Topics include: national and provincial environmental legislation, including the Alberta Environmental Enhancement and Protection Act, Alberta Water Act, the Canadian Environmental Protection Act and the Canadian Environmental Assessment Act; due diligence, civil liability, and environmental litigation and prosecution; as well as topical examinations of air and water, agriculture, biotechnology, biodiversity and conservation, carbon and climate issues, and environmental aspects of energy regulation for hydrocarbons, electricity and oil sands.

COURSE: BMC 112 | 30 Hours | $550
Find this course on pages 14, 15

ENVIRONMENTAL STEWARDSHIP AND SUSTAINABILITY
Many argue that environmental responsibility is a cornerstone for building just, equitable and sustainable societies. Others argue that preserving stable and balanced ecosystems is humanity’s primary obligation to both the planet and succeeding generations. The issue of sustainability touches upon economic, political, scientific and social realities. Examine emerging sustainable trends and their implications and re-examine your attitudes towards the environment and the future.

COURSE: BMC 169 | 30 Hours | $550
Find this course on pages 14, 15, 24

ERGONOMICS
Ergonomics is the science that addresses human performance and well-being in relation to the tasks that are being completed, the equipment used, and the environment in which work is being completed. In this introductory ergonomics course, you will learn about the prevention of occupational illness and injury by making changes to the design of work and workplaces.

COURSE: BMC 199 | 30 Hours | $550
Find this course on pages 15, 16, 24

ESL PLACEMENT TEST
Standard Evening placement test - Free. New students must write the placement test before registering for a course. Location: Main campus, the test location will be communicated to you by email within two weeks of the test date. Test Format: Multiple choice, with listening and grammar sections. Note, that the listening test starts at 6:05 pm. Course Registration will be available immediately after the test. Students can register that evening or contact the office the next day. Please note that course sections are filled on a first-come, first-served basis. Alternate Daytime placement test - $25

COURSE: ENL 1000 | 3 Hours | FREE
Find this course on page 13

ESL 1
Those with basic English skills can benefit from this grammar review. Students will improve their conversational skills, pronunciation, intonation, and fluency. This course covers the most important parts of speech, vocabulary, and idioms at a low intermediate level.

Prerequisite: placement test

COURSE: ENL 110 | 60 Hours | $525
Find this course on page 13
ESL 2
Those with limited English who wish to move to a more advanced level should take this course. You will develop conversational skills and verbal fluency. The course covers grammar, including: verb tenses, adjectives, modals, gerunds, spelling, idioms, vocabulary, listening, reading and writing.
Prerequisite: ENL 110 ESL 1, or placement test
COURSE: ENL 210 | 60 Hours | $525
Find this course on page 13

ESL 3
This course is for students with a good working knowledge of English. Oral skills are practised through conversation and pronunciation exercises. Includes a review of speech, especially verb structures, noun clauses, listening comprehension, spelling, idioms, vocabulary, reading and writing.
Prerequisite: ENL 210 ESL 2, or placement test
COURSE: ENL 310 | 60 Hours | $525
Find this course on page 14

ESL 4
This course is for the student who demonstrates a high level of competence in the placement test. Includes grammar, a review of all parts of speech, and an introduction to new vocabulary and idiomatic expressions. Conversation, pronunciation, and correction are part of every class.
Prerequisite: ENL 310 ESL 3, or placement test
COURSE: ENL 410 | 60 Hours | $525
Find this course on page 14

ESL 5
This high-level, demanding course is designed for the very advanced learner of English. Focus on perfecting English skills, gaining a deeper knowledge of the finer points of grammar, levels of language, conversation and idioms. Some writing, spelling and vocabulary for particular situations may also be discussed. Be prepared to be corrected and challenged in every class.
Prerequisite: ENL 410 ESL 4, or placement test
COURSE: ENL 510 | 60 Hours | $525
Find this course on page 14

EVERNINGS WITH THE CALGARY PHILHARMONIC
Offered in cooperation with the Calgary Philharmonic Orchestra. Through listening, lecture, discussion and attendance at select CPO concerts, examine the making and development of classical music with the aim of deepening your understanding and appreciation of this music genre. The course offers a layman’s introduction to four concerts and attendance at those concerts. Course fee includes the price of concert tickets, orchestra seating. CPO season ticket holders please call to register at a reduced rate. Concerts include: The Symphonic Sound: Brahms and Mahler, Saturday, Sept. 30; Dvorak and Contemporary Music, Saturday, Oct. 14; Vocal Showpieces - Canadian Music, Friday, Nov. 10; and, Rachmaninoff and Beethoven, Saturday, Nov. 25.
COURSE: HUM 405 | 8 Hours | $325 + GST
Find this course on page 20

EVERYTHING YOU NEED TO KNOW ABOUT ALBERTA POLITICS
Alberta politics is strange. Or is it? We’ve only changed provincial governments four times since becoming a province in 1905, we’ve been the birthplace of many parties (like Social Credit) and our voting habits don’t often seem to have much of a relationship to what’s going on in the rest of the country. Discuss everything you need to know to easily follow provincial politics in Alberta. What powers do provincial governments actually have? What is the relationship between Alberta’s government, municipalities and the federal government? Why do Albertans vote the way they do? Other topics: provincial sales tax, Daylight Saving Time, equalization, and energy policy.
COURSE: FIF 637 | 6 Hours | $75 + GST
Find this course on page 22

FALL MIGRATION ON THE WEST COAST OF VANCOUVER ISLAND
This west coast experience at the Bamfield Marine Sciences Centre provides unparalleled access to unique coastal, marine and rainforest habitats and exceptional species diversity. Your adventure includes boat trips, experimentation and observations in the laboratory, presentations and field trips to beaches and a rain forest. Examine the biotic and abiotic characteristics of the ocean and observe marine mammals and birds. Walk on beautiful beaches and explore intertidal wonders. Ospreys and eagles can often be seen in their natural habitat! Hike part of the West Coast Trail through a coastal temperate rain forest. Accommodation is university dorm style with two persons per room. Field trips, labs and workshops will be guided by on-site educators. To register, call 403.220.2952. A deposit of $500 is required on registration. Final payment is due on July 14, 2017. Orientation is August 23. Airfare not included.
COURSE: FIF 400 | $949 + GST
Find this course on page 20
FAMILY PHOTOGRAPHY FOR NEW AND EXPECTANT PARENTS

By becoming more familiar with the features of digital SLR, point-and-shoot and smart phone cameras, learn to take great family photos. Be well prepared to capture posed and candid family images of early family life: expectant mothers, newborns and family portraits.

COURSE: PHO 125 | 12 Hours | $195
Find this course on pages 23, 30

FOUNDATIONS OF COLLABORATIVE CONFLICT RESOLUTION: WORKPLACE FOCUS

Dealing effectively with workplace conflicts is a key competency for success in any job. This foundation course offers you effective and practical tools for resolving conflicts collaboratively in the workplace. Through examination of the sources of conflict attitudes and beliefs, conflict styles, and the role of assumptions and emotions, you will gain an overview of conflict dynamics and collaboration strategies. This highly participatory course emphasizes self-awareness and understanding through structured exercises and simulations.

COURSE: PDS 002 | 21 Hours | $625
Find this course on page 12

FOUNDATIONS OF PERSONAL FINANCIAL MANAGEMENT

To make smart decisions with your money, you need a broad understanding of personal finance and financial management in all areas of your financial life. Start by looking at the big picture and gain a solid overview of topics such as the financial planning process, own versus leasing a vehicle, retirement accounts, pension plans, investment concepts and advice, taxation, estate planning topics and various types of insurance.

COURSE: PIW 112 | 15 Hours | $325 + GST
Find this course on page 22

FRAUD PREVENTION, DETECTION AND INVESTIGATION

A fraud protection program can prevent, detect, and deal with fraud in the workplace. Learn preventive measures to deter fraud and to detect and investigate fraud when it does occur. Topics include the legal definition of fraud, types of fraud in the public and private sectors and financial institutions, deterrent measures to avoid management liability for fraud under the new governance regime, fraud detection and prevention, investigating fraud including collecting and detecting evidence and submitting reports.

COURSE: BMC 137 | 20 Hours | $445
Find this course on pages 24, 28

FRENCH I

This course is designed for beginners in a French language class. Conversation topics cover the alphabet, numbers and dates. Main grammar points covered: gender of nouns, adjectives and articles, present tense of some regular and irregular verbs, formal and informal forms of address, reflexive verbs.

COURSE: FRE 100 | 40 Hours | $345
Find this course on page 19

FRENCH II

This course is designed for students who have some basic knowledge of the French language. Students should be comfortable saying basic phrases and forming simple sentences in the present tense. Conversation topics cover situations in the workplace, at the restaurant, store, airport, etc. Main grammar points include pronouns, adjectives and adverbs, and the past tense with auxiliary verbs: to have and to be.

Prerequisite: FRE 100 French I
COURSE: FRE 102 | 40 Hours | $345
Find this course on page 19

FRENCH III

Continue to explore verbs in the present tense including some irregular forms, expand your knowledge of the past tense and learn to juggle articles and pronouns, comparatives and superlatives. Vocabulary use and role-playing will ensure that your next trip to a francophone region is a success.

Prerequisite: FRE 102 French II
COURSE: FRE 103 | 40 Hours | $345
Find this course on page 19

FRENCH IV

Conversation topics cover a large range of social situations, workplace telephone calls, descriptions of emotions and state of mind, and discussions regarding political, social and artistic topics. The main grammar points introduced are direct object pronouns, relative pronouns, future tense and negative expressions.

Prerequisite: FRE 103 French III
COURSE: FRE 104 | 40 Hours | $345
Find this course on page 19

FRENCH V

This course is designed for intermediate learners. This level consists of the following elements: reflexive verbs, the conditional and subjunctive tenses. Conversation at this level is of a higher level of fluency and confidence.

Prerequisite: FRE 104 French IV
COURSE: FRE 105 | 40 Hours | $375
Find this course on page 19
FRENCH IMMERSION WEEKEND FOR BEGINNER STUDENTS
A two-day program of linguistic adventure provides you with an informal learning environment conducive to spontaneous use of the language. Fees include bus, meals, lodging and a whole lot of fun. Deadline to register is seven days prior to the start of the course.
Prerequisite: FRE 102 French II, or French 209
COURSE: FRE 112 | 20 Hours | $185
Find this course on page 19

FRENCH IMMERSION WEEKEND FOR INTERMEDIATE AND ADVANCED STUDENTS
A two-day program of linguistic adventure provides you with an informal learning environment conducive to spontaneous use of the language. Fees include bus, meals, lodging and a whole lot of fun. Deadline to register is seven days prior to the start of the course.
Prerequisite: FRE 104 French IV, or French 213
COURSE: FRE 111 | 20 Hours | $185
Find this course on page 19

GERMAN 1
Learn the basics of communicating in German, with an emphasis on speaking and understanding the language. This course is designed for students with no prior knowledge of the language.
COURSE: GER 110 | 30 Hours | $295 · GST
Find this course on page 19

GERMAN CONVERSATION
This course will give you an opportunity to practise speaking and listening skills to enhance your fluency in German. Develop conversational strategies, review grammar, and reinforce vocabulary and key expressions through role plays, games and small-group activities.
Prerequisite: GER 210 German 2
COURSE: GER 250 | 20 Hours | $245 · GST
Find this course on page 19

GMAT TEST PREPARATION
This GMAT preparation course, offered in collaboration with The Renert Centre, prepares you to meet today’s high admission standards and boost your score for MBA/graduate business schools. Drawing on over 20 years of experience in GMAT preparation, this course provides in-depth coverage of every area of this challenging exam: problem solving, data sufficiency, sentence correction, critical reasoning, reading comprehension, and analytical writing. Our GMAT preparation program is complete, and the materials are constantly updated to reflect current GMAT standards. Students will receive 26 hours of instructor-led lectures, ongoing support time until the day of their GMAT test, and free retakes of the course.
COURSE: ADL 901 | 26 Hours | $1,095 · GST
or $995 · GST if registered 30 days ahead
Find this course on page 6

GRAPHIC DESIGN
Study both the theory and practice of graphic design. By working on design exercises and projects, you will develop your skills and understanding of design principles, colour theory, message and content, visual organization, and techniques and typography.
COURSE: ART 320 | 30 Hours | $395
Find this course on pages 8, 13, 30

HAZARD ASSESSMENT AND RISK MANAGEMENT
A key aspect of any occupational health and safety program is the proper identification of any hazards that exist at the workplace, and the associated risk of injury or illness if a worker is exposed to the hazard. In this introductory course, you will learn the reasons why proper hazard identification is an important contributor to a successful occupational health and safety program, as well as practical tools to conduct workplace hazard assessments. The relationship between common hazards and risk of common occupational injuries, such as work-related back injuries or electrical burns, and illnesses, such as occupational cancers, will be explored in detail using practical examples.
Prerequisite: BMC 104 Health and Safety Management Systems: The Basics
COURSE: BMC 143 | 20 Hours | $480
Find this course on page 15

HEALTH AND SAFETY MANAGEMENT SYSTEMS: THE BASICS
This course introduces you to the characteristics of effective health and safety management systems. These systems are required for the proactive management of health and safety concerns throughout an organization. They ensure that all employees have clearly defined accountabilities for health and safety, resulting in the prevention of injuries and loss. This course is for beginning and practising health and safety officers, coordinators, professionals, trainers and administrators to gain knowledge of the fundamental principles used to manage health and safety issues in the workplace.
COURSE: BMC 104 | 30 Hours | $550
Find this course on pages 15, 16, 24

FOR MORE INFORMATION ON COURSES AND CERTIFICATES, GO TO CONTED.UCALGARY.CA OR CALL 403.220.2866
HELPING SKILLS IN CAREER AND ACADEMIC ADVISING
Examine the specific listening and helping skills for establishing the advising relationship. Identify and develop these skills, within the context of assisting others, to explore career and academic issues, and clarify and pursue their career goals.

COURSE: ADL 211 | 30 Hours | $525
Find this course on page 8

HISTORY OF DESIGN
Discover the factors that have influenced the practice and theory of design. Look at designs from around the world and consider their impact on culture and quality of life. Examples of architecture, graphic, interior, urban, garden, product, art, craft, and fashion design will be presented and discussed for you to make connections to your personal research interests.

COURSE: ART 102 | 30 Hours | $395
Find this course on pages 8, 13, 17, 23, 30

HISTORY OF FURNITURE
Explore the styles and functions of furniture in the Western world, from ancient times to modern day. The course looks at furniture and interiors of ancient Egypt, Greece and Rome, the Renaissance, Baroque, Rococo, 18th Century America, Neoclassicism, the Victorian era, Art Nouveau, Art Deco, Arts and Crafts, modern, and post-modern, as well as contemporary furniture styles.

COURSE: INT 109 | 10 Hours | $155
Find this course on pages 17, 30

HISTORY OF WOMEN IN ART
Art is a product of its time and a result of the social, political, and religious context in which it was created. We explore the portrayal of women in art through history, and focus on several related topics: the role of women in the society and their possible role as artists, issues of gender identity, social class and race, plus the examination of women's absence in traditional scholarly views. We will go back to prehistoric cave art and Venus figurines, look at the idealized ancient goddesses and mythological characters from Mesopotamia, Egypt and the Classical world, study religious and secular images of women in the Middle Ages, Renaissance and Baroque, and conclude with the changing role of women in contemporary art.

COURSE: FIF 244 | 20 Hours | $295 + GST
Find this course on page 20

HTML5 AND CSS3
Discover current web standards, design, and development practices, with emphasis on usability, cross-browser compatibility, accessibility, search engine optimization, and responsive web design. Learn how to separate defining web page's contents (HTML5) from presentation concerns (CSS3) and become familiar with a variety of tools. This course is for those with no prior knowledge of building a website and want to learn basic HTML and CSS3.

COURSE: ICT 580 | 30 Hours | $825
Find this course on pages 13, 28

HTML5 AND CSS3 WITH JQUERY
Explore current methodologies of responsive web design and progressive enhancement that will help you to deliver the best possible web experience. This course is for individuals who want to further learn, and apply HTML, jQuery and JavaScript concepts.

COURSE: ICT 581 | 30 Hours | $825
Find this course on pages 13, 28

Because of the delivery options, I was able to fit the program into my life, despite working full time.”

Carol Lobo. Graduate.
Human Resource Management Certificate.
HUMAN BEHAVIOUR IN ORGANIZATIONS
Improved understanding of human behaviour in organizations enhances your effectiveness, and influences the development and operation of your workplace. Topics include: your own behaviour and its impact on others, mentoring, culture, structure, the decision-making process, employee relations, productivity, and ethical issues.

COURSE: BMC 172 | 40 Hours | $595
Find this course on pages 11, 16, 25, 27, 28

HUMAN RESOURCE MANAGEMENT
Learn the foundation for effective employee recruitment, evaluation and compensation. Recruitment entails: accurate job descriptions, finding the best candidate, legal considerations, interview techniques, and orientation of new employees. Evaluation encompasses: competency assessments and performance reviews, and individual career paths. Compensation involves: monetary and non-monetary benefits, and ongoing feedback to ensure your plan is competitive and fair.

COURSE: BMC 165 | 40 Hours | $595
Find this course on pages 16, 25

INTEGRATED WORKPLACE HEALTH MANAGEMENT
Learn how organizations can create a work environment that supports employee health, safety and engagement while reducing disability and associated risk. Understand how you can develop strategies to address employees at all points in the health continuum, from optimal health and performance to being disabled and off work. Topics include: leadership and the work environment, stress management, employee assistance programs, health promotion, workers compensation and disability management/return-to-work processes.

Prerequisite: BMC 104 Health and Safety Management Systems: The Basics

COURSE: BMC 183 | 20 Hours | $480
Find this course on page 15

INTERIOR DESIGN — RESIDENTIAL
Fundamental principles of composition, functional relationships of spaces, finishing materials, and furniture and fixture selection are discussed and supported by a field trip. This course includes over 100 slides that look at current and historical interior design trends as well as the basics of reading interior spaces from drawings and photographs. The design principles taught rely mainly on residential examples.

COURSE: INT 101 | 20 Hours | $295
Find this course on pages 17, 30

INFORMATION SECURITY BASICS
Determining an acceptable level of organizational risk and dealing with complex legal and regulatory changes are constant pressures in today’s workplace. Learn to meet these demands by developing a road map for tactical and strategic compliance. Topics include: basic security concepts; regulatory and legal compliance with extra attention to current legislation; monitoring, detection, investigation and response; choosing between assessments, penetration tests and audits; standards and best practices; due diligence and downstream liability; defence in depth, and security from desktop to Internet.

COURSE: BMC 126 | 30 Hours | $495
Find this course on pages 25, 28

INTERNATIONAL HUMAN RESOURCE MANAGEMENT
Faced with the continuing growth of globalization in industry, Human Resource professionals are increasingly required to demonstrate understanding of the intricacies of conducting HRM programs in international and cross-cultural contexts. This course will examine organizational and employee perspectives on the design and delivery of international HRM programs. Issues to be explored include strategies for global recruitment and selection, multi-country compensation programming, cross-cultural adjustment and repatriation, performance management and career development for multinational employees, and international labour relations.

COURSE: BMC 177 | 20 Hours | $445
Find this course on pages 16, 25

INTRODUCTION TO ENVIRONMENTAL MANAGEMENT
Environmental management is the integration of environmental science and management. Discuss aspects and impacts, such as the pressures and responses of human activities on the natural environment. Tools and techniques for environmental management, as they apply to organizations and companies, are introduced. Examine the reasons and strategies for resource conservation, pollution prevention and environmental protection.

COURSE: BMC 129 | 30 Hours | $550
Find this course on pages 14, 15

For more information on courses and certificates, go to conted.ucalgary.ca or call 403.220.2866
INTRODUCTION TO MOTION GRAPHICS
Discover how to create and animate text, images, and video using Adobe After Effects, a software application used to create and deliver compelling motion graphics and visual effects for film and video. Learn basic animation of layers, work with keyframes and motion paths, 3D layers, rendering and outputting to enhance your video projects for web, or digital displays. This course is for individuals with no prior knowledge or experience of motion graphics.

COURSE: ICT 686 | 30 Hours | $825
Find this course on page 13

INVESTING FOR SUCCESS LEVEL 1
This interactive and engaging course will cover important principles for successful investing, as well as current market conditions and investment considerations. Topics include: capital markets, picking stocks, investment strategies, mutual funds, and taxation.

COURSE: PIW 132 | 15 Hours | $325 + GST
Find this course on page 22

ISSUES MANAGEMENT AND RISK/CRISSIS COMMUNICATIONS
The field of critical communications has three interrelated dimensions; proactively addressing emerging issues, developing believable risk communications programs, and reacting effectively in times of crisis. Explore this three-pronged spectrum of hot communications by studying key issue, risk and crisis strategies and tactics. Learn how the successful communicator can offer increased value to an organization through proactive planning and effective implementation. Learn also to distinguish key concepts associated with critical communications, theories for the creation of issues management, risk and crisis communications programs, as well as how to analyze and apply key communications principles.

COURSE: BMC 109 | 30 Hours | $495
Find this course on pages 25, 27

ITALIAN 1
Learn basic vocabulary, key phrases and introductory grammar as tools for basic interactional competence (oral and written). This course provides the appropriate foundation for progressing to higher levels.

COURSE: ITA 101 | 30 Hours | $295 + GST
Find this course on page 19

ITALIAN 2
Build on knowledge acquired in Level 1. Continue to expand vocabulary, grammar knowledge, and oral skills through interactive and practical dialogues.

Prerequisite: ITA 101 Italian 1

COURSE: ITA 102 | 30 Hours | $295 + GST
Find this course on page 19

ITALIAN 3
Level 3 introduces more complexity in verb tenses and works at expanding practical oral skills through maximum immersion in the Italian language.

Prerequisite: ITA 102 Italian 2

COURSE: ITA 103 | 30 Hours | $325 + GST
Find this course on page 19

ITIL FOUNDATIONS
During this 3-day course, students will learn ITIL® terminology, the structure, basic concepts and core principles of ITIL® practices for Service Management. The Foundation Certificate in IT Service Management is not intended to enable you to apply ITIL® practices for service management without further guidance.

COURSE: PDS 217 | 21 Hours | $1,900 + GST
Find this course on page 18

JAPANESE 1
This introduction to the basic structure of the Japanese language emphasizes oral proficiency, with some reading and writing (Hiragana). This course is for those with little or no background in Japanese.

COURSE: JPN 101 | 20 Hours | $265 + GST
Find this course on page 19

JAPANESE 3
This introduction to the basic structure of the Japanese language emphasizes oral proficiency, with some reading and writing including some Kanji.

COURSE: JPN 103 | 20 Hours | $295 + GST
Find this course on page 19

KITCHEN DESIGN
The kitchen is a focal point in every home. A properly designed kitchen affects all other aspects of living within a home environment. Discover practical solutions for designing effective and aesthetic kitchens. Discuss a wide range of design options and solutions.

COURSE: INT 122 | 3.5 Hours | $75
Find this course on pages 17, 30

KOREAN 1
This is an introductory course in spoken and written Korean. Course includes dialogues, grammatical explanations and vocabulary building exercises and uses the Hanguel alphabet.

COURSE: KOR 101 | 20 Hours | $265 + GST
Find this course on page 19

LABOUR RELATIONS
Contract administration, the grievance process and arbitration are central to labour relations. Following an introduction to these concepts, participate in a simulated negotiation. Topics include: third-party assistance, the structure and function of unions; labour relations legislation; and union management co-operation. Discuss the role that trade unions play, both in the workplace and in greater society. Gain an appreciation of the legal, social, economic and political framework and complexities within which contemporary labour relations operates in Canada, with some emphasis on Alberta. Also learn practical skills by working in teams to participate in a union contract negotiations simulation.

COURSE: BMC 156 | 30 Hours | $495
Find this course on pages 16, 25
**LANDSCAPE DESIGN**
A well-designed landscape creates outdoor spaces that extend indoor living spaces. Learn about the design process, focusing on the use of trees, shrubs, and plants. Topics include: site analysis, hard and soft landscaping, installation techniques, creating 'rooms', decks, special gardens, environmental concerns, and important horticultural design concerns.

*COURSE: LAN 100 | 20 Hours | $295*

*Find this course on pages 18, 30*

---

**LEADERSHIP IN PROJECT MANAGEMENT**
Examine different leadership styles, competencies and tools to help you develop the ability to lead complex projects and organizational change. At the same time, through the course’s exercises you will be able to guide yourself into the leadership journey. This course uses Jim Kouzes and Barry Posner’s Five Practices of Exemplary Leadership® model for a team performance context.

*COURSE: BMC 290 | 40 Hours | $745*

*Find this course on pages 25, 26*

---

**LEAN SIX SIGMA GREEN BELT TRAINING**
This five-day workshop teaches a globally-recognized methodology for rapidly and dramatically improving the output of their business processes. Participants learn how to improve their processes to maximize throughput, reduce costs and cycle time and improve overall quality. This methodology, used world-wide, provides a reliable approach for rapidly achieving world class business performance improvement.

*COURSE: PDS 233 | 35 Hours | $2,795*

*Find this course on page 9*

---

**LEARNING IN THE WORKPLACE**
Enhance your capacity to meet workplace learning challenges through visionary and realistic planning. This course will guide you through a systematic and thorough self-assessment. Then, with help, construct a personal development plan which will maximize your capabilities as a lifelong learner and provide you with a significant advantage in the emerging workplace. After learning these valuable skills, you will be able to teach them to others.

*COURSE: ADL 107 | 40 Hours | $625*

*Find this course on page 8*

---

**LEARNING ONLINE**
Discover more about yourself as an online learner in a supportive environment and ultimately determine if online learning is for you. Compare your current skills, habits and technical knowledge against what’s typically required for success in Continuing Education online courses. Whatever your starting point, you will develop and improve your abilities to connect, communicate and collaborate with others online. If you have previously taken an online course, you may apply to have the BMC 352 requirement waived. If you have previously taken BMC 152 Learning Online, you are not required to take BMC 352 Learning Online.

*COURSE: BMC 352 | 10 Hours | $185*

*Find more information on page 4*

---

**LEONARDO DA VINCI: A MAN OF MYSTERY**
There are few historical figures that are more celebrated than Leonardo da Vinci. He was a scientist before there was science, an inventor whose ideas were ahead of his time, and an artist who painted some of the most famous paintings in the world. Gain insight into the life of this great Renaissance master as well as an understanding of his world through the historical and social context. Discuss his childhood, career and work. Explore Leonardo’s interests and accomplishments in the fields of engineering, painting, architecture and anatomy. Examine many of his famous masterpieces including the Mona Lisa, Virgin of the Rocks, Lady with an Ermine, the Last Supper, and his notebooks and inventions.

*COURSE: FIF 615 | 6 Hours | $75 - GST*

*Find this course on page 22*

---

**LINGUISTIC STRUCTURES**
Even in a communicative context, second language teachers need a basic awareness about the structure of language and possible differences between the first and second language they are teaching. The three basic language structures of phonology (sound structure) morphology (word structure) and syntax (sentence structure) will be illustrated on a number of levels.

*COURSE: TSL 108 | 30 Hours | $515*

*Find this course on page 29*
**MAGICAL WORLD OF ANCIENT MYTHOLOGY**
Experience an exciting introduction to the primary characters and most important stories of ancient Greek and Roman mythology. Explore famous Olympians: Zeus, Apollo, Demeter, Persephone, Hermes, Dionysos, Aphrodite and others; and the Greek heroes: Theseus, Oedipus and Heracle. Discuss the most famous of all classical myths, the Trojan War and the Odyssey. We will examine and handle spectacular ancient Greek and Roman coins depicting mythological figures and symbols.

**COURSE:** FIF 614 | 6 Hours | $75 + GST
*Find this course on page 22*

**MANAGEMENT COMMUNICATIONS: INTERPERSONAL SKILLS**
Enhance your ability to communicate effectively in personal and professional settings. Learn more about your own communication style preferences. Acquire tools and techniques to build positive relationships and achieve favourable results interpersonally and in small and large groups. Practical strategies include effective ways of: giving and interpreting verbal and non-verbal messages, listening, giving and receiving feedback, leading meetings and giving presentations.

*Please Note: Students can take either BMC 206 Management Communications or BMC 316 Business Communication for Internationally Trained Professionals for certificate credit in designated programs. Credit will be granted for one course only.***

**COURSE:** BMC 206 | 40 Hours | $595
*Find this course on pages 16, 25*

**MANAGEMENT TOOLS AND TECHNIQUES FOR ENVIRONMENTAL ISSUES**
Explore environmental management challenges and issues faced by industry, and discover the key driving forces that are requiring companies to address these issues through an array of management techniques. Gain understanding and practical application of your toolbox of management approaches for environmental issues including: environmental impact assessment, environmental site assessment, regulatory roles and strategies, environmental legislation, emergency response planning, environmental management systems, environmental auditing, risk assessment and management, sustainability reporting, environmental communications and corporate social responsibility.

**COURSE:** BMC 116 | 30 Hours | $550
*Find this course on pages 14, 15*

**MANAGING RISK IN PROJECTS**
As projects become more complex, the challenges for executive decision-makers become greater. Discuss why current risk management practices can be ineffective. Explore practices for handling risk in your projects and determining who is responsible for doing it. Also learn how to prevent the risks you can avoid and minimize the ones that you can’t.

**COURSE:** BMC 345 | 15 Hours | $585
*Find this course on pages 25, 26*

**MANDARIN 1**
Learn conversational Mandarin in this course intended for those with little or no background in the language. Cover some culture and business etiquette. Learn practical phrases, and a grammatical framework for further study.

**COURSE:** MAN 101 | 20 Hours | $265 + GST
*Find this course on page 19*

**MARKETING: BUSINESS TO BUSINESS**
Business-to-business (B2B) marketing focuses on commercial transactions between businesses. Unlike business-to-consumer (B2C) marketing strategies that directly target consumers, B2B professionals work within the context of complex and networked relationships from suppliers and distributors to internal stakeholders and consultants. Understand how marketing and sales functions work together to assess and evaluate the business environment and market situation as well as specific customer needs. Learn how to develop and execute marketing strategies that offer differentiated value-added solutions and sell through direct and indirect channels. Explore new avenues for B2B marketing through social media and the use of CRM tools.

**COURSE:** BMC 125 | 30 Hours | $480
*Find this course on pages 21, 25*

**MARKETING PRINCIPLES**
Understand the objectives, scope and complexity of marketing, as well as the terminology and activities involved. Take a managerial approach with respect to product development, distribution, pricing and promotion. Emphasis is on: ethics, consumer behaviour, relationship marketing, market research, new product introduction, and the product life cycle.

**COURSE:** BMC 167 | 40 Hours | $595
*Find this course on pages 21, 25*

**MATH FUNDAMENTALS**
This is the first of three courses designed to prepare you for university entrance. This course covers the properties of real numbers and number theory, exponents and radicals, algebraic expressions, expanding and factoring polynomials, functions, linear functions, systems of linear equations, and right-angled trigonometry. In terms of polynomial functions, this course will have an emphasis on functions of degree one (linear).

*Prerequisite: Grade 9 math*

**COURSE:** UPG 010 | 70 Hours | $495
*Find this course on page 6*
MATH 1
This is the second of three courses designed to prepare you for university entrance. The course covers the properties of real numbers, a brief introduction to number theory, exponents and radicals, algebraic expressions, factoring, linear and quadratic equations, inequalities, system of linear equations, polynomials and their properties.

Prerequisite: Math 10-C, Pure Math 10, or UPG 010 Math Fundamentals

COURSE: UPG 020 | 70 Hours | $495
Find this course on page 7

MATH 2
This is the third of three courses designed to prepare students for undergraduate math courses. The course covers the properties of transformations, exponential and logarithmic functions, trigonometric functions, sequences and series, the conic sections, and selected topics in probability and statistics.

Prerequisite: Math 20-1, Pure Math 20, UPG 020 Math I

COURSE: UPG 101 | 70 Hours | $495
Find this course on page 7

MATH 3
This course is designed to prepare students for undergraduate calculus courses. As a Math 31 equivalency, this course covers topics of calculus as well as essential precalculus topics, including: review of functions, review of algebra, limits and continuity, differentiation, applications of differentiation, integration, and applications of integration.

Prerequisite: Math 30-1, Pure Math 30, UPG 101, Math 2

COURSE: UPG 031 | 70 Hours | $495
Find this course on page 7

MEDIATION SKILLS LEVEL I
This course introduces you to the concepts, skills and techniques needed to mediate disputes: determining whether mediation is appropriate, the role of the mediator, guiding the process, managing emotions, and using communication skills as a mediator. Mediation is a practical method for helping people resolve their conflicts and attain mutually satisfactory outcomes. You will mediate simulated disputes involving coworkers, customers, committee members, neighbours, parents/teens and co-parents. Emphasis is on skill development through simulated mediations assisted by trained coaches.

Prerequisite: PDS 001 Foundations of Collaborative Conflict Resolution, or PDS 002 Foundations of Collaborative Conflict Resolution: Workplace Focus; and, PDS 185 Negotiation Skills Level I recommended

COURSE: PDS 006 | 21 Hours | $625
Find this course on page 12

METRICS AND MEASUREMENT
Web analytics, social media, web 2.0, mobile technology and other digital channels have opened the data floodgates but what does it all mean? This course will give you a framework for how to set-up, monitor, and measure the results of a digital media strategy or an integrated marketing campaign, digital or traditional, from beginning to end. Learn important skills for research and analysis, and explore a variety of marketing metrics and measurement tools available for measuring your return-on-investment.

COURSE: BMC 313 | 20 Hours | $445
Find this course on pages 21, 25, 27

MICROSOFT EXCEL LEVEL 1
Microsoft Excel Level 1 has been designed to reinforce workforce skills. Students learn to create and edit professional-looking spreadsheets for a variety of purposes and situations. Students work on real-world problems like the ones they will encounter in the workplace ensuring they are ready for real professional challenges.

COURSE: ICT 415 | 14 Hours | $575
Find this course on page 21

MICROSOFT EXCEL LEVEL 2
Microsoft Excel Level 2 teaches students how to apply basic skill sets along with some intermediate to advanced functions to manage and audit numerical reports. Students will learn to create and manipulate charts, work with different types of graphics, look at various methods of analyzing, organizing, linking and sharing workbooks, learn to use advanced formatting features.

Prerequisite: ICT 415 Microsoft Excel Level 1

COURSE: ICT 416 | 14 Hours | $575
Find this course on page 21

MICROSOFT EXCEL LEVEL 3
Microsoft Excel Level 3 teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. Students will look at productivity tools to increase data entry, features to enable collaboration with others, and use various commands to analyze large numerical reports.

Prerequisite: ICT 415 Microsoft Excel Level 1, and ICT 416 Microsoft Excel Level 2

COURSE: ICT 417 | 14 Hours | $575
Find this course on page 21
MICROSOFT SQL SERVER DEVELOPMENT LEVEL 1
This course introduces you to the Transact-SQL (T-SQL) programming language, the foundation for the entire SQL Server platform. Using the SQL Server Management Studio Integrated Development Environment (IDE) you will learn how to create SQL Server objects such as databases, tables and views. In addition, you will learn how to retrieve, store and manipulate data.

COURSE: ICT 678 | 30 Hours | $925
Find this course on page 12

MICROSOFT MACROS AND VBA LEVEL 1
Take full advantage of Microsoft Office suite by automating routine tasks. No matter which application you're using, there are some tasks you perform dozens of times, such as typing a section of text, running a series of menu commands, or formatting a document in a particular way. This course shows you how to accomplish the same tasks by incorporating them into a macro that you can run with just a few mouse clicks or keystrokes.

COURSE: ICT 427 | 14 Hours | $625
Find this course on page 21

MICROSOFT OUTLOOK LEVELS 1 AND 2
Microsoft Outlook Levels 1 and 2 teaches students how to: create, edit, send and manage messages; use different features for tracking; manage attachments; manage email folders; create signatures; create and modify appointments, meetings, contacts, notes and tasks; work with data files; create search folders; manage auto replies; use RSS; manage security; share calendar and contacts.

COURSE: ICT 454 | 14 Hours | $525
Find this course on page 21

MICROSOFT POWERPOINT LEVELS 1 AND 2
Microsoft PowerPoint allows the information worker to create and manage presentations. Students will learn how to: add and edit text; create templates; add and modify slides layouts and themes; add and modify WordArt, graphics, shapes or illustrations, SmartArt, tables and charts; create and modify slide masters; add, remove and create custom animations; use slideshow features; create a presentation from an outline; import slides; insert hyperlinks, media clips and sounds; view and manage markups and comments; add signatures and security; remove hidden data; create self-running presentations and publish to a web server.

COURSE: ICT 456 | 14 Hours | $525
Find this course on page 21

MINDFULNESS MEDITATION
Based on an approach that is thousands of years old, mindfulness meditation is about being fully awake and present in every moment of our lives. Access powerful inner resources to cope with life’s challenges, calm the mind, relax the body, and cultivate insight. Benefits, including improved mood and reduced stress, depend upon establishing a personal routine. Components include: meditation, gentle hatha yoga, relaxation, group discussion, imagery and breathing techniques. Topics covered include mind/body interdependence, balance in the autonomic nervous system, and effective coping strategies.

COURSE: PIW 101 | 12 Hours | $325 + GST
Find this course on page 22

“Continuing Education was perfect for me. I was raising a family and working the whole time I took courses, so I was always juggling priorities. I liked that I could spread my program over a few years.”

Christa Then, Graduate.
Environmental Management Certificate
**NATURAL GAS PROCESSING SHORT COURSE**
This five-day short course reviews the physical, chemical, and engineering principles used to understand the processing of natural gas and its by-products. Topics include: physical properties, phase equilibria and vapour liquid equilibrium calculations, water-hydrocarbon systems and natural gas dehydration, natural gas gathering and plant inlet separation, sour natural gas treating/sweetening, dew point control and NGL liquid recovery, acid gas compression and injection, sulfur recovery. Participants include: new engineering graduates and technologists who need to develop an understanding of natural gas processing principles and technology; professionals who have been working in industry but are new to natural gas processing; or professionals who are familiar with natural gas processing, but are unfamiliar with how process simulators can be used to improve plant design and optimize plant profitability.

*COURSE: BUS 143 | 35 Hours | $1,595 + GST*

Find this course on page 13

---

**NEGOTIATION SKILLS LEVEL I**
Learn to prepare for negotiations, assess your alternatives, build a climate of collaboration, get beyond stubborn positioning and develop agreements that work for both sides. Negotiation skills are essential in daily interactions with others. Traditional approaches to negotiation promote competitive tactics, often resulting in unsatisfactory outcomes. Collaborative or interest-based negotiation aims for agreements that respond to the interests of both parties. Emphasis is on simulated negotiations assisted by trained coaches.

*Prerequisite: PDS 001 Foundations of Collaborative Conflict Resolution, or PDS 002 Foundations of Collaborative Conflict Resolution: Workplace Focus*

*COURSE: PDS 185 | 21 Hours | $625*

Find this course on page 12

---

**NEGOTIATION SKILLS LEVEL II**
This advanced course builds on Negotiation Skills Level I, to apply an interest-based approach to more complex negotiations. You will learn about negotiator assertiveness and style, identifying and responding to competitive tactics, assessing power dynamics and resolving impasses.

*Prerequisite: PDS 001 Foundations of Collaborative Conflict Resolution, or PDS 002 Foundations of Collaborative Conflict Resolution: Workplace Focus; and, PDS 185 Negotiation Skills Level I, PDS 006 Mediation Skills Level I, and PDS 007 Dealing With Anger*

*COURSE: PDS 010 | 35 Hours | $995*

Find this course on page 12

---

**OCCUPATIONAL HYGIENE: THE BASICS**
Discover the science behind occupational illness and disease. The number of people affected by occupational related disease continues to increase. This course illuminates the science and art of occupational hygiene and covers its past, present and likely future. Topics include: toxicology, occupational health and safety standards, airborne hazards, indoor air quality, ventilation systems, skin diseases, industrial noise, radiation, lasers, thermal stress, and protective equipment.

*COURSE: BMC 197 | 40 Hours | $630*

Find this course on pages 14, 15, 25

---

**OIL SANDS: OVERVIEW, ENVIRONMENTAL IMPACTS, AND REGULATIONS**
With respect to Alberta’s oil sands, should Canada be forced to choose between economic development and a sustainable environment? This course is designed for anyone interested in the environmental management, public relations, and health and safety job categories in the oil and gas industry. Through this course, develop the skill set required to understand, review, analyze, and evaluate environmental data and information related to the oil sands industry.

*COURSE: BMC 298 | 30 Hours | $550*

Find this course on pages 14, 15, 25

---

**NATUROPATHIC MEDICINE LEVEL 3**
This continued exploration looks at dysfunctional physiology and case studies in naturopathic medicine, which is a complete system of health care based on the philosophy of improving health and treating disease by assisting the body’s capacity to heal itself. This Level 3 course expands on the fundamentals learned in the introductory course and the modalities explored in Level 2. We will incorporate prior knowledge to evaluate and study presented cases as well as assess management options for various conditions affecting the health of our population. Special attention will be paid to herb and drug interactions, symptom evaluation in determining causal patterns of imbalance, and evaluating disease processes as dysfunction in normal physiology.

*Prerequisite: Naturopathic Medicine Level II*

*COURSE: FIF 156 | 18 Hours | $295 + GST*

Find this course on page 20, 22
PARENT EFFECTIVENESS TRAINING: A NEURO-DEVELOPMENTAL APPROACH NEW
What age should children 'listen' to their caregivers? Is it possible to get teens talking? Can a preschooler do chores? Parenting is a job that requires ongoing professional development on children's capabilities and the latest neural-biological research to understand why and when children do what they do. Parent Effectiveness Training (PET) is an evidence-based parent program presented within the framework of brain development information to enable parents of ages 2 - 25, to enhance their parent-child relationship. Ongoing online parenting coaching is available.

COURSE: PIW 138 | 12 Hours | $295 + GST
Find this course on page 22

PERFORMANCE MANAGEMENT
Helping employees attain optimal performance is essential if organizations are to remain competitive. Gain knowledge and skills in understanding the dynamics of employee performance, and learn how to use a foundational framework to partner with employees for success. Learn approaches to prepare for and conduct performance reviews, and become more comfortable with performance and career dialogues.

COURSE: BMC 353 | 20 Hours | $445
Find this course on pages 17, 25

PHOTOGRAPHY I — DIGITAL
Focus on Digital SLR cameras — cameras that are fully adjustable with the ability to change lenses. Topics include: composition, exposure control, automatic versus manual operation, aperture, shutter speed, white balance, using flash and available light, and evaluating the final pictures. Please bring camera and manual to first class.

COURSE: PHO 101 | 12 Hours | $195
Find this course on pages 23, 30

PHILOSOPHY OF MONEY
Philosophers might seem like the very last people to ask about money, since they are usually so bad at making it. But even Adam Smith himself, author of Wealth of Nations and father of capitalism, was a philosopher before he was an economist and had some surprising things to say about money and wealth. Smith was no outlier. Since at least Aristotle, philosophers have had interesting and provocative things to say about money. In this class, you will look at a few of them and discuss issues such as money and the nature of value, the ethics of wealth and charity, and money's relationship to happiness. This will involve covering why Aristotle thought banking was evil, why Adam Smith thought ambition was a curse, and what a Nobel Prize winning economist has to say about how much it costs to be happy.

COURSE: FIF 620 | 6 Hours | $75 + GST
Find this course on page 22

PHYSICS 1
This is the first of two courses designed to prepare you for university entrance. The course provides an introduction to the motion and energy of objects and waves. Specific units include kinematics, dynamics, circular motion, work/energy, oscillatory motion, and mechanical waves. 

Prerequisite: Science 10

COURSE: UPG 130 | 39 Hours | $475
Find this course on page 7

PHYSICS 2
This is the second of two courses designed to prepare you for university entrance. This course builds on the knowledge and experience gained from previous science courses. Specific units include: momentum and impulses, forces and fields, electromagnetic radiation, and atomic physics.

Prerequisite: Physics 20, Physics I

COURSE: UPG 230 | 39 Hours | $475
Find this course on page 7
### Politics in the City: Everything You Need to Know About Calgary Politics
Local politics is a bit of a puzzle. On the one hand, it’s the closest level of government to our everyday lives, providing services so essential that their absence would be almost immediately felt, such as police, fire service, water, and garbage collection. On the other hand, it has the lowest voter interest. In 2004, just 19 per cent of Calgarians turned out to select its city council. Gain the knowledge you need to easily follow local politics, in Calgary and elsewhere. We’ll discuss: What powers do city councils actually have? How do city budgets and property taxes work? Why don’t people turn out to vote? What role do property developers play in local politics?

**Course:** FIF 631 | 6 Hours | $75 + GST
*Find this course on page 22*

### Procurement and Contract Management
Explore the project procurement processes, from the initial procurement decision, through the solicitation process, to contract award administration, and closure. Also cover effective strategies to successfully manage key partners and vendors, and again tools and techniques to manage the contract life cycle.

**Course:** BMC 301 | 15 Hours | $585
*Find this course on page 26*

### Project Management Professional (PMP)® Exam Preparation
Prepare for the Project Management Professional PMP® exam to complete the PMP® certification. This highly interactive course uses different activities to practise test questions. Apply project management concepts, terms, methods and best practices that will help you build the confidence needed to satisfy the PMP® exam requirements.

**Course:** BMC 308 | 40 Hours | $745
*Find this course on page 26*

### Project Management: HR and Communication
Examine strategies to organize project teams as well as to communicate effectively with all project stakeholders. Focus on the development of human resource and communication planning for project success.

**Course:** BMC 302 | 15 Hours | $585
*Find this course on page 26*

### Project Management: Level I
This course provides a general overview of all the project management processes and knowledge areas as documented in A Guide to the Project Management Body of Knowledge (PMBOK™ Guide) – Fifth Edition. These areas and processes are: scope, time, cost, and risk management, with quality, human resource, communications, procurement, and stakeholder management.

**Course:** BMC 299 | 40 Hours | $745
*Find this course on pages 11, 25, 26*

### Project Management: Level II
In this advanced course study in depth the monitoring and controlling process group. Cover the knowledge areas studied in Level I in more detail so that you can prepare the proper documentation for a project plan. The emphasis is on the development of project monitoring and control skills. This course follows the methodology of A Guide to the Project Management Body of Knowledge (PMBOK™ Guide) – Fifth Edition.

**Prerequisite:** BMC 299 Project Management: Level I

**Course:** BMC 266 | 40 Hours | $745
*Find this course on pages 25, 26*

### Project Quality Management
Discover the concepts and fundamentals of quality management, their purpose, importance and value to the success of a project. Focus on quality planning, costs, requirements, and reporting metrics; highlighting the benefits of Quality Management to the overall effectiveness and efficiency of a project.

**Course:** BMC 300 | 15 Hours | $585
*Find this course on page 26*

### Pronunciation
If you have moderate pronunciation difficulties, this course provides you with a detailed and systematic study of the sounds and patterns of Canadian English. The focus is not only on effective speech production and auditory discrimination, but also on improved oral presentation techniques.

**Prerequisite:** ENL 4 or placement test

**Course:** ENL 415 | 30 Hours | $325
*Find this course on page 14*

### Public Relations
Organizations, including corporations, government and not-for-profit, understand the important role of strategic communications in their success. This course is for you if you: are a beginning practitioner responsible for communications, work in conjunction with the communications team within your organization, or want to better understand the valuable contributions communications can make to organizations and the community. What is public relations and its various elements? What is its strategic role and how does it fit within a broader communications context, including marketing and advertising, research, and future trends? This course relies on class participation and practical application of learning.

**Course:** BMC 119 | 40 Hours | $595
*Find this course on pages 25, 27*

---

*For more information on courses and certificates, go to conted.ucalgary.ca or call 403.220.2866*
**PUBLISHING AND PROMOTING YOUR WORK**
You will learn about the process of getting your work published through study, practice, peer and instructor feedback, and assignments. This course will prepare you to seek publication with a fiction or non-fiction manuscript using traditional or self-publishing. Learn the complexities of establishing an author platform, growing a social media presence, and submitting to an agent and publisher. Additional topics include the nuts and bolts of publishing; book design, making a publication deal, contracts and royalties. Assignments will allow you to create a professional query letter, author biography and marketing plan for a current or future book project.

**COURSE: WRI 330 | 30 Hours | $575**
Find this course on page 31

**PYTHON LEVEL 1 NEW**
Learn the fundamentals of the Python programming language, Python interactive environment and PyCharm Integrated Development Environment (IDE). Focus on best practices for writing, testing and debugging Python code.

**COURSE: ICT 781 | 30 Hours | $825**
Find this course on page 28

**REAL ESTATE DEVELOPMENT AND FINANCE**
Finance is possibly the most critical aspect of a development project. This course provides the fundamental building blocks for economic feasibility analysis. Learn to conduct a net present value analysis for a development concept of your choosing. You will gain an understanding of the economic principles that drive real estate development decisions, financing options, and many aspects of the development process itself.

**COURSE: CPE 119 | 18 Hours | $589**
Find this course on page 27

**REAL ESTATE LAW**
This course examines the legal issues involved in the acquisition, development, management and disposition of real estate. Topics include: offers, purchase and sale agreements, organization of the ownership entity, financing, mortgages, construction, taxation, and leasing.

**COURSE: CPE 111 | 18 Hours | $589**
Find this course on page 27

**RECRUITMENT AND SELECTION**
In the battle for talent, the recruitment and selection function takes on increased organizational significance. This course offers a comprehensive overview of recruitment and selection methods, tools, and resources. Topics include: internal and external recruitment, conventional and e-recruitment methods, interview methods and techniques, use of psychometric tools, referencing, employment contracts and a successful launch.

**COURSE: BMC 178 | 30 Hours | $495**
Find this course on pages 17, 25

**REGULATIONS, ROLES, AND RESPONSIBILITIES FOR HSE PROFESSIONALS**
Gain valuable insight into regulatory and ethical aspects of managing an occupational health and safety program. Explore common concepts in provincial and federal occupational health and safety law, including due diligence and the internal responsibility system. Discuss ethical perspectives around individual rights and employer responsibilities such as worker benefits, WCB premiums, employer obligations, and work refusal provisions. Learn strategies to reduce risk, increase compliance, and ensure that your organization is meeting its legal requirements. Prerequisite:”

Prerequisite: BMC 104 Health and Safety Management Systems: The Basics

**COURSE: BMC 317 | 30 Hours | $550**
Find this course on page 15

**RELATIONAL DATABASES FUNDAMENTALS**
This course introduces students to the principles behind designing a well formed relational database management system (RDMS) that optimizes the storage and retrieval of data. Also learn how to utilize the SQL language for creating, manipulating and securing the various database objects that are used in a RDMS.

**COURSE: ICT 128 | 30 Hours | $825**
Find this course on page 9

**REQUIREMENTS ANALYSIS AND DESIGN**
This course introduces the International Institute of Business Analysis Body of Knowledge (BABOK) area requirements analysis and design definition.

**COURSE: ICT 762 | 30 Hours | $825**
Find this course on page 28

**RESOLVING CONFLICT ON THE FRONTLINE: DEMONSTRATING LEADERSHIP AT WORK**
All members of organizations are expected and often required to handle workplace conflicts effectively, yet this can be a challenging task. This course will give you knowledge and skills for assessing workplace conflict, determining whether a collaborative process or a more formal intervention process is needed and choosing the best intervention approach. You will practise analyzing workplace conflicts, and using a collaborative process to intervene as a third party. You will learn to demonstrate leadership in addressing conflict in ways that move all people involved towards mutually agreeable solutions.

Prerequisite: PDS 001 Foundations of Collaborative Conflict Resolution, or PDS 002 Foundations of Collaborative Conflict Resolution: Workplace Focus; and, PDS 185 Negotiation Skills Level I

**COURSE: PDS 009 | 21 Hours | $625**
Find this course on page 12
RISK ASSESSMENT AND TREATMENT
Risk assessment processes help organizations to identify non-speculative and speculative risks, and make decisions regarding whether risk treatment is needed. Gain a broad understanding of assessment and treatment techniques that can help an organization to prepare for, and effectively deal with, potential hazards or insurable risks. Understand a number of risk control techniques and their application to situations involving accidental loss to property, personnel, environment and income. Discuss emerging risks in social media, regulations, supply chain management, crime and cyber space. It is recommended that students complete BMC 327 Risk Management Principles and Practices prior to enrolling in this course.

COURSE: BMC 326 | 40 Hours | $595
Find this course on page 25

RISK FINANCING
Gain a broad overview of risk financing as one of numerous risk treatment options. Techniques for estimating hazard-related losses and transferring hazard loss through the use of insurance are examined. This course focuses on alternative financing techniques for hazard risk including insurance, self-insurance, retrospective rating, captive insurance, and contractual risk transfer. Methods for transferring financial and hazard risk to capital markets are explored in detail.

COURSE: BMC 182 | 40 Hours | $595
Find this course on page 25

RISK MANAGEMENT PRINCIPLES AND PRACTICES
Formerly BMC 100 Risk Assessment. Students who have taken BMC 100 should not take this course. Develop an enterprise-wide perspective of risk by applying risk management concepts to four major categories: hazard (insurable) operational, financial, and strategic. This course broadens our understanding of risk management from its traditional focus on accidental losses to include all risks an organization may face. Learn about global risk management standards such as ISO 31000 and the COSO ERM – Integrated Framework, and discuss various risk identification and analysis techniques in detail. Apply rudimentary analytical tools to assess financial risk in areas of financial leverage, liquidity risk, and capital investment risk. Risk oversight, monitoring, and assurance are discussed from the perspective of governance and internal control. This course relies heavily on insurance based content consistent with risk assessment and risk management principles.

COURSE: BMC 327 | 40 Hours | $595
Find this course on page 25

RUSSIAN 1
In this conversationally oriented course learn useful phrases, basic grammar, and how to read the Russian alphabet.

COURSE: RUS 101 | 25 Hours | $295 - GST
Find this course on page 19

SECURITY ADMINISTRATION
Develop your understanding of the role of security management in organizations, current practices, loss prevention, and the laws and regulations affecting the profession. Topics include: security-related functions; determining exposure, risk and liability as they relate to loss through crime or other perils; the art of crime forecasting and contingency planning.

COURSE: BMC 159 | 40 Hours | $595
Find this course on pages 25, 28

SIGN LANGUAGE 101
Signing Naturally is a highly acclaimed program that is recognized as the finest and most effective teaching system in North America. Study American Sign Language and better understand the deaf community and its culture. Learn to introduce yourself, exchange personal information and talk about your surroundings.

COURSE: ASL 101 | 36 Hours | $375
Find this course on page 18

FOR MORE INFORMATION ON COURSES AND CERTIFICATES, GO TO CONTED.UCALGARY.CA OR CALL 403.220.2866
SIGN LANGUAGE 102
A continuation of Level 101 designed for personal interest or for those wishing to work toward a career in interpretation with the deaf or hard of hearing. Learn to talk about your family, tell about activities, give directions and describe others. Individual participation and group interaction with the instructor will be encouraged. Students are assessed through group conversation with the instructor.
Prerequisite: ASL 101 Sign Language 101
COURSE: ASL 102 | 36 Hours | $375
Find this course on page 18

SIGN LANGUAGE 201
To better understand the Deaf community and its culture, expand on vocabulary and grammar introduced in Level 1. In a classroom setting discuss people in an abstract way and learn to narrate events that occurred in the past. Discover appropriate cultural behaviours for directing and maintaining attention and strategies, such as controlling the pace of the conversation and resuming conversations after an interruption. Individual participation and group interaction with the instructor will be encouraged. Students are assessed through group conversation with the instructor.
Prerequisite: ASL 103 Sign Language 103.
COURSE: ASL 201 | 36 Hours | $395
Find this course on page 18

SPANISH 2
You should be comfortable saying basic phrases and forming simple sentences in the present tense. Expand your knowledge of grammar and vocabulary, and learn more about the culture of the Spanish-speaking countries.
Prerequisite: SPA 101 Spanish 1
COURSE: SPA 102 | 30 Hours | $325
Find this course on page 19

SPANISH 3
Reinforce your knowledge of the basic grammatical structures and learn how to talk about past events. Continue to build vocabulary and improve your listening and speaking skills.
Prerequisite: SPA 102 Spanish 2
COURSE: SPA 103 | 30 Hours | $325
Find this course on page 19

SPANISH 4
Learn how to talk about the past events using both the preterit and the imperfect past tenses. Practice your conversational and writing skills while gaining more insight into the cultural aspects of the Spanish-speaking world. This class is taught mainly in Spanish.
Prerequisite: SPA 103 Spanish 3
COURSE: SPA 104 | 30 Hours | $325
Find this course on page 19

SPANISH 5
The focus of this course is the present subjunctive mood and the accompanying grammatical structures. Continue to build vocabulary and practice your speaking and writing skills. This class is taught mainly in Spanish.
Prerequisite: SPA 104 Spanish 4
COURSE: SPA 105 | 30 Hours | $325
Find this course on page 19

SPANISH 7
In the final level of formal language training, fine points of grammar are highlighted as students continue to build vocabulary and improve their speaking and writing skills. This class is taught in Spanish.
Prerequisite: SPA 106 Spanish 6
COURSE: SPA 907 | 30 Hours | $325
Find this course on page 19

SPANISH CONVERSATION 1
Build your speaking and listening skills in this beginner Spanish conversational class. Develop conversational strategies, improve listening comprehension, reinforce grammar skills, and build vocabulary and common expressions in class and small-group discussions.
Prerequisite: SPA 104 Spanish 4
COURSE: SPA 410 | 30 Hours | $325
Find this course on page 20

SPANISH CONVERSATION 3
Continue to improve your speaking and listening skills in this high-intermediate conversational class. Master conversational strategies, build vocabulary, and review grammar while discussing various cultural topics, current world issues, and readings from Spanish literature.
Prerequisite: SPA 907 Spanish 7
COURSE: SPA 430 | 30 Hours | $325
Find this course on page 20

SPANISH CONVERSATION 4
This conversation class, taught entirely in Spanish, will help students improve their oral skills further in an informal setting.
Prerequisite: SPA 909 Spanish 9
COURSE: SPA 124 | 20 Hours | $275
Find this course on page 20

SPANISH 1
With little or no experience in Spanish, you are welcome in our interactive classes that focus on speaking the language. Saying basic phrases, pronouncing words correctly, asking questions and telling time are covered. There will be an introduction to articles, adjectives, pronouns and verbs in the present tense.
COURSE: SPA 101 | 30 Hours | $295 + GST
Find this course on page 19

SPANISH 2
You should be comfortable saying basic phrases and forming simple sentences in the present tense. Expand your knowledge of grammar and vocabulary, and learn more about the culture of the Spanish-speaking countries.
Prerequisite: SPA 101 Spanish 1
COURSE: SPA 102 | 30 Hours | $325
Find this course on page 19

SPANISH 3
Reinforce your knowledge of the basic grammatical structures and learn how to talk about past events. Continue to build vocabulary and improve your listening and speaking skills.
Prerequisite: SPA 102 Spanish 2
COURSE: SPA 103 | 30 Hours | $325
Find this course on page 19

SPANISH 4
Learn how to talk about the past events using both the preterit and the imperfect past tenses. Practice your conversational and writing skills while gaining more insight into the cultural aspects of the Spanish-speaking world. This class is taught mainly in Spanish.
Prerequisite: SPA 103 Spanish 3
COURSE: SPA 104 | 30 Hours | $325
Find this course on page 19

SPANISH 5
The focus of this course is the present subjunctive mood and the accompanying grammatical structures. Continue to build vocabulary and practice your speaking and writing skills. This class is taught mainly in Spanish.
Prerequisite: SPA 104 Spanish 4
COURSE: SPA 105 | 30 Hours | $325
Find this course on page 19

SPANISH 7
In the final level of formal language training, fine points of grammar are highlighted as students continue to build vocabulary and improve their speaking and writing skills. This class is taught in Spanish.
Prerequisite: SPA 106 Spanish 6
COURSE: SPA 907 | 30 Hours | $325
Find this course on page 19

SPANISH CONVERSATION 1
Build your speaking and listening skills in this beginner Spanish conversational class. Develop conversational strategies, improve listening comprehension, reinforce grammar skills, and build vocabulary and common expressions in class and small-group discussions.
Prerequisite: SPA 104 Spanish 4
COURSE: SPA 410 | 30 Hours | $325
Find this course on page 20

SPANISH CONVERSATION 3
Continue to improve your speaking and listening skills in this high-intermediate conversational class. Master conversational strategies, build vocabulary, and review grammar while discussing various cultural topics, current world issues, and readings from Spanish literature.
Prerequisite: SPA 907 Spanish 7
COURSE: SPA 430 | 30 Hours | $325
Find this course on page 20

SPANISH CONVERSATION 4
This conversation class, taught entirely in Spanish, will help students improve their oral skills further in an informal setting.
Prerequisite: SPA 909 Spanish 9
COURSE: SPA 124 | 20 Hours | $275
Find this course on page 20

SPANISH 1
With little or no experience in Spanish, you are welcome in our interactive classes that focus on speaking the language. Saying basic phrases, pronouncing words correctly, asking questions and telling time are covered. There will be an introduction to articles, adjectives, pronouns and verbs in the present tense.
COURSE: SPA 101 | 30 Hours | $295 + GST
Find this course on page 19
SPANISH FOR TRAVELLERS 1
Planning a visit to a Spanish-speaking country? Learn some basic phrases to make your travels more interesting and enjoyable. You will learn how to pronounce words correctly and pick up some travel tips from your teacher. Grammar is not the focus of this course.

COURSE: SPA 131 | 25 Hours | $275 + GST
Find this course on page 20

SPANISH MODULE I
This course provides a foundation for continuous language learning for anyone wishing to travel or work in a Spanish-speaking environment. These courses are conversation-based and are applicable to business and social situations. Bring your own lunch.

COURSE: SPA 301 | 10 Hours | $169 + GST
Find this course on page 20

STRATEGIC PLANNING
Learn the concepts and processes of strategic planning, and understand why it is essential for the success of your organization. Discover how to set strategic objectives and action plans in order to realize your mission. Experience a planning session firsthand from defining the vision to identifying the activities needed to meet stated outcomes.

COURSE: BMC 161 | 40 Hours | $595
Find this course on pages 17, 26

STRATEGIC WRITING FOR PUBLIC RELATIONS AND MARKETING
Learn the information necessary to achieve public relations writing success, including how to write and format documents such as news releases, advisories, media kits, backgrounders, and fact sheets through study, practice, peer and instructor feedback, and assignments. Continue with practice in marketing and advertising writing which may include: advertisements for print, radio, or television, proposals; sales; direct mail; fund raising and more. We will discuss the latest methods used in the industry such as engaging audiences through the web, social media, and blogs.

Prerequisite: WRI 150 Writing in the Workplace

COURSE: WRI 230 | 30 Hours | $575
Find this course on pages 27, 31

STRESS AND FATIGUE MANAGEMENT
Research tells us that fatigue is four times more likely to cause workplace impairment than drugs or alcohol, and that stress impacts overall worker well-being and work performance. Numerous strategies exist to help organizations mitigate these hazards and improve workplace environments. Gain an understanding of the science and workplace factors influencing stress and fatigue. Also, learn practical strategies to recognize and assess stress and fatigue risks in an organization, and more importantly, learn how to implement current best practices to effectively manage these hazards.

COURSE: BMC 350 | 30 Hours | $550
Find this course on pages 15, 17, 26

SUSTAINABILITY FUNDAMENTALS
Change through rapid industrialization, population growth, resource depletion and information technology affect our health, happiness and quality of life. Expand your knowledge and awareness of sustainability by exploring a wide range of perspectives and values that influence sustainable development. This course examines the concept of sustainability — meeting the needs of the present without compromising the needs of the future — by offering a new lens on these challenges and our world.

BMC 364 | 40 Hours | $649
Find this course on pages 26, 29

TAXATION OF CANADIAN OIL AND GAS COMPANIES
This course is designed for professionals interested in Canadian taxation of the petroleum industry. Topics include: resource expenditure classifications, intangible and tangible costs, resource property acquisitions and dispositions, oil and gas production taxation, federal and provincial considerations, flow-through shares, successor deductions, partnership, corporate reorganizations, inbound and outbound foreign investment, and scientific research and experimental development.

COURSE: PDS 227 | 16 Hours | $560 + GST
Find this course on page 21

TEACHING PRACTICUM — ESL
Observe an experienced ESL teacher in a classroom setting and complete paper-based recordings of ten hours of observations. Apply the knowledge and skills learned during the program in a supervised practice setting. Teach ten hours of lessons that you have planned. Receive feedback in the form of recommendations from your supervising teacher. All practicum observations and practice teaching will take place at the University of Calgary or other approved Calgary ESL providers.

Prerequisite: TSL Level 1 Certificate courses

COURSE: TSL 109 | 20 Hours | $515
Find this course on page 29
TECHNOCREEP: THE SURRENDER OF PRIVACY AND THE CAPITALIZATION OF INTIMACY
Technology continues to move in new and very creepy ways. Hackers have figured out ways to take over your thermostat and grab control of your car on the highway. Large and small companies have fallen victim to paralyzing ransomware, and nosy people can watch you through the camera in your smartphone or your Smart TV™. Part of this fast-paced session will be devoted to ways to minimize your digital footprint and become “info stingy”. Glimpse the scary world of biohacking – where people are using biological tools to cook up whole new life forms. We’ll also look at some technologies that are just around the corner and that may have profound impact on the way we are born and how we live our lives. This course requires no technical background and is suitable for everyone who is prepared to be a little bit creeped out. There is enough new information for those who have taken the course previously and want to repeat it.

COURSE: FIF 612 | 6 Hours | $75 + GST
Find this course on page 22

THE BERLIN WALL: TALES OF DIVISION AND UNITY
The fall of the Berlin Wall in 1989 was a significant turning point in world history, not only marking the end of the Cold War but a new chapter in international democratic freedoms. But how can we explain the building of such a dividing monument? How can we account for its fall in 1989? And how does the Wall influence our lives today? Commemorating the 25th anniversary of the unification of Germany, this course examines the historical context of Cold War Europe and the intimate stories of the people. Students will be exposed to recently declassified archival documents and multimedia from the Checkpoint Charlie Museum in Berlin as well as guest speakers who grew up in divided Germany.

COURSE: FIF 619 | 6 Hours | $75 + GST
Find this course on page 22

TEACHING SKILLS AND SYSTEMS 2 — ESL
Become aware of current classroom techniques that promote listening and speaking. Be introduced to the communicative method of second language learning through group discussion, modeling, games and activities. Then, discover how sounds are produced in a variety of languages and what practical teaching techniques you can use to correct common problems with pronunciation in a second language. Gain familiarity with the international phonetic alphabet.

COURSE: TSL 122 | 30 Hours | $515
Find this course on page 29

TECHNICAL WRITING AND DOCUMENTATION
Learn to effectively communicate information to your audience by applying relevant concepts and tools to help you make sense of various writing tasks. Develop your ability to analyze written information and use structure to reinforce its meaning and make the message clear. Produce writing samples based on documents including reports, policies and procedures, proposals, summaries, manuals, and user guides. Learn through study, practice, peer and instructor feedback, and assignments.

COURSE: WRI 215 | 30 Hours | $575
Find this course on page 31

TEACHING PRACTICUMS — ESL (30/50 HOURS) NEW
These practicum courses provide you with an opportunity to observe an experienced ESL teacher in a classroom setting and complete paper-based recordings of 20/30 hours of observations. In addition, you will apply the knowledge and skills learned during the program in a supervised practice setting. You will teach 10/20 hours of lessons that you have planned. You will receive feedback in the form of recommendations from your supervising teacher. All practicum observations and practice teaching will take place at the University of Calgary or other approved Calgary ESL providers.

Prerequisite: TSL Level 1 Certificate courses

COURSE: TSL 118 | 30 Hours | $755
COURSE: TSL 119 | 50 Hours | $1,255
Find this course on page 29

TEACHING SKILLS AND SYSTEMS 1 — ESL
Explore both theoretical and practical aspects of specific skills in learning a second language. Review what is known about the reading and writing process including communicating well to be heard and understood, and reading and writing for specific purposes. Next review what is known about teaching grammar in a second language while concentrating on pedagogical techniques. Cover critical and innovative approaches to grammar and learn specific strategies for teaching grammar in a second language. Finally, cover systematic and principled procedures for teaching vocabulary.

COURSE: TSL 121 | 30 Hours | $515
Find this course on page 29

74
TO REGISTER: PAGE 1
THE SOCIAL HISTORY OF VICTORIAN BRITAIN: A RESPECTABLE SOCIETY  NEW

Victorian Britain is often defined by its prescriptive respectability and this stereotypical view has given rise to both derision and admiration. This course looks at the roots, rise, notions, and results of respectability in British 19th century society. Its examination of the social practices and norms will allow the Victorian Britons to emerge from their frequent portrayal as staid and boring. Topics include marriage and family, death, class expectations, work and leisure.

COURSE: FIF 218 | 20 Hours | $295 + GST
Find this course on page 20

TOEFL TEST PREPARATION

For students with a high level competence, this demanding course further prepares students for the internationally recognized Test Of English as a Foreign Language. Focus on perfecting your reading, writing, speaking, listening and test taking skills. Be prepared to be challenged.

Prerequisite: ENL 3 ESL 3, or placement test

COURSE: ENL 430 | 60 Hours | $500
Find this course on page 14

TRAIN THE TRAINER 1

What are the characteristics of an outstanding trainer? Throughout this workshop, explore the key skills and techniques that result in successful face-to-face training. Learn how to establish a positive learning environment. Use a variety of training techniques, and ensure that individual and group needs are met. Demonstrate your new skills through practice presentations. Be prepared for an active and engaging experience. This workshop is intended for workplace trainers and adult and continuing education instructors.

COURSE: ADL 139 | 20 Hours | $525
Find this course on page 8

TRAIN THE TRAINER 2

In this Level 2 workshop, build and enhance your skills as a trainer in a face-to-face learning environment. Explore the major steps in designing an effective training program, learn how to align learning activities with learning outcomes and develop your skills in evaluating training effectiveness. In addition, chart your progress through verbal and written feedback from other students and the instructor.

Prerequisite: ADL 139 Train the Trainer 1

COURSE: ADL 239 | 15 Hours | $425
Find this course on page 8

TSL — LEVEL 2

Examine theories of first and second language acquisition and consider how learners’ first language affects their learning of another language. Discuss the unique challenges of teaching children, youth and adults, as well as teaching students at different proficiency levels. Learn concrete approaches for reaching learners with various learning styles and help students to develop their autonomy and learning strategies. Finally, consider principles and techniques for effective verbal and written correction and feedback.

Prerequisite: TSL Level 1 Certificate courses

COURSE: TSL 124 | 30 Hours | $515
Find this course on page 29

TSL FUNDAMENTALS — ESL

Be introduced to the field of learning and teaching a second language. Become familiar with the terminology used generally in the realm of second language teaching and specifically in the TSL Certificate program. Then focus on principles of classroom management and lesson planning. This will include concepts such as increasing student interaction in the classroom, using effective teacher language and logical staging of various lesson types.

COURSE: TSL 120 | 40 Hours | $615
Find this course on page 29

TYPOGRAPHY

Develop your understanding of typography in relation to expressive, text and image-based content. Learn about the functional and formal properties of type. An understanding of format, hierarchy, legibility, clarity and type as the carrier of meaning will be investigated. Discover the important roles of shape, size, personality and choosing the appropriate typeface play in good design, which leads to effective communication.

COURSE: ART 316 | 30 Hours | $395
Find this course on pages 8, 13, 31

UNDERSTANDING AND PREPARING FOR RETIREMENT

Explore retirement within the context of both traditional and current models, as well as the concepts of change and transition and implications on planning a successful retirement. Explore 15 factors in key life arenas of family, relationships, work/career, leisure and spirituality. If you are looking to reinvent your future years, this course will provide the information necessary to assess current and future plans towards making retirement a reality. This course is not a financial planning course. NOTE: An optional online assessment tool will be available. Please bring a cheque for $53.95 to the first class if you wish to purchase. This tool is not required for the course.

COURSE: PIW 125 | 12 Hours | $275 + GST
Find this course on page 29

FOR MORE INFORMATION ON COURSES AND CERTIFICATES, GO TO CONTED.UCALGARY.CA OR CALL 403.220.2866

75
VISUAL ANALYTICS NEW
This foundational course focuses on the design and implementation of interactive computer visualization techniques for the analysis, comprehension, and explanation of large collections of abstract information. The application of principles from perception, information visualization, interaction and visual analytics will be covered. Practical skills for using tools for cleaning up data, creating interactive visualizations, conducting exploratory analysis and deriving insights from large datasets will be emphasized.

COURSE: ICT 774 | 30 Hours | $975
Find this course on page 9

WATER QUALITY
The chemistry and biology of water is the focus of this course. Study water sampling and analysis from many perspectives – water management planning and municipal drinking water to treatment of wastewater and contaminant remediation. Learn about regulatory requirements, improving water monitoring programs, and ensuring accurate, reliable results.

COURSE: BMC 246 | 30 Hours | $550
Find this course on page 14

WEDDING PHOTOGRAPHY 1
In wedding photography, you have only one chance to get it right! Develop your technical skills and creative styles. Focus on the wedding day process from start to finish with demonstrations and live models. Take your photography skills and confidence to the next level, learning how to take great photographs in any conditions. There will be hands-on training, critiques and a field trip.

Prerequisite: PHO 101 Photography 1

COURSE: PHO 123 | 21 Hours | $270
Find this course on pages 23, 31

WRITING IN THE WORKPLACE
Successful communicators know that effective writing is essential in a variety of professions. You will develop your writing skills through working on correspondence, such as letters, memos, and email; as well as summaries, reports and/or proposals. Topics include: composition, writing clearly, grammar, sentence structure, writing across cultures, and ethical writing. Ample opportunity for writing is available through exercises and assignments, and feedback on your writing is provided by peers as well as by the instructor.

COURSE: WRI 150 | 40 Hours | $775
Find this course on pages 11, 26, 31

WRITING A NOVEL: FIRST DRAFT
Writing a novel is a challenging and exciting journey. Through practical experience, learn to write fiction uncritically for quantity, write to a deadline, meet daily word-count goals and sketch an entire story arc. Topics include character and scene development, dialogue, narration, and plot creation. Your goal is to have a 50,000-word first draft by the end of the course. Suitable for all genres.

Prerequisite: WRI 140 Creative Writing Exploration

COURSE: WRI 460 | 30 Hours | $575
Find this course on page 31

WRITING EFFECTIVE ONLINE CONTENT NEW
Content Marketing is the overall strategy to create and distribute relevant and compelling online content that will attract, retain and motivate readers. Learn how to write engaging online content, based on the information needs of a clearly defined audience and the organization’s business goals. Explore theory and practice, and test concepts through weekly exercises. With guidance from the instructor, give and receive constructive feedback in a supportive writing environment.

COURSE: WRI 350 | 20 Hours | $575
Find this course on pages 26, 31

WRITING POETRY
Poetry has the capacity to remake and translate the things of the world into new ways of thinking about them. We have been drawn to poetry since before the written language. You will explore a toolbox of poetic techniques and how to locate, write and edit your own work. We will examine closely how simile and metaphor, classical forms, rhythm and rhyme operate in the design of poetry, as well as contemporary Spoken Word.

Prerequisite: WRI 140 Creative Writing Exploration

COURSE: WRI 420 | 30 Hours | $575
Find this course on page 31

WRITING WELL
Writing is at the heart of professional, personal and creative communication, and is, therefore, a critical skill in many realms. To write well, you must be familiar with audience, purpose, form and style as well as the mechanics of writing. Learn the essential skills to be successful at getting your intended message across to a variety of audiences through study, practice, peer and instructor feedback, and assignments.

COURSE: WRI 110 | 30 Hours | $575
Find this course on page 31
For the most complete and up-to-date information go to conted.ucalgary.ca/info

Age Requirement
You must be at least 18 years of age to enrol in a Continuing Education course or certificate program unless otherwise specified, as in the case of academic preparation for undergraduates or a program designed specifically for youth.

GST
The Goods and Services Tax is additional when applicable.

Special Needs
Please advise Continuing Education of any special needs requirements, such as disability and/or dietary requirements (if meal is included). Also, visit the UCalgary Student Accessibility Services website at: ucalgary.ca/access

Your Privacy
Continuing Education is committed to protecting the privacy of its students. Personal information is collected under the authority of the Post-secondary Learning Act. You will be asked to provide contact information when you register with Continuing Education or request information about Continuing Education courses and programs. You will be sent a UCID number and password. You can access your personal information through the My ContEd Student Portal using the assigned UCID number and password. The personal information you submit will form part of your student record and will be used to respond to your inquiries, to send you information about your application for admission to a course or program, to send you information about the courses and programs in which you are registered, and to prepare aggregate statistical data. On your student profile, you will have the ability to opt in to receive information about courses and programs offered by Continuing Education.

Registration Receipt and Course Location
Receipts include the location of the course, applicable notes and transaction details. Receipts are automatically emailed to registrants and mailed only upon request. The location of your course can also be found in the My ContEd student portal by clicking on My Course Schedule.

Course Cancellation
If a course is cancelled due to insufficient enrolment or other unforeseen circumstances, all registrants will receive a full refund, or may choose to transfer without charge to another course.

Income Tax Receipts (T2202A)
T2202A income tax receipts for eligible non-credit courses are available for download through the My ContEd portal in February. For more information, go to conted.ucalgary.ca/info. UCalgary Employee Tuition Support is considered a non-taxable benefit for employees of the University of Calgary. Employees should NOT request a T2202A for courses paid via tuition support.

Refund and Withdrawal Policy
A $25 withdrawal fee will be applied to all approved refunds, as per the following rules.

- For a refund to be issued, notice of withdrawal from a course must be received ten calendar days or more prior to the start date of the course. The withdrawal fee will be deducted from the refund for the course fee.
- If notice of a student’s withdrawal from a course is received less than ten calendar days prior to the start date of the course, a refund will not be issued.
- Failure to return course materials included in the original course fees – in mint condition – at the time of your notice of withdrawal will result in the cost of the materials being added to the $25 withdrawal fee.

Parking Main Campus
Temporary parking passes are available on the Main Campus for Continuing Education students. The passes can be purchased at the time of registration by phone or in person. The passes are available prior to the start of each term. When purchasing, please indicate the term for which you require parking. Passes will be valid for lot #32 after 3:30 pm Monday to Friday and all day on Saturdays and Sundays. Passes will be sold on a first-come, first-served basis and quantities are limited. Space is not guaranteed for pass holders. Refunds will be issued only in the event your class is cancelled.

Parking Downtown Campus
There is a covered pay parking lot attached to the University of Calgary Downtown Campus and many pay surface and underground lots in the downtown area. See conted.ucalgary.ca/parking

REFUND, WITHDRAWAL, AND TRANSFER POLICY
Note: ‘course’ denotes any Continuing Education offering (course, seminar, workshop, etc.)

Any exceptions to the refund, withdrawal and transfer policies outlined below are stated on the Confirmation of Registration you receive by email after enrolling in your course.

If a refund or transfer is approved, reimbursement will be made via the original payment method. Reimbursements by cheque may take two weeks or more to process.

Registration you receive by email after enrolling in your course.

For the most complete and up-to-date information go to conted.ucalgary.ca/info

Age Requirement
You must be at least 18 years of age to enrol in a Continuing Education course or certificate program unless otherwise specified, as in the case of academic preparation for undergraduates or a program designed specifically for youth.

GST
The Goods and Services Tax is additional when applicable.

Special Needs
Please advise Continuing Education of any special needs requirements, such as disability and/or dietary requirements (if meal is included). Also, visit the UCalgary Student Accessibility Services website at: ucalgary.ca/access

Your Privacy
Continuing Education is committed to protecting the privacy of its students. Personal information is collected under the authority of the Post-secondary Learning Act. You will be asked to provide contact information when you register with Continuing Education or request information about Continuing Education courses and programs. You will be sent a UCID number and password. You can access your personal information through the My ContEd Student Portal using the assigned UCID number and password. The personal information you submit will form part of your student record and will be used to respond to your inquiries, to send you information about your application for admission to a course or program, to send you information about the courses and programs in which you are registered, and to prepare aggregate statistical data. On your student profile, you will have the ability to opt in to receive information about courses and programs offered by Continuing Education.

Registration Receipt and Course Location
Receipts include the location of the course, applicable notes and transaction details. Receipts are automatically emailed to registrants and mailed only upon request. The location of your course can also be found in the My ContEd student portal by clicking on My Course Schedule.

Course Cancellation
If a course is cancelled due to insufficient enrolment or other unforeseen circumstances, all registrants will receive a full refund, or may choose to transfer without charge to another course.

Income Tax Receipts (T2202A)
T2202A income tax receipts for eligible non-credit courses are available for download through the My ContEd portal in February. For more information, go to conted.ucalgary.ca/info. UCalgary Employee Tuition Support is considered a non-taxable benefit for employees of the University of Calgary. Employees should NOT request a T2202A for courses paid via tuition support.

Refund and Withdrawal Policy
A $25 withdrawal fee will be applied to all approved refunds, as per the following rules.

- For a refund to be issued, notice of withdrawal from a course must be received ten calendar days or more prior to the start date of the course. The withdrawal fee will be deducted from the refund for the course fee.
- If notice of a student’s withdrawal from a course is received less than ten calendar days prior to the start date of the course, a refund will not be issued.
- Failure to return course materials included in the original course fees – in mint condition – at the time of your notice of withdrawal will result in the cost of the materials being added to the $25 withdrawal fee.

Parking Main Campus
Temporary parking passes are available on the Main Campus for Continuing Education students. The passes can be purchased at the time of registration by phone or in person. The passes are available prior to the start of each term. When purchasing, please indicate the term for which you require parking. Passes will be valid for lot #32 after 3:30 pm Monday to Friday and all day on Saturdays and Sundays. Passes will be sold on a first-come, first-served basis and quantities are limited. Space is not guaranteed for pass holders. Refunds will be issued only in the event your class is cancelled.

Parking Downtown Campus
There is a covered pay parking lot attached to the University of Calgary Downtown Campus and many pay surface and underground lots in the downtown area. See conted.ucalgary.ca/parking

REFUND, WITHDRAWAL, AND TRANSFER POLICY
Note: ‘course’ denotes any Continuing Education offering (course, seminar, workshop, etc.)

Any exceptions to the refund, withdrawal and transfer policies outlined below are stated on the Confirmation of Registration you receive by email after enrolling in your course.

If a refund or transfer is approved, reimbursement will be made via the original payment method. Reimbursements by cheque may take two weeks or more to process.

Registration you receive by email after enrolling in your course.

For the most complete and up-to-date information go to conted.ucalgary.ca/info

Age Requirement
You must be at least 18 years of age to enrol in a Continuing Education course or certificate program unless otherwise specified, as in the case of academic preparation for undergraduates or a program designed specifically for youth.

GST
The Goods and Services Tax is additional when applicable.

Special Needs
Please advise Continuing Education of any special needs requirements, such as disability and/or dietary requirements (if meal is included). Also, visit the UCalgary Student Accessibility Services website at: ucalgary.ca/access

Your Privacy
Continuing Education is committed to protecting the privacy of its students. Personal information is collected under the authority of the Post-secondary Learning Act. You will be asked to provide contact information when you register with Continuing Education or request information about Continuing Education courses and programs. You will be sent a UCID number and password. You can access your personal information through the My ContEd Student Portal using the assigned UCID number and password. The personal information you submit will form part of your student record and will be used to respond to your inquiries, to send you information about your application for admission to a course or program, to send you information about the courses and programs in which you are registered, and to prepare aggregate statistical data. On your student profile, you will have the ability to opt in to receive information about courses and programs offered by Continuing Education.

Registration Receipt and Course Location
Receipts include the location of the course, applicable notes and transaction details. Receipts are automatically emailed to registrants and mailed only upon request. The location of your course can also be found in the My ContEd student portal by clicking on My Course Schedule.

Course Cancellation
If a course is cancelled due to insufficient enrolment or other unforeseen circumstances, all registrants will receive a full refund, or may choose to transfer without charge to another course.

Income Tax Receipts (T2202A)
T2202A income tax receipts for eligible non-credit courses are available for download through the My ContEd portal in February. For more information, go to conted.ucalgary.ca/info. UCalgary Employee Tuition Support is considered a non-taxable benefit for employees of the University of Calgary. Employees should NOT request a T2202A for courses paid via tuition support.

Refund and Withdrawal Policy
A $25 withdrawal fee will be applied to all approved refunds, as per the following rules.

- For a refund to be issued, notice of withdrawal from a course must be received ten calendar days or more prior to the start date of the course. The withdrawal fee will be deducted from the refund for the course fee.
- If notice of a student’s withdrawal from a course is received less than ten calendar days prior to the start date of the course, a refund will not be issued.
- Failure to return course materials included in the original course fees – in mint condition – at the time of your notice of withdrawal will result in the cost of the materials being added to the $25 withdrawal fee.
Transfer Between Courses
A $25 transfer fee will be applied to all approved transfers, as per the following rules.

- To transfer out of any course that is less than 30 hours, the request must be received at least 10 days prior to the course start date.
- To transfer out of a course that is 30 hours or more and taught in the classroom or in a blended format, the request must be received prior to the start of the second class session.
- To transfer out of an online course, that is 30 hours or more, the request must be received within seven calendar days from the course start date.
- When transferring into a course with a fee that is less than the fee for the course in which the student originally enrolled, the student will be reimbursed the difference minus the $25 transfer fee.
- When transferring into a course with a fee that is more than the fee for the course in which the student originally enrolled, the student will be charged the difference plus the $25 transfer fee.
- Failure to return course materials included in the original course fees – in mint condition – at the time of transfer will result in the cost of the materials being added to the $25 transfer fee.
- In some cases, the transfer fee may be adjusted to include non-refundable costs incurred by Continuing Education on behalf of the student.

CERTIFICATES, GRADES AND GRADUATION

Admission Requirements
To register for a UCalgary Continuing Education course, you must be 18 years of age or older, unless otherwise specified, as in the case of academic preparation for undergraduates or a program designed specifically for youth.

A minimum of a senior high school diploma and relevant workplace experience is recommended for most certificate programs; however, we encourage you to discuss your situation and needs with a Continuing Education student advisor.

Certificate Admission Process
A student who is applying for admission to a UCalgary Continuing Education certificate program must complete the application form and pay a non-refundable fee. The form can be found at conted.ucalgary.ca/info. Admission to the program will lock in the certificate requirements leading to your graduation.

Prior to admission, an applicant whose primary language is not English must demonstrate English language proficiency. For details go to conted.ucalgary.ca/info. See English Language Proficiency.

Prerequisite and Proficiency
We recommend students complete core courses before taking other courses in a certificate program.

Prerequisite: Course that must be completed prior to registering in a course.

Proficiency: Level of skill or knowledge that is recommended prior to registering in a course.

Attendance and Performance
Missing more than 25 percent of class hours may result in a failing grade. Continuing Education may review a student’s progress at any time and in the case of unsatisfactory performance, may refuse permission for the student to continue in the certificate program.

Graduation Requirements for all Certificate Programs
It is the student’s responsibility to ensure that all requirements for graduation are fulfilled in a timely fashion. To assist students in this, advisors are available to meet with students, or discuss via phone or email, to review their status and determine outstanding requirements. When all requirements are fulfilled, it is the student’s responsibility to apply to graduate. For details visit conted.ucalgary.ca/graduation

Transcripts
For information about official transcripts from Continuing Education please call 403.220.4705. The fee is $10 (GST exempt) per official transcript, and includes a student copy, VISA, MasterCard or American Express must be used if ordering by phone.

For the online transcript request go to conted.ucalgary.ca/info. See Forms.

Prior Learning Assessments
Each Continuing Education Certificate Program has specific policies regarding the award of advanced standing credits or seminar credits for prior learning. For more information please refer to specific programs at conted.ucalgary.ca/ certificates or call 403.220.2866.

Funding and Scholarships
Awards are given to deserving students not only for their academic achievement, but also for community involvement. Award sponsors include corporate and private donors.

To apply, you must meet eligibility criteria and submission deadlines. We encourage you to review the following list and apply for all funding and scholarships that you may be eligible for:

- Canada - Alberta Job Grant
- Continuing Education Endowment Award (Visual Design, Adult Learning, Writing Certificates)
- Dick Martin Scholarship Award (Health, Safety, and Environment Certificate)
- Esmail and Safana Bharwani Award Funded by: Esmail Safana Farzana Fayaz Bharwani Foundation (Adult and Community Education, Adult Learning specializing in Adult and Community Education, Professional Management and Marketing Management Certificates)
- Chartered Professionals in Human Resources of Alberta Award (Human Resource Management Certificate)
- Kay A. Pringle Memorial Scholarships (some Management Certificates)
- Palpa and Lila Nair Scholarship (Environmental Management, and Health, Safety and Environment)
- Thomas Brown and Linda Harvey Scholarship Application (Environmental Management Certificate)

Detailed information is at conted.ucalgary.ca/funding
## Course Registration

### By Mail
University of Calgary  
Continuing Education  
2500 University Drive NW  
Calgary, AB, T2N 1N4

### In Person
University of Calgary  
Continuing Education  
Energy Resources Research Building (ERRB)  
N140, 3512 - 33 St NW  
Calgary, AB

### By Phone
403.220.2866  
1.866.220.4992 (Toll free outside of Calgary and North America)

### By Fax
403.284.5702

1. **Course Title**  
   Course Number  
   Section Number  
   Dates  
   Fee

2. **Course Title**  
   Course Number  
   Section Number  
   Dates  
   Fee

3. **Course Title**  
   Course Number  
   Section Number  
   Dates  
   Fee

Are any of these courses to be used as a credit toward a certificate program?  
Yes ☐  No ☐

If yes, please name the certificate program: ____________________________

**Note:** In order for credit to be applied to a certificate, you must be registered in the certificate program. For the certificate admission form visit [conted.ucalgary.ca](http://conted.ucalgary.ca) and click Info for Students. See Forms and Applications.

### Personal Information

- **Surname** ________________  
- **Previous Surname** ________________
- **Given Name** ________________  
- **Second Given Name** ________________
- **Date of Birth** (MM/DD/YYYY)  
- **Phone** ________________  
- **Fax** ________________
- **Email** ________________  
- **UCID#** ________________
- **Home Address** ________________
- **City** ________________  
- **Province** ________________  
- **Postal Code** ________________

### Payment

- **Main Campus Parking Pass**  
  Yes ☐  No ☐  
  Quantity ________________  
  ($91 per pass including GST. For details see page 77)

- **Payment Method:** Please note that when paying for a course that indicates +GST, tax must be added.

  - Fee Enclosed (Cheques payable to University of Calgary Continuing Education)
  - Purchase Order # ________________

We accept Visa, Master Card and American Express.

For your security, please do not document your credit card information on this form. Instead, please call 403.220.2866 (or 1.866.220.4992 toll-free in North America) weekdays, 8:30 am - 4:30 pm, to provide the name and number on the card. **Please note:** Your registration cannot be finalized until you have provided your credit card information. (Reminder: Online registration using a credit card is secure and available 24 hours a day, every day.)

---

*Age Requirement: 18 years of age or older, unless otherwise specified. Must provide date of birth to process registration.

**Confirmation of your registration will be sent by email or mail**

Your Privacy: This information is collected under the authority of the Post-Secondary Learning Act. It is required to register you in a course and to create your student profile. If you have any questions about the collection or use of this information, please call 403.220.2866.
Frequently Called Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>403.220.5937</td>
</tr>
<tr>
<td>Campus Security (Main)</td>
<td>403.220.5333</td>
</tr>
<tr>
<td>Campus Security (Downtown)</td>
<td>403.473.2614</td>
</tr>
<tr>
<td>ContEd Student Services</td>
<td>403.220.2866</td>
</tr>
<tr>
<td>Health and Recreation Centre</td>
<td>403.220.7749</td>
</tr>
<tr>
<td>Main Switchboard</td>
<td>403.220.5110</td>
</tr>
<tr>
<td>Micro Store</td>
<td>403.210.9881</td>
</tr>
<tr>
<td>Parking Services</td>
<td>403.220.6771</td>
</tr>
<tr>
<td>Safewalk: Main</td>
<td>403.220.5333</td>
</tr>
<tr>
<td>Service Stop (Degree credit)</td>
<td>403.210.7625</td>
</tr>
<tr>
<td>Taylor Family Digital Library</td>
<td>403.220.8895</td>
</tr>
</tbody>
</table>

Main Campus

Downtown Campus

PARKING
906 8 Avenue SW (Impark — attached to the University of Calgary Downtown Campus)
830 9 Avenue SW (Calgary Parking Authority)
920 9 Avenue SW Continental Towers (Impark)
919 8 Avenue SW (Impark)
1001 8 Avenue SW (Impark)
1027 8 Avenue SW (Impark)
1001 7 Avenue SW (Impark)
999 7 Avenue SW Garden Towers (Vinci)
825 8 Avenue SW (Vinci)
725 9 Avenue SW (Centennial)

Calgary Parking Authority: 403.537.7000
Impark: 403.299.7275
Vinci Park: 403.296.1820

CALGARY TRANSIT STATIONS
Southbound: 7 Avenue between B Street and 7 Street SW
Northbound: 7 Avenue at the corner of 7 Street and 7 Avenue
For Calgary Transit routes and schedules, call 403.262.3000, or visit www.calgary transit.com
**ENGLISH LANGUAGE PROGRAMS**

403.220.3301 • esl@ucalgary.ca • ucalgary.ca/esl

**INTENSIVE IMMERSION COURSES AND PROGRAMS**
Do you know someone who would like to come to Calgary to learn English?

Continuing Education’s English Language Program is a full-time program for international students and landed immigrants who would like to advance their English skills. Students are immersed in English instruction and Canadian culture for 13 weeks in the spring, winter or fall. Intensive one-month programs are also offered in the summer and winter. Courses are available for high beginner to advanced learners. For more information go to ucalgary.ca/esl or call 403.220.3301.

**FAMILIES NEEDED**
Would you like to open your home to an international student attending the English Language Program?

We are looking for families located within 50 minutes of the University, that can provide students with an English-speaking home environment, their own separate bedroom and three meals a day. Remuneration is provided. For more information on hosting a student, visit us online at ucalgary.ca/esl/host or email homestay@ucalgary.ca

---

**Travel Study**
... A great way to see the world

- Bamfield Marine Sciences Centre, Vancouver Island
- Baja, Mexico
- China and Hong Kong
- Cuba
- Lyon and Strasbourg, France
- Namibia, Africa
- Russia
- Southeast Asia: Cambodia and Myanmar
- South India and Sri Lanka

To learn more go to conted.ucalgary.ca/travelprograms
More than 45 in-demand Certificate Programs

Two locations to serve you:

Main Campus
2500 University Drive NW

Downtown Campus
906 8th Avenue SW

conted.ucalgary.ca
403.220.2866 • good thinking