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gift card.**

# EMPOWER YOUR JOURNEY



We acknowledge that the land on which we gather in Treaty Six Territory is the traditional gathering place for many Indigenous people. We honour and respect the history, languages, ceremonies and culture of the First Nations, Métis and Inuit who call this territory home. The First Peoples' connection to the land teaches us about our inherent responsibility to protect and respect Mother Earth. With this acknowledgement, we honour the ancestors and children who have been buried here, missing and murdered Indigenous women and men, and the process of ongoing collective healing for all human beings. We are reminded that we are all treaty people and of our responsibility to one another.

## CLICK THIS BOOK!

Use this table of contents and links throughout the book to navigate directly to your interests.  
Look for this icon to view course lists or get more information.



# TABLE OF CONTENTS

## Find your fit

**1** You want to unleash your potential by learning a new skill.

### WELCOME

A Message From The Dean  
Straight From the Source  
What We Offer  
Next Steps  
Empower Your Career Journey  
Corporate Training  
Education is a Community Endeavour  
A Word From Our Program Curators  
From AI-Curious to Career-Confident

**14** You want to find new opportunities by expanding your business expertise.

### BUSINESS

Business Analysis  
Bookkeeping and Accounting Technology  
Executive Assistant  
Sustainability Studies  
Office Assistant Certificate Program

**18** You want to lead an empowered team.

### LEADERSHIP

Leadership  
Advanced Leadership  
Change Management  
Sport to Life: Coach 1

**20** You want to gain confidence as a manager and foster growth in your team.

### MANAGEMENT

Project Management  
Advanced Project Management  
Management and Supervision

**22** You want to grow your ideas and passions into a business.

### ENTREPRENEURSHIP

Entrepreneur Fundamentals  
*Foundations Path*  
*Service Business Path*  
*Global Supply Chain Path*  
*Creative Innovation Path*

**24** You want to set yourself up for success with a specific skill set.

### TECHNICAL

Corporate Registry System (CORES)  
Alberta Personal Property Registry Electronic System (APPRES) Registries Online Subscriber (ROL)  
Full-Stack Web Development

**26** You want to build your photography skills or refine your techniques behind the lens.

### CREATIVE

Photography  
Advanced Photography

**28** You are a healthcare professional looking to build on or develop a specialized expertise.

### PROFESSIONAL HEALTH EDUCATION

Nursing Professional Development Courses  
Life Support Training  
Pain Assessment: Decoding the Score  
Medical Billing  
Medical Office Chaperone  
Critical Care and Emergency Nursing  
Gerontology  
Hospice Palliative Care

**30** You are an international professional who would like to build opportunities in Canada.

### INTERNATIONAL

Educational Tours  
Executive Professional Development Certificates

**32** You want to find the right path to get you into your dream post-secondary program.

### PREPARATORY

English as an Additional Language (EAL)  
University Preparation (UP)  
pimâcihisowin Foundation Program  
Foundation Program International  
Pathway to Post-Secondary  
English Language Skill Development Courses

# **WELCOME TO THE MACEWAN UNIVERSITY SCHOOL OF CONTINUING EDUCATION**

**Embrace the power  
of knowledge  
and watch your  
possibilities expand.**

Let continuing education empower  
you to transform your aspirations  
into reality.

Whether you're ready to launch your  
journey into your ideal post-secondary  
program, elevate your career or enhance  
your professional skills, MacEwan  
University's School of Continuing  
Education (SCE) welcomes you.

The best part? You're in the driver's  
seat. If you want to learn something  
new, expand your knowledge and  
challenge yourself, now is the time.  
Gain confidence and independence  
through accessible, skill-focused  
learning on your terms.

Gain practical skills and the  
confidence to shape your future  
at MacEwan University's School  
of Continuing Education.





*Welcome to our 2025/26 Course Guide.*

*In a fast-changing world, advancing your skills and being adaptable is more important than ever. At the School of Continuing Education, we are proud to offer a wide range of learning opportunities that empower individuals, businesses and communities to grow, innovate and lead with confidence.*

*Whether you are exploring a new career path, looking to upskill, reskill or deepen your expertise, we are here to support you. Our programs are taught by passionate instructors who bring real-world experience into the classroom and are designed to be flexible and accessible — meeting you where you are.*

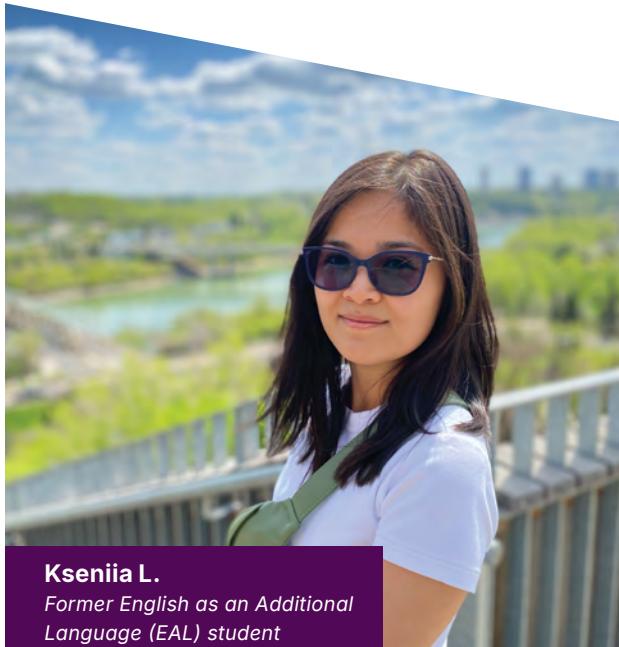
*Beyond technical knowledge, we focus on building the core capabilities that support lifelong success including communication, collaboration, leadership, critical thinking and problem-solving. These durable skills help individuals navigate change, embrace new challenges and open doors to both personal and professional growth.*

*I am proud of the role our school plays in developing the skilled workers, innovative thinkers, community leaders and change-makers our society needs. Together, we are shaping the future — one course, one goal and one empowered learner at a time.*

***-Dr. Lisa Rochman, Dean,  
School of Continuing Education,  
MacEwan University***

# STRAIGHT FROM THE SOURCE

The School of Continuing Education was built by our students' journeys — individuals who dared to dream, took that first step and empowered their futures through learning.

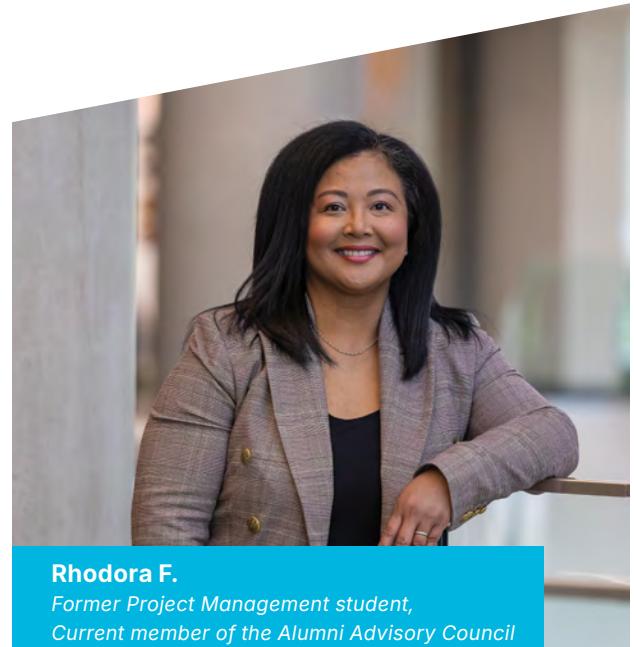


**Kseniia L.**

*Former English as an Additional Language (EAL) student*

**“** I chose MacEwan classes because I preferred in-person learning over online. **”**

*“I came to Canada around the end of April 2022. I had only school knowledge of the English language. I chose MacEwan classes because I preferred in-person learning over online; I wanted to fully immerse myself in an educational environment and immediately apply new knowledge in practice. With time, my anxiety went away, and I was more comfortable and excited about studying. Writing classes had a big impact on my career; now, I work as a medical scribe. To all who consider strengthening their English, I would say: do not hesitate and go for it!”*



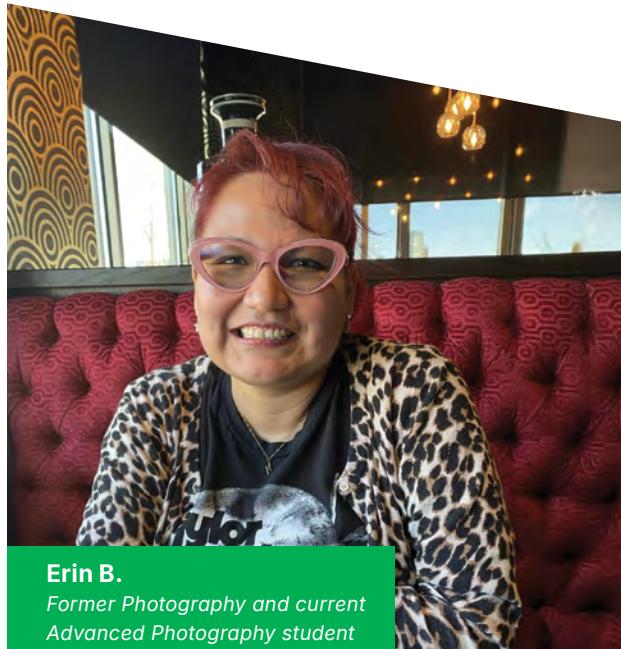
**Rhodora F.**

*Former Project Management student,  
Current member of the Alumni Advisory Council*

**“** She made me feel heard and supported in my project management course, and I felt that I also belonged there. **”**

*“My first project management course with Ruth Younie on [The Basics of Project Management] made a difference in my overall impression of MacEwan University’s School of Continuing Education. She made me feel heard and supported in my project management course, and I felt that I also belonged there, especially since I recently moved to Edmonton, Alberta from Windsor, Ontario. She was kind and knowledgeable and supported me to continue on and obtain my project management professional (PMP) designation after completing the certificate program.”*

# STRAIGHT FROM THE SOURCE

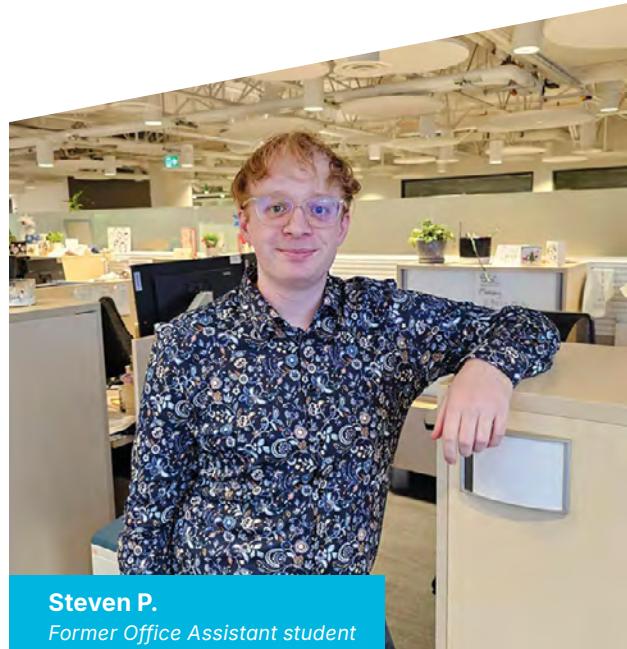


**Erin B.**

*Former Photography and current Advanced Photography student*

**“**If there's something you want to learn to enhance your career, or something for personal interest, MacEwan is the place to do it. **”**

*“I've had a camera in my hand for as long as I can remember. However, I didn't have the confidence in my photo-taking skills to use professionally. Since finishing my certificate, I've been hired to shoot events in my home community. If there's something you want to learn to enhance your career, or something for personal interest, MacEwan is the place to do it. Small class sizes, online or in-person delivery and you don't have to quit your job in order to take courses.”*



**Steven P.**

*Former Office Assistant student*

**“**There is a wealth of opportunity within continuing education for those who are willing to work hard and take initiative. **”**

*“The office placement was a very defining moment of my time at MacEwan. I am forever grateful for the practical experience that this provided me. I found this sense of drive from myself and many of my classmates as we prepared to advance in a new field, and the closer we drew to doing work placements, the more passionate I felt about starting a new career. I felt that there was a clear path ahead of me that all my studies related to. There is a wealth of opportunity within continuing education for those who are willing to work hard and take initiative.”*

# WHAT WE OFFER

## Flexible learning options

Our programs are designed to fit your schedule. Many of our programs offer a range of delivery methods, including in-person and online formats, with both self-paced and instructor-led options. For current schedules and delivery formats, please visit our website.

### **Commitment Level**

**Hours/  
Days**

#### **PROFESSIONAL DEVELOPMENT COURSES**

We offer 300+ annual courses tailored for busy adults looking to advance their careers. Complete courses in as little as four hours, with options available online or in person.

#### **PROFESSIONAL DEVELOPMENT MICRO-CREDENTIALS**

Stay current and expand career opportunities with micro-credentials that blend theory and practice. Earn an encrypted digital badge to showcase in-demand skills on LinkedIn, resumes and email signatures.

**Months**

#### **PROFESSIONAL DEVELOPMENT CERTIFICATES**

Our most popular offering, these tailored programs help learners build in-demand skills and earn a credential upon completion.

**1 Year**

#### **PROFESSIONAL DEVELOPMENT POST-GRADUATE CERTIFICATES**

One-year programs for international adults combining technical skills (six options) within the context of business in Canada. (pg.31).

#### **ONE-YEAR CERTIFICATE**

Start a career in under one year — learn practical, job-ready skills and enter the professional workforce quickly (pg.16).

#### **CERTIFICATE OF ACHIEVEMENT**

Stack your degree or diploma with this additional credential (pg.15).

**Variable**

#### **POST-DIPLOMA CERTIFICATES**

Expand your expertise in focused healthcare areas and enhance patient care (pg.29).

#### **PREPARATORY PROGRAMS**

Our preparatory programs support students transitioning to post-secondary with options for high school/academic upgrading, English language learners (EAL/ESL), and Indigenous and international students (pg.32).

# NEXT STEPS

Signing up for our programs is as easy as...

1



## Find your course or program

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

2



## Add to cart

If you're interested in our professional development courses, certificates and micro-credentials, you can add them to your cart and apply a discount code, including 10% off for MacEwan Alumni with the code **ALUMNI10**.

3



## Check out

Sign in with your existing MacEwan account or register for one to complete your purchase. A few days before your course starts, we'll email you with all the information you need to begin.



## For our 1+ year programs, speak to an academic advisor\*

If you're interested in a career shift to a new role or industry, dive deeper into our programs that are longer than a year. Contact an advisor to decide which program is best for you.

\*Academic advising is not available for Professional Health Education or International Executive Professional Development Certificates.

## Schedule an appointment

### By phone:

780-497-4400

Toll-free: 1-855-797-4400

8:30 a.m. - 4:30 p.m.

Monday to Friday

### In person:

Student Support Centre,

Room 11-521, Allard Hall

11110-104 Avenue,

Edmonton, AB

### Online:



# EMPOWER YOUR CAREER JOURNEY

Wherever you are in your career, we have a course for you.



**You're looking for your next career.**

Take the Business Administration path



**You want a career in healthcare.**

Take the Nursing path



**You're an aspiring entrepreneur.**

Take the Entrepreneurial path

Starting point: Gain skills in software, business and more with the **Office Assistant Certificate** (pg.16).

## ► OFFICE ASSISTANT

Enhance your administration skills with professional development courses like **Business Writing** or **Effective Emails**, and improve your written and verbal communication.

## ► OFFICE MANAGER

Advance in your business career and refine your skills in daily operations with our various certifications, like the **Management and Supervision Certificate** (pg.21).

## ► OPERATIONS MANAGER

Advance your business career with endless opportunities and diverse learning options – explore certificates like **Advanced Project Management** (pg. 21).

Starting point: Boost your chances of entering a nursing program with **University Preparation** (pg.33).

## ► NURSING STUDENT

Once accepted into your nursing program, meet the **Basic Life Support (BLS) certification** requirement by registering for our BLS course (pg.29), taught by Heart & Stroke certified instructors.

## ► REGISTERED NURSE

After earning your Bachelor of Science in Nursing and becoming a Registered Nurse, maintain your credentials with courses from our **Nursing Professional Development program** (pg.29).

## ► SPECIALIZE IN NURSING

After gaining experience as a nurse, you decide to specialize in gerontology with our **Gerontology Post-Diploma Certificate** (pg.29).

Starting point: You've completed your degree/diploma and decided to stack your credentials with the **Sustainability Studies Certificate of Achievement** (pg.15).

## ► BUSINESS OWNER

You complete the **Entrepreneur Fundamentals Certificate** (pg.23), providing you with the knowledge to launch a powerful brand identity and kickstart your business.

## ► BUSINESS LEADER

As your business grows, you expand your skills with our **Leadership Certificate** (pg.19) to effectively manage your team, increase operational efficiency and scale your business.

## ► INDUSTRY EXPERT

After achieving sustained success, you decide to expand and start additional ventures. You believe that employee development is crucial in this expansion and look into our customizable **Corporate Training** (pg.9).

# CORPORATE TRAINING

## Customized training to meet you where you're at.

To help organizations tackle today's evolving challenges, we offer tailored training grounded in real-world case studies, evidence-based frameworks and data-driven insights. At MacEwan University's School of Continuing Education, we want to be your **knowledge partner** — **collaboratively building learning experiences** that strengthen the skills and competencies your team needs to thrive. Here's how we stand apart:

- » **Collaborative, customized learning:** As your knowledge partner, we co-design training aligned with your business goals. Programs are practical, hands-on and immediately applicable, empowering your team to apply new capabilities with confidence.
- » **Industry-aligned facilitation:** Our facilitators bring deep expertise and a collaborative spirit. Each session is tailored to your organization's journey, with interactive content, guided discussions and actionable takeaways.
- » **Flexible delivery options:** Whether your team is local or international, our programs can be delivered in person, online or on-site — ensuring seamless learning with minimal disruption and maximum impact.

We have extensive experience working with a range of organizations, including:

- » Entrepreneurs and small businesses
- » Small to medium-sized enterprises (SMEs)
- » Large corporations and multinational companies
- » Municipalities and regional governments
- » Indigenous bands and communities
- » Non-profits, charities and community organizations
- » Healthcare institutions and medical organizations
- » Industries, associations and trade groups
- » International organizations at home or abroad

### MAKE MACEWAN CORPORATE TRAINING WORK FOR YOU!

Contact us today for a complete list of options or a customized training program!



780-497-5207  
corporatetraining@macewan.ca  
MacEwan.ca/CorporateTraining

“

*This was one of the best courses I have taken in my twenty-year career! It has expanded my knowledge beyond expectations and has triggered a shift in mentality. I look forward to applying the "why me?" to "try me" lens moving forward. Many thanks to Mubashir and my colleagues for a memorable day!*

*-Katie M., City of St. Albert, 2024*

”

## BOARD TRAINING

Empower your board.  
Amplify their impact.

Elevate your board's effectiveness with expert-led, in-person training tailored to Alberta's public and non-profit sectors. Budget-friendly and results-driven, this program builds real-world governance skills your board can apply immediately.

Visit our website to learn more about our Board Training program or to book a consultation.



# EDUCATION IS A COMMUNITY ENDEAVOUR

## Education is much more than a piece of paper.

It's a powerful catalyst for transforming communities. This is the driving principle behind the School of Continuing Education's dedication to forging lasting partnerships with community entities. This connection is important; when community supports us in our pursuit of program development, we can return the favour tenfold. Highlighted here is a selection of the community collaborations empowering opportunities at the School of Continuing Education.



Our partnership with the Alberta Association of Nurses is focused on advancing their members within the nursing community through initiatives centred on collective advocacy, meaningful connection and professional development.



Thanks to our partnership with the College of Physicians and Surgeons of Alberta, we have officially launched an online, self-paced version of our Medical Office Chaperone micro-credential (pg.29).



We are collaborating with FreePlay for Kids, a registered charity dedicated to teaching life skills through sport, to deliver their Sport to Life coach training program (pg.19).



In collaboration with the Alberta Registered Nurses Educational Trust, we're working to improve healthcare professional development opportunities for all nurses within the province.



In collaboration with the Edmonton Federation of Community Leagues (EFCL), we aim to engage, develop and empower Edmonton's community leagues, enabling them to continue building healthy and vibrant neighbourhoods.



We have partnered with the First Nations and Inuit Health Branch (FNIHB)'s Home and Community Care for Alberta program to support Home Care Nurses by providing case management knowledge and tools. This initiative enhances their skills to effectively manage client caseloads, improve service quality and strengthen their roles in delivering high-quality care in Home Care settings.

## ARE YOU A MACEWAN ALUM?

**MacEwan alumni have access to exclusive perks, including 10% off professional development courses through the School of Continuing Education using code ALUMNI10. And that's not all. As a valued member of our alumni community, you also get access to:**

- » Personalized career advising
- » Exclusive discounts on home, auto, health and life insurance
- » Savings on gym memberships, theatre tickets and Griffins season passes
- » Invitations to alumni-only events and networking opportunities

Explore all your perks at [MacEwan.ca/Alumni](http://MacEwan.ca/Alumni).

# A WORD FROM OUR PROGRAM CURATORS

## Dreaming of a fulfilling career?

It takes more than just technical know-how. Unlock a future of endless possibilities by developing in-demand, durable skills that perfectly complement your existing expertise. Our team shared how the School of Continuing Education's courses and certificates empower individuals to create a professional life that's both exciting and made to last:



**Wayne Lee-Ying,**  
Program Director, Training  
and Educational Development

*In what ways do our programs cultivate durable or 'soft' skills, and why are these skills necessary for a stable career in today's changing and increasingly tech-based work environment?*

"While technical expertise is undoubtedly important, durable skills are what truly enable individuals to navigate the complexities of modern work environments. Our programs are designed to cultivate these durable skills alongside technical knowledge, ensuring graduates are well-equipped to adapt to an increasingly digital and rapidly changing world. Developing strong, durable skills fosters greater career stability, personal growth and the ability to lead and innovate in any industry."



**Shaun Bosch,**  
Senior Program Manager,  
Professional and Continuing Studies

*With the rapid change of pace in today's industries, how can individuals stay relevant and build a portfolio of in-demand skills, piece by piece, to advance their careers?*

"Focusing on developing a tool kit of durable skills such as leadership, data analysis, communication and project management can significantly boost your resilience and adaptability and help you stay ahead of the curve in today's rapidly evolving job market. Having a diverse skill set makes it easier to adapt quickly to changes, transition between industries, capitalize on advancement opportunities or pivot into a new career path entirely!"



**Avi Sheshachalam,**  
Senior Business Development  
Officer, Corporate Training

*How can our corporate training programs help organizations address specific skill gaps and drive measurable improvements in employee performance?*

"MacEwan University's corporate training programs are built on strong knowledge partnerships. We collaborate with organizations to co-create customized learning experiences that align with their goals and transform workforce potential. By bridging durable workplace skills with technical competencies, our programs equip teams to adapt, perform and lead in evolving environments."

# FROM AI-CURIOUS TO CAREER-CONFIDENT



# Imagine a world where “working smarter, not harder” isn’t just a saying, but a tangible reality.

Artificial intelligence (AI) isn’t just a future concept; it’s actively transforming how we hire, work, thrive and lead in the modern workforce.

Feeling like you’re missing out? Don’t worry, your opportunity to embrace AI is just around the corner. Starting this fall, join us for a journey into the world of artificial intelligence and discover how it can revolutionize your work.

## AI COURSES LAUNCHING THIS FALL

MacEwan University’s School of Continuing Education is taking a human-centred approach to AI education. We’re developing a dynamic new series of courses specifically designed to equip professionals like you with the crucial skills needed to thrive in this rapidly evolving landscape.

These upskilling and reskilling courses offer training in AI use, AI governance and transformative tools for the entire organization, helping bridge the gap between anxiety and innovation while connecting your current skills to your career aspirations.

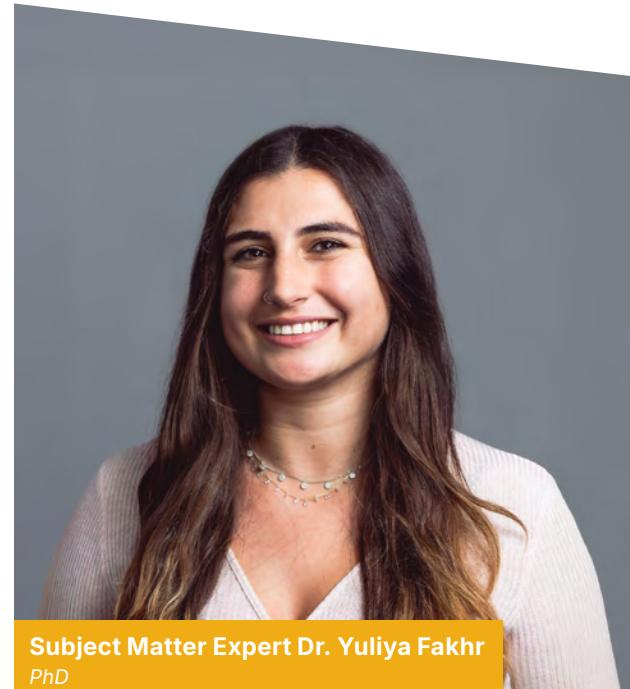
### Build Your AI Experience, Your Way

Our flexible, stackable AI courses are being designed to complement our courses and programs in areas like Change Management, Leadership, Project Management and Management & Supervision, allowing you to:

- » Learn online or in person
- » Fit courses around your busy schedule
- » Build efficiencies in your work and life with the help of AI

### The Numbers Speak For Themselves

- » 3 in 10 employed Canadians use AI tools in their work. -Future Skills Centre, 2024
- » 29% of job postings in Canada in the past 2 years that request skills in Artificial Intelligence also request project management skills. -Lightcast Analyst, 2025
- » 97% of leaders in the US who invest in AI have reported positive ROI. -EY, 2024
- » Out of 1,000 global employers surveyed, 60% expect technology trends to transform their business by 2030. -World Economic Forum, 2025



**Subject Matter Expert Dr. Yuliya Fakhr**  
PhD

“The biggest mindset shift is moving from using AI as a tool to seeing it as a force multiplier, amplifying thinking, accelerating iteration and unlocking new possibilities. It requires experimentation, adaptability and a willingness to rethink how work gets done. AI integration isn’t just about efficiency; it’s about re-framing what’s possible when technology augments human insight.”

**Stay updated on  
our new courses  
launching this fall.**



# BUSINESS

## Become a go-to business trends expert

Lead with innovation by unlocking the skills needed for strategic business solutions. Business skills are your gateway to success, offering the tools you need to open doors to a wide range of career opportunities across various industries.

Empower yourself with effective communication, strategic thinking, problem-solving and organizational skills.

**SEE A COMPLETE LIST OF COURSES.**



### NEW! BUILD YOUR ENTREPRENEURIAL SKILLS

Are you looking to broaden your entrepreneurial knowledge? Explore four curated micro-credential packages that you can take anywhere, anytime. Learn more on pg.22.

- » Foundations Path
- » Service Business Path
- » Creative Innovation Path
- » Global Supply Chain Path



**Instructor Tendai Chakabuda**

CBAP

### *Why should someone take a business analysis course?*

“Taking a business analysis course provides you with the essential skills to bridge the gap between business needs and solutions. Whether you’re looking to transition into a BA (Business Analysis) role or enhance your existing skills, a structured course helps you develop critical thinking, problem-solving and stakeholder engagement abilities. You’ll learn how to analyze business processes, gather requirements effectively and drive impactful change within organizations. The courses at MacEwan are specially centred to give you practical skills by giving you access to real-life case studies and hands-on learning experiences. You’ll work on real-world business challenges, applying industry best practices, frameworks and tools to develop solutions.”

“

*This course was a perfect overview of what Business Analysis is about. It covers the roles and responsibilities and provides great insight as to what it might be like to be a Business Analyst! You don't need experience; you just need an open mind and willingness to learn and develop new skills! It's not just for BAs, it's for everyone!!*

*-Basics of Business Analysis course student, 2025*

”

## BUSINESS ANALYSIS

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

**COURSES** \$599-\$699<sup>†</sup> | 14-21 hours

**CERTIFICATE** \$4,493<sup>†</sup> | 119 hours | 7 courses

Business analysts are strategic problem-solvers, skilled in creating plans to address business needs. From risk management to quality assurance, they are vital to any organization's success. Prepare by mastering core business principles to confidently design impactful strategies and apply analytical skills to real-world challenges.

### Courses

Basics of Business Analysis, Strategy Analysis, Elicitation and Collaboration, Requirements Analysis and Design Definition, Solution Evaluation, Requirements Life Cycle Management, Business Analysis Planning and Monitoring

### Skills Gained

- Engage and manage relationships effectively with various stakeholders.
- Extract valuable insights from data to make informed decisions and strategies.
- Establish quality standards by analyzing and optimizing business processes.

### The Numbers Speak For Themselves

- » The median salary for business analysts is \$85,200 in Canada and \$88,300 in Alberta.  
-Lightcast Analyst, 2025
- » Next step jobs for Business Analysts include Data Manager, Project Manager and System Analyst with an average salary increase of \$11,500.  
-Lightcast Analyst, 2025
- » The most in-demand skill requests for a business analyst are communication, management and business processes. -Lightcast Analyst, 2025
- » There is an increasing demand for Business Analysts in Alberta, climbing 6% in the past three years.  
-Lightcast Analyst, 2025

*MacEwan University is a member of the International Institute of Business Analysis (IIBA®) Academic Program. All courses within the program have been endorsed by the IIBA® and are aligned with the internationally recognized Business Analysis Body of Knowledge (BABOK® Guide).*



## BOOKKEEPING AND ACCOUNTING TECHNOLOGY

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

**COURSES** \$499-\$599<sup>†</sup> | 12-21 hours

**CERTIFICATE** \$2,196<sup>†</sup> | 63 hours | 4 courses

Equip yourself with the financial skills you need to thrive in the workforce. Master the core principles of financial technology and full-cycle bookkeeping, from tracking expenses to preparing budgets. Learn to record transactions, create ledger entries, manage payroll and track sales reports.

### Courses

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

## EXECUTIVE ASSISTANT

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

**COURSES** \$199-\$399<sup>†</sup> | 3.5-12 hours

**CERTIFICATE** \$1,999-\$2,189<sup>†</sup> | 38-52 hours | 5-6 courses

Executive Assistants excel at managing information and communication, ensuring smooth workflows and effective task prioritization. Unlock career opportunities by specializing your expertise and step into a pivotal role where your skills drive organizational success.

### Courses

Business Writing and Communication, Business Writing: Reports and Proposals, Persuasive Writing, Fundamentals of Management and Supervision, Effective Emails for Business, Microsoft Excel: Tips and Tricks, Meeting Management: Agendas and Minute Taking, Understanding Financial Statements, Introduction to Digital Marketing

## SUSTAINABILITY STUDIES

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

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

**COURSES** \$735<sup>†</sup> | 39-45 hours

**CERTIFICATE** \$2,940<sup>†</sup> | 156-180 hours | 4 courses

Sustainability theories and practice are increasingly important in our ever-changing world. Theories and practices can be applied to not only the environment, but also to the economy and social systems. This certificate is truly interdisciplinary in nature with applications in business, government, education and more.

### Courses

Introduction to Sustainability, Systems Thinking, and a variety of electives to choose from.

# OFFICE ASSISTANT

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

## Credit program with a 4-week field placement

Looking to start a professional career in under one year? Explore a streamlined path to a rewarding profession.

Administrative professionals are essential to the success of every organization, ensuring smooth daily operations across industries. Become an essential team member by mastering task management, scheduling, resource allocation and professional communication. Combine your organizational, problem-solving and communication skills with a practical, industry-focused education, earning a credit certificate with a specialization tailored to your career goals. Take control of your future and step into a career that empowers you to thrive.

### APPLY NOW

Applications open: October 1, 2025  
Applications close: June 30, 2026



#### MacEwan University Health Centre, Clinic Manager

“As an academic teaching site, we are excited to host motivated students from MacEwan’s Medical Office Assistant program for their practicum experience. This outstanding program equips students with essential skills and professionalism that align perfectly with the enhanced competencies needed in our team-based primary care medical home clinic. Their contributions greatly enhance our operations, and we are proud to frequently offer employment opportunities to students when positions become available.”

**CERTIFICATE** ~\$11,000<sup>†</sup>

**STUDY OPTIONS** | Full-time and part-time\* options available | Credit certificate | September intake

*\*Students who choose the part-time study option will take a minimum of two years to complete this certificate.*

### ADMISSION REQUIREMENTS

**Regular Admission:** 60% overall average in English 30-1, English 30-2 or equivalent and two subjects from Group A, B, C or D.

**Mature Admission:** 60% in English 30-1, English 30-2 or three credits of university-level English (minimum grade of C-).

*Visit the MacEwan University Academic Calendar for more information.*

### MAJORS

Administrative, Legal, Medical

#### Core Courses

First Year Writing, Business Communications, Office Technology, Business Math, Office Procedures, Bookkeeping and Accounting

#### Specialized Courses

Administrative Major  
» Customer Service  
» Human Resource Basics  
» Advanced Office Documents  
» Office Technology

Legal Major

» Introduction to Law  
» Corporate Procedures in the Law Office  
» Legal Office Documents

Medical Major

» Medical Office Procedures  
» Medical Terminology

### FIELD PLACEMENT

Each major features a four-week, full-time field placement in the last term, providing hands-on experience in an administrative, medical or legal setting. Students work with coordinators to find a suitable placement. Previous placements have included:

» Alberta Health Services  
» Covenant Health  
» Accounting firms  
» Government offices  
» Legal firms  
» Community medical offices  
» Post-secondary institutions



START  
YOUR CAREER  
IN UNDER  
ONE YEAR



*I was inspired to take the Office Assistant Certificate program (medical major) to make a difference and help people. I want to know that what I am doing matters and that even if it is small, I am doing something that has an impact.*

*The biggest thing that I gained from this program, personally, was confidence. Being able to succeed in courses that I expected to struggle in and having instructors and peers in my classes who were always supportive and kind with different experiences was huge for me.*

*The program has helped me in so many ways, professionally. Through this program, I have gained skills and knowledge in areas I was surprised to find out I could be successful in or even interested in. This program was unique for me professionally in that it focuses on teaching skills and knowledge that will be directly useful in our careers and finds a good balance between teaching knowledge, theory and practical hands-on skills, which are all important to this career. This program ensured that I am prepared and confident in all aspects of this career and possess the qualities necessary to excel.*

**School Of Continuing Education 2024 Dean's Medal Recipient**  
**Hannah Dube, Office Assistant Certificate**



# LEADERSHIP

## Unleash your leadership potential

Good leadership is not just something you learn on the clock; it's a powerful skill you develop and continually refine. As AI transforms workplaces, leadership remains irreplaceable — great leaders provide the human insight, emotional intelligence and strategic vision that technology cannot replicate. Today's most impactful leaders excel at creating a sense of belonging and investing in their teams through meaningful connection, coaching and collaboration.

**SEE A COMPLETE LIST OF COURSES.**



**Instructor Justine Dogbe**

*Senior Program Manager, New Initiatives*

***What is a piece of advice that would help make someone a better leader?***

“Leadership isn’t a destination. It’s a journey. The best leaders know that growth starts with recognizing that there’s always room for improvement. Embracing this mindset isn’t a weakness; it’s proof that you’re committed to evolving from where you are now to the leader you aspire to be. It starts with reflection such as self-assessments, feedback from peers and mentors, and continuous learning opportunities, like leadership courses at MacEwan University! The key to lasting change is consistently evaluating where you stand and mapping out the steps toward your next stage of leadership. Great leaders don’t just hope for growth. They create a strategy for it.”

“

*Engaging course led by an experienced facilitator with a variety of teaching methodologies, including large and small group discussions. The facilitator drew from the wealth of her experience to provide real-world examples and answers to questions. I would highly recommend this course!*

*-Building an Engaged Workforce course student, 2024*

”



## LEADERSHIP

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

**COURSES** \$399<sup>†</sup> | 7 hours

**CERTIFICATE** \$2,394<sup>†</sup> | 42 hours | 6 courses

Equip yourself with the essential skills to inspire, motivate and lead with confidence. Courses are designed to help you master critical leadership principles, which will empower you to drive success within your team and organization.

### Courses

Foundations of Leadership I - Leading Yourself, Foundations of Leadership II - Leading Others, Building an Engaged Workforce, Leading People through Change, Strategic Leadership and Critical Thinking, plus Achieving High Performance or Change Management Fundamentals

### Skills Gained

- Engage and retain employees through encouragement and empowerment.
- Manage conflict and communicate confidently with stakeholders.
- Solve problems with refined critical thinking and analysis skills.
- Become a more effective leader with a personal leadership action plan.

### The Numbers Speak For Themselves

- » In 2024, 51,972 job postings in Alberta listed Leadership as a desired skill. -Lightcast Analyst, 2025
- » In 2024, the annual median salary of managers in Alberta was listed at \$95,100. -Lightcast Analyst, 2025
- » In 2024, Leadership skills were the most requested in Alberta alongside skills in project management, marketing, accounting, finance, business development and construction.

-Lightcast Analyst, 2025

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



## ADVANCED LEADERSHIP

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

**COURSES** \$399<sup>†</sup> | 7 hours

**CERTIFICATE** \$2,394<sup>†</sup> | 42 hours | 6 courses

Take the next step in your leadership journey by learning how to assess and strengthen team culture, empower frontline employees, navigate difficult conversations with empathy and champion equity and inclusion in your organization. Empower yourself and others by fostering an inclusive, purpose-driven culture that supports everyone's well-being.

*Note: There are no prerequisites for the Advanced Leadership Certificate.*

### Courses

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

## CHANGE MANAGEMENT

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

**COURSES** \$399<sup>†</sup> | 7 hours

**CERTIFICATE** \$1,596<sup>†</sup> | 28 hours | 4 courses

Change in the workplace is inevitable. Whether personal or organizational, mastering the art of navigating change is key to achieving balance and maintaining productivity. Through real-world examples, you'll gain the confidence and skills to analyze any situation and choose the right solution, empowering you to thrive through change.

### Courses

Change Management Fundamentals, Leading People Through Change, Thriving During Change, Evaluating and Sustaining Change

## SPORT TO LIFE: COACH 1

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

**COURSE** \$699<sup>†</sup> | 25 hours

Coach 1 equips coaches to teach life skills through sport and play, helping them integrate these skills into session plans using engaging, play-based challenges. Developed by Free Play for Kids, a registered charity dedicated to teaching life skills through sport, this course is grounded in proven methodologies such as Social Emotional Learning (SEL), Teaching Personal and Social Responsibility (TPSR), Sport-Based Youth Development (SBYD), Positive Youth Development (PYD), and Trauma-Informed Sports Programs (TISP).

# MANAGEMENT

## Lead by example

Managerial skills are the key to unlocking your success, whether you're leading an organization, a team or a project. Master the art of empowering your team and amplifying your impact on your organization's success. Build powerful connections with staff and stakeholders to cultivate a thriving work culture that elevates morale and minimizes turnover.

**SEE A COMPLETE  
LIST OF COURSES.**



**Instructor Jennifer Glatz**

P.Eng., PMP

### *Why is education important in the field of project management?*

“The classroom allows project professionals to build their foundational knowledge of project management principles. These principles give us a common language to communicate across the profession, regardless of the industry or sub-market. The classroom also provides a safe space for learners to experiment, explore new ideas and experience self-discovery — opening up opportunities for them that might not otherwise be available.”

“

*This course helps to level up why organizational strategy needs successful portfolio/project management and how that unfolds through a set of principles and tools. It is useful for both senior leaders interested in understanding what that “bridge” between strategy and implementation entails, and for senior program and project managers to play an active role in building and managing that bridge.*

*-Strategic Project Management course student, 2025*

”



## PROJECT MANAGEMENT

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

**COURSES** \$599–\$699<sup>†</sup> | 14-21 hours

**CERTIFICATE** \$4,493<sup>†</sup> | 119 hours | 7 courses

As an Authorized Training Partner (ATP) with the Project Management Institute (PMI), this program will give you access to high-quality content aligned with the Project Management Body of Knowledge (PMBOK® Guide 7th Edition) delivered by certified Project Management Professionals (PMPs) and help you earn Professional Development Units (PDUs) for PMI certification maintenance.

### Courses

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

### Skills Gained

- Develop achievable budgets and project timelines.
- Clearly outline your projects, tasks and expectations to prevent scope creep.
- Explore innovative strategies to manage risks, stakeholder expectations and relationships.

### The Numbers Speak For Themselves

- » In Alberta, project management professionals are in high demand, with an average annual salary of \$108,142. -Alis, 2025
- » In 2024, 26,048 job postings in Alberta listed project management as a required skill. -Lightcast Analyst, 2025
- » In Alberta in 2024, project management skills were most requested alongside skills in construction, procurement, marketing and change management. -Lightcast Analyst, 2025

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

*Updated for PMBOK 7th Edition. MacEwan University is a Project Management Institute (PMI®) Authorized Training Partner.*

## ADVANCED PROJECT MANAGEMENT

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

**COURSES** \$399<sup>†</sup> | 7 hours

**CERTIFICATE** \$1,596<sup>†</sup> | 28 hours | 4 courses

Level up your project management skills with practical, hands-on learning focused on meeting organizational goals. Learn key techniques to manage project portfolios and teams, including the Agile approach, and improve your ability to handle multiple projects simultaneously. Gain the tools to make confident, impactful decisions with a clear decision-making framework.

*Note: There are no prerequisites for the Advanced Project Management Certificate.*

### Courses

Strategic Project Management, Managing Multiple Projects, Agile Project Management, Project Survival and Recovery

## MANAGEMENT AND SUPERVISION

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

**COURSES** \$399<sup>†</sup> | 7 hours

**CERTIFICATE** \$2,793<sup>†</sup> | 49 hours | 7 courses

Managers and supervisors are pivotal in any organization's growth and success. Unleash your leadership potential by discovering strategies you can apply immediately to lead and inspire your team in a fast-paced environment. Adapt seamlessly to the evolving demands of your organization and drive your team's success.

### Courses

Fundamentals of Management and Supervision, Building an Engaged Workforce, Managing Priorities and Making Decisions, Effective Communication Techniques, Managing Workplace Conflict, Coaching for Performance, Strategies for Managing Projects, Hiring for Success



# ENTREPRENEURSHIP

## Upskill your knowledge to scale up your business

Ideas and passion can start a business, but knowledge and skills make it succeed. Investing in your skills can grow your connections, spark innovation and turn challenges into opportunities. Keep learning, keep leading and watch your business soar.

### THE NUMBERS SPEAK FOR THEMSELVES

Entrepreneurship is for everyone!

- » One-quarter of entrepreneurs in Canada are newcomers. -Made in Canada, 2025
- » The number of female entrepreneurs has tripled over the last 40 years in Canada. -Made in Canada, 2025
- » Entrepreneurs over the age of 55 have tripled over the last 20 years in Canada. -Made in Canada, 2025

### SCAN TO LEARN MORE ABOUT OUR VERSATILE ENTREPRENEUR FUNDAMENTALS CERTIFICATE.



*I found the Digital Marketing micro-credential very valuable. It gave me a better understanding and practical examples of key marketing concepts. I can take what I have learned regarding creating a marketing plan and directly apply it to the work I am currently doing.*

*-Digital Marketing micro-credential student*



**Instructor Tristan Ham**  
Manager of MacEwan Ventures

### *How are these courses designed to be practical and applicable to real businesses?*

“These courses provide strong practical knowledge in various areas and are consistent in how you would approach testing. What makes them unique is that they are written from the perspective of the student entrepreneur. These micro-credentials are created with the understanding that, as a student, you may be applying much of these lessons at different stages of your business journey. The idea is to provide you with practical tools supporting the entrepreneurial mindset!”

### **What is MacEwan Ventures?**

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

MacEwan Ventures is a free, hands-on workshop open to all MacEwan students, faculty and staff, designed to help participants develop the skills needed to launch and grow a business. The program combines practical workshops with mentorship, covering essential business and life skills like budgeting, pitching, storytelling, project management and customer validation. Tristan is available to provide coaching and guidance along the way. Whether you're serious about starting a business or just exploring entrepreneurship, MacEwan Ventures helps you bring your ideas to life. This program is offered by the School of Business and generously supported by the RBC Foundation.

## ENTREPRENEUR FUNDAMENTALS - Professional Development Certificate

» [EntrepreneurFundamentals.ca](http://EntrepreneurFundamentals.ca)

**CERTIFICATE** | \$1,250<sup>†</sup> | Anytime, anywhere | 6 months to complete

We've taken the guesswork out of upskilling! We've curated four micro-credential packages that best suit your entrepreneurial needs. Each path includes five micro-credentials that you have instant access to and can complete at your own pace. No scheduled class times, no assignment due dates. What entrepreneur has time for that? We run entirely on your schedule. You will have access to the course materials for six months. Choose the path that's right for you:



Not sure which path is best for you? Take our 1-minute entrepreneur assessment quiz to find out!

### FOUNDATIONS PATH

Got an exciting business idea but don't know how to get started? Learn how to put those ideas into action, incorporate sustainable initiatives into your business plan, solidify a brand image and voice, manage product orders and inventory levels, and identify and interpret valuable insights to empower you to continuously grow and improve your business.

#### Micro-credentials included:

- Small Business Analytics
- Project Management Essentials
- Sustainable Business
- Brand Building
- Introduction to Intelligent Supply Chain

### SERVICE BUSINESS PATH

The future is socially conscious, sustainable and digital. Confidently scale your service-based business by learning to build a sustainable business model, make data-driven decisions and market your service to the right audience.

#### Micro-credentials included:

- Small Business Analytics
- Sustainable Business
- Social Entrepreneurship
- Digital Marketing
- Project Management Essentials

### GLOBAL SUPPLY CHAIN PATH

Is your business outgrowing your basement? Are you ready to see your products shipped all over the world? You can't do it all yourself! With this path, learn to utilize the entire supply chain and work cohesively to package and ship your products, track your inventory and manage your newly expanded supply chain.

#### Micro-credentials included:

- Small Business Analytics
- Project Management Essentials
- Introduction to Intelligent Supply Chain
- Intelligent Supply Chain: Transportation
- Intelligent Supply Chain: Warehousing

### CREATIVE INNOVATION PATH

It's time to take your creative business journey to the next level. Feel empowered to create the sustainable brand you've been dreaming of and feel confident in effectively growing and marketing it.

#### Micro-credentials included:

- Sustainable Business
- Social Entrepreneurship
- Digital Marketing
- Brand Building
- Project Management Essentials

### Looking to build a specific skill?

Unsure if you want to commit to a full package? All of our micro-credentials can be taken individually. Visit our website to learn more.



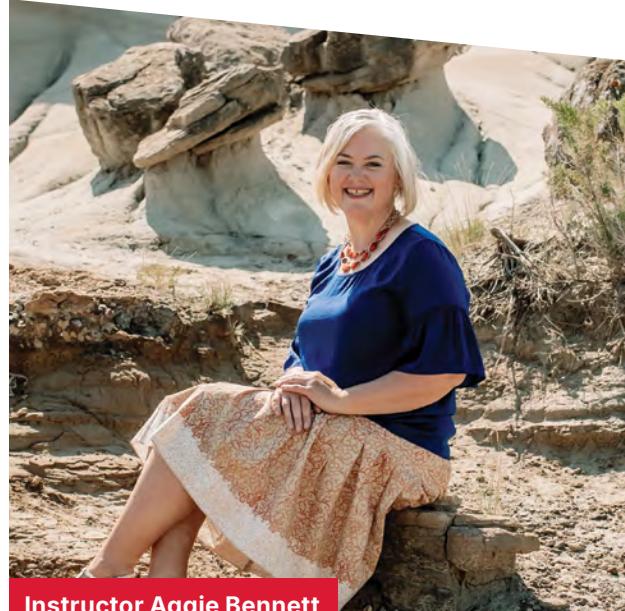
**1 MICRO-CREDENTIAL** | \$250<sup>†</sup> | Anytime, anywhere | 6 weeks to complete

# TECHNICAL

## Turn your attention to detail into a professional skill

Technology is evolving rapidly, transforming industries and constantly reshaping how we work. Empower yourself and stay up to date with skills training that keeps you competitive and gets you to your dream career.

**SEE A COMPLETE LIST OF COURSES.**



**Instructor Aggie Bennett**

### *What skills do these students gain from taking a CORES course?*

“Students learn through an interactive class how to complete transactions on the CORES training site, beginning with the foundations of CORES - Level 1 and progressively adding to their repertoire. The CORES Online Policy/User Manual is extensive and undergoes updates on a regular basis. The CORES classes demonstrate how to navigate the manual to locate guidelines and instructions for CORES transactions in an efficient manner. By the conclusion of the class, the students will have performed multiple filings that mirror the transactions they will be completing after successfully passing the online exam. This course prepares the students to write the online exam and to confidently complete CORES transactions at their place of employment, as well as have the necessary tools to locate guidelines and instructions for infrequently used filings.”



## CORPORATE REGISTRY SYSTEM (CORES)

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

**COURSES** \$499-\$599<sup>†</sup> | 10.5-17.5 hours

Prepare to write your Corporate Registry System exam and feel confident in your knowledge with our CORES Level 1, 2 and 3 courses. Fast-track your knowledge and understanding of annual returns, notice filings, incorporations, extra-provincial registrations, amalgamations and more.

### Courses

CORES Training Level 1, CORES Training Level 2, CORES Training Level 3

### Skills Gained

- Recognize the legal requirements for business registration, compliance and reporting in Alberta.
- Conduct research to stay up to date on industry regulations and best practices.
- Address queries within the CORES registration process.

### The Numbers Speak For Themselves

- » There were 13,801 unique job postings in Alberta for 2024 requesting data entry skills. -Lightcast Analyst, 2025
- » Entry jobs in corporate registry include Title Examiner, Legal Secretary, Scheduler, Office Assistant and File Clerk. -Lightcast Analyst, 2025
- » Common skills associated with CORES include customer service, time management and Microsoft Excel. -Lightcast Analyst, 2025

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

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

**COURSE** \$499<sup>†</sup> | 10.5 hours

Gain confidence with our training program designed by seasoned professionals that covers all APPRES fundamentals, such as security agreements, garage keepers' liens, amendments, discharges and more.

## FULL-STACK WEB DEVELOPMENT

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

**COURSES** \$499<sup>†</sup> | 16-18 hours

**CERTIFICATE** \$4,990<sup>†</sup> | 166 hours | 10 courses

Learn to design and develop both front and back-end components of web applications and ensure a clear, focused understanding of user experience, development and maintenance.

### Courses

Introduction to Web Development, HTML/CSS Fundamentals, Introduction to Javascript, Introduction to Angular, Introduction to C#, Introduction to Azure DevOps, Advanced C#, Entity Framework Core Fundamentals, Advanced Angular and RESTful Web Services using .Net Core

“

*The course was well organized to ensure maximum retention. The instruction was clear, and the walkthrough examples were a great learning tool. A very hands-on learning experience. The course makes you job-ready.*

*-CORES Training Level 1 student, 2024*

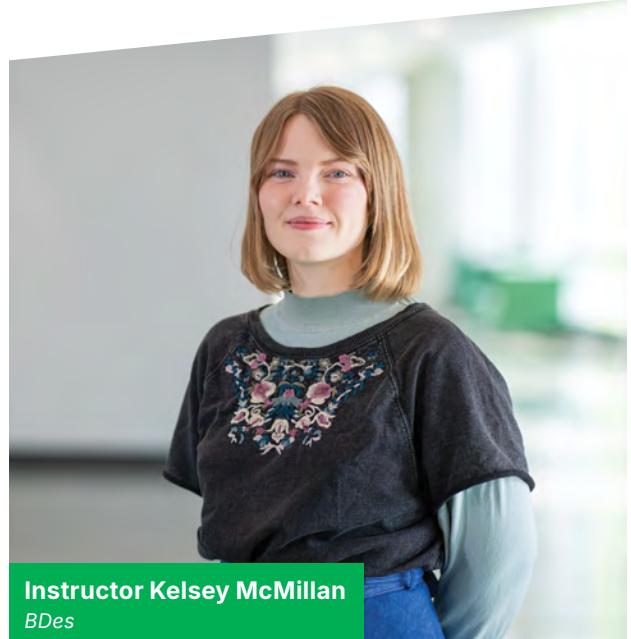
”

# CREATIVE

## Ignite your passion for photography

Creativity is a powerful force that empowers individuals to think differently, solve problems innovatively and connect with their passions in meaningful ways. Whether you're honing your craft, exploring new skills or seeking fresh perspectives to elevate your work, our photography courses will help you open doors to personal growth, resilience and collaboration.

**SEE A COMPLETE LIST OF COURSES.**



**Instructor Kelsey McMillan**  
BDes

*Where do you see the future of photography heading, and how might it impact aspiring photographers?*

“With video and AI flooding social media and web spaces, I think printed photography, in the form of books and galleries, will help bring stillness and tactile experiences back into our fast-paced, screen-filled lives. Regardless of how technology shapes the industry, aspiring photographers will have the opportunity to influence the direction and culture of photography through visual storytelling, whether in print or online. Sharing your honest, personal, human perspective will never become outdated.”

“

*Our instructor was a really awesome person and a great teacher. Seeing her point of view helped me to be more open-minded about photography. I really enjoyed my course and decided to continue my journey at MacEwan University; I'm taking all the courses.*

*-Digital Photography Level 1 course student, 2024*

”

## PHOTOGRAPHY

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

**COURSES** \$499–\$599<sup>†</sup> | 18-24 hours

**CERTIFICATE** \$2,595<sup>†</sup> | 96 hours | 5 courses

Master technical photography fundamentals, develop a deeper understanding of the history of photography and let your creativity shine with this introductory certification.

### Courses

Digital Photography Level 1, Photography Post-Processing, Digital Photography Level 2, Photography Lighting Techniques, Photography Independent Projects

### Skills Gained

- Control your camera settings and build a better understanding of image composition.
- Enhance your images by mastering light and exposure.
- Adopt professional techniques for importing, organizing and editing image files.

### The Numbers Speak For Themselves

- » The advertised salary trend for job postings with photography skills included has risen 23.4% in the past two years. -Lightcast Analyst, 2025
- » There are 18,100 artists in Alberta, representing 9% of the 202,900 professional artists in Canada. -Alberta Foundation of the Arts, 2024
- » 54% of Albertans participated in arts activities or training in the past 12 months (14.3% on photography). -Advanis, Government of Alberta, 2024



## ADVANCED PHOTOGRAPHY

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

**COURSES** \$499<sup>†</sup> | 18 hours

**CERTIFICATE** \$1,497<sup>†</sup> | 54 hours | 3 courses

Further your artistic journey in photography and better understand how a combination of exposure, timing, balance and enhancement can set your work apart.

### Courses

Start your Creative Business, Photoshop for Photographers, Close-up and Long Exposure Photography and Advanced Photography Independent Projects

# PROFESSIONAL HEALTH EDUCATION

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

## Clinical knowledge for every need

As healthcare evolves, staying current is essential. Our flexible, self-paced courses help you keep up, while our certificates and post-graduate programs can support your transition into a new specialty. Taught by industry experts, we offer programs that are available to anyone in healthcare, including administrative staff and regulated health professionals.

### THE NUMBERS SPEAK FOR THEMSELVES

- » 901 students registered for our professional health programs in 2024.
- » We offer the only interprofessional Case Management course and online workshop in Western Canada.
- » "The Government of Canada has invested close to \$200 billion over 10 years to improve health care services for Canadians." A portion of those funds is allocated to building our health workforce and modernizing our health system.  
- The Government of Canada, July 2024

### SEE A COMPLETE LIST OF HEALTH COURSES AND CERTIFICATES.



**Instructor Darlene Grannary**

RN, BScN, MN

### *What durable skills are important for nurses to have?*

"In nursing, we encounter a wide variety of individuals and situations every day. To navigate these effectively, it is important as nurses to develop strong communication skills, critical thinking abilities and prioritization skills. These skills are useful as nurses assess and respond to each unique situation with confidence and care."

“

*I recently completed a course in the Nursing Professional Development Program and I am very satisfied with everything I experienced in this program. The content was presented in a clear and concise manner. The expectations were very clearly defined and any assignments required were very well explained. I found the entire course easy to follow throughout, and any time I needed to speak to one of the teachers, their response time was very quick. Overall, I am very happy with my experience with the course in the Professional Development Nursing Program.*

*-Responsible Nursing course student, 2024*



## NURSING PROFESSIONAL DEVELOPMENT

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

**COURSES** \$200<sup>†</sup> | 15 hours

Looking to change your career focus, specialize, update your skills or meet a requirement for licensure? Our courses provide the opportunity to stay up to date on current technology, practice and theory.

*Professional development courses are open to all regulated healthcare professionals!*

### Courses included in Nursing Professional Development:

- » **Leadership in Nursing:** Learn nursing leadership and management through case studies, organizational impact and personal leadership development.
- » **Medical Management:** Explore medication management, safety and evolving practices across healthcare settings.
- » **Documentation in Nursing:** Learn nursing documentation principles, emphasizing communication, care planning and professional requirements.
- » **Introduction to Health Assessment:** Learn health assessment, equipping nurses with skills to gather and analyze data for care decisions.
- » **Nursing Process:** Explore the nursing process, critical thinking, practice standards and documentation using the Allen Nursing Model.
- » **Responsible Nursing:** Examine evolving trends in nursing, highlighting its expanding role in diverse and complex healthcare settings.
- » **Relational Practice and Communication:** Explore communication in nursing, emphasizing relational practice and therapeutic client interactions.

### Additional courses available to anyone include:

- » **Basic Life Support Provider and Renewal:** Learn CPR and AED use for cardiac emergencies, designed for healthcare providers and first responders, recognized by the Heart and Stroke Foundation.
- » **Pain Assessment: Decoding the Score micro-credential:** Expand your pain assessment skills using the biopsychosocial-spiritual model, with a focus on person-centred care and a practice project.
- » **Medical Billing micro-credential:** Learn medical billing fundamentals, including fee codes, EMR software and the Schedule of Medical Benefits, focusing on billing optimization.
- » **Medical Office Chaperone:** Learn to effectively support patients as chaperones during examinations, covering procedures, patient rights and identifying inappropriate behaviour.

## CRITICAL CARE AND EMERGENCY NURSING

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

*This program consists of two certificate paths, allowing learners to specialize their training and earn a certificate in either Critical Care Nursing or Emergency Nursing.*

**COURSES** \$560–\$630<sup>†</sup> | 45-60 hours

**CERTIFICATE** \$1,820<sup>†</sup> | 165 hours | 3 courses

**DUAL CERTIFICATE** \$3,080<sup>†</sup> | 285 hours | 5 courses

The *Critical Care Nursing Certificate of Achievement* covers diverse topics, such as appropriate interventions and management, pharmacological and relevant assessment findings, and problem prioritization.

### Courses

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

In the *Emergency Nursing Certificate of Achievement*, students will study pathology, assessments, problem prioritization, interventions and patient management, with an in-depth review of major body systems and emergency care practices.

### Courses

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

## GERONTOLOGY

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

**CREDIT CERTIFICATE** \$5,076<sup>†</sup> | 18 credits | 7 courses

Gain specialized knowledge and skills needed to provide quality care for older adults across diverse healthcare settings like continuing care, acute care, community nursing, home care and primary care.

## HOSPICE PALLIATIVE CARE

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

**CREDIT CERTIFICATE** \$5,076<sup>†</sup> | 18 credits | 7 courses

Acquire specialized skills to address the physical, psychosocial and spiritual concerns of individuals living with acute or chronic life-limiting illnesses.



# INTERNATIONAL

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

## We are the foundation of your successful career in Canada

Begin your next chapter with 12-month post-graduation certificates, educational tours or foundation programs designed to empower international students. What sets our certificates apart is the inclusion of a professional communication component, which enables students to develop professional and durable skills that are in high demand by Canadian employers.

### LEARN MORE ABOUT OUR INTERNATIONAL PROGRAMS.



#### Allan To

Supply Chain Canada President & CEO

“Supply chain management is the backbone of economic prosperity and resilience. Every product we rely on – from food and medicine to technology and infrastructure – moves through a complex, interconnected supply chain. As global trade evolves and disruptions become more frequent, supply chain professionals play a critical role in keeping businesses competitive, economies strong and communities supported.

It’s a dynamic, high-impact career offering endless opportunities for innovation, problem-solving and leadership. Whether optimizing logistics, driving sustainability or leveraging technology, supply chain professionals shape the future of commerce and global connectivity.”



*My time at MacEwan University's School of Continuing Education has been a transformative journey that blends knowledge, personal growth and real-world application. Pursuing the professional development program has not only deepened my understanding of key professional principles but also equipped me with practical skills essential for success in the Canadian workplace. From engaging in interactive classes to completing capstone projects, each step challenged me to think critically, adapt swiftly and collaborate effectively.*

*As an international student, I deeply value the inclusive learning environment MacEwan's exceptional faculty fosters. Their dedication to sharing real-world experiences alongside theoretical knowledge has been instrumental in bridging the gap between academia and industry. This journey has reaffirmed my belief that continuous learning, coupled with determination and a global perspective, is the key to unlocking new opportunities.*

*-Pratik C., Business Analysis and Professional Communication student, 2024*

”

#### Educational Tours

Our specialized Educational Tours allow visitors to experience the beautiful city of Edmonton, Alberta, while building their English language skills. Specialized tours are thematic and can be customized according to a group's interests. English language development is woven into each tour program.

Contact us at [sceinternational@macewan.ca](mailto:sceinternational@macewan.ca) to learn more.



## SUPPLY CHAIN MANAGEMENT & LOGISTICS AND PROFESSIONAL COMMUNICATION\*

**CERTIFICATE** \$18,700<sup>†</sup> | 12 months | Full-time

Enhance your expertise in analyzing and optimizing supply chain dynamics, strategies, operations and technology to effectively manage the movement of goods and services in a changing global market.

### Courses

Fundamentals of Supply Chain; Supply Chain Strategy, Design, and Warehousing; Supply Chain Dynamics and Risks; Foundations of Inventory, Operations Planning and Control; Fundamentals of Supply Chain Analytics; Intelligent Supply Chain; Supply Chain Capstone Project

### Skills Gained

- Use key supply chain practices and systems thinking.
- Apply supply chain and project management tools to identify challenges and opportunities.
- Analyze data to make smart decisions and manage the supply chain.
- Gain fundamental experience in warehousing and inventory.

### The Numbers Speak For Themselves

- » In 2024, there were 4,129 unique postings for Supply Chain and Logistics jobs in Alberta. -Lightcast Analyst, 2025
- » In Canada, the annual salary of Supply Chain and Logistics jobs ranges from \$40,500 for entry-level roles to \$156,043 for senior-level roles. -Lightcast Analyst, 2025
- » Some of the top skills listed in job postings in Canada for Supply Chain and Logistics roles are warehousing, inventory management, supply chain management, logistics, purchasing and procurement. -Lightcast Analyst, 2025

\*Certifications eligible for a Post-Graduation Work Permit (PGWP) as per Immigration, Refugees, and Citizenship Canada (IRCC) effective November 1, 2024. Post-graduation work permit eligibility subject to change by IRCC.

## MORE EXECUTIVE PROFESSIONAL DEVELOPMENT CERTIFICATES:

- » Digital Experience Design and Professional Communication\* (September intake only)
- » Full-Stack Web Development and Professional Communication\*
- » Bookkeeping & Accounting Technology and Professional Communication
- » Business Analysis and Professional Communication
- » Project Management and Professional Communication

\*Certifications eligible for a Post-Graduation Work Permit (PGWP) as per Immigration, Refugees, and Citizenship Canada (IRCC) effective November 1, 2024. Post-graduation work permit eligibility subject to change by IRCC.

## POST-GRADUATION WORK PERMIT (PGWP)

Students who complete a one-year international program with the School of Continuing Education may be eligible to apply for a one-year Post-Graduation Work Permit (PGWP). Students who complete two consecutive professional development programs may be eligible for a three-year PGWP.

## WHAT DIFFERENTIATES OUR PROGRAMS FROM THE REST?

Our programs let you combine classroom learning with real business experience in Canada. Students participate in a capstone project, working with community groups and organizations around Edmonton to apply in-class learning and gain relevant experience directly connected to career-related outcomes.

## WHY PROFESSIONAL COMMUNICATION?

Communication was the second most in-demand skill of 2024 in the professional workforce (LinkedIn, 2024). Our students receive dedicated training in professional communication to help them transition into the Canadian workforce. Students gain new skills such as collaboration, effective communication, teamwork, critical thinking, creativity and problem-solving.

### Professional Communication courses:

Business Writing, Canadian Workplace Culture, MS Project and MS Visio Essentials, The Job Hunt in Canada, Organizational Culture in Canada, Mastering Professional Communications and Presentations, Effective Professional Writing, Business Persuasion and Research, Fundamentals of Management and Supervision, Operations Management and more.

Curriculum is subject to change.

MacEwan University is a member of the International Institute of Business Analysis (IIBA®) Academic Program.



MacEwan University is a Project Management Institute™ (PMI®) Authorized Training Partner.



MacEwan University is working in partnership with Supply Chain Canada.



# PREPARATORY

## From preparation to graduation

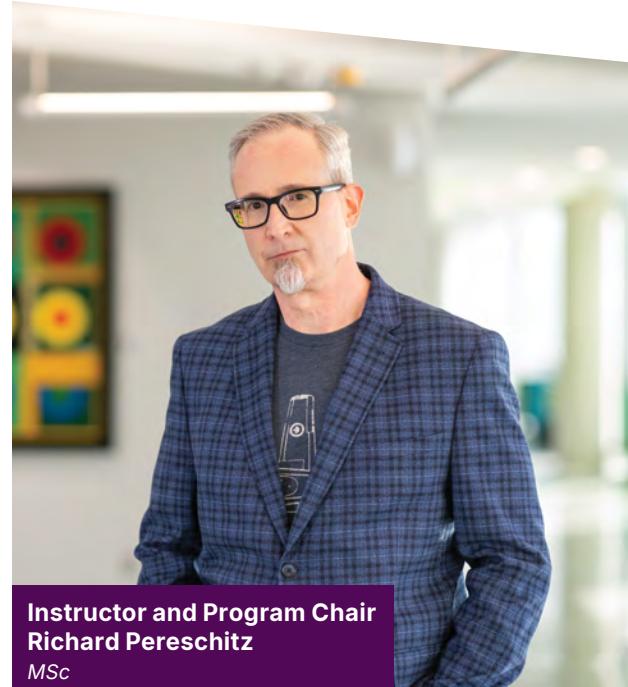
Empower your tomorrow and start your post-secondary journey today.

Our programs are designed to empower students to succeed in post-secondary programs at MacEwan University and other institutions. Our daily classes provide an immersive learning experience and help students get comfortable with the typical class schedule of post-secondary. Our on-campus learning environment fosters a strong sense of community, helping you form meaningful connections along the way.

Our preparatory programs include University Preparation, also known as high school or academic upgrading, and English as an Additional Language, also known as English as a Second Language or ESL. Additional courses and programs are available to help students with varying needs, including English exam preparation, speaking fluency and customized foundations programs designed to help students access a particular goal degree/diploma program while teaching you how to be a successful post-secondary student.

### THE NUMBERS SPEAK FOR THEMSELVES

- » We have had over 2,400 Preparatory students in the last three years
- » Students in our Preparatory programs range in age from 17-68
- » Top countries our students are from include Canada, the Philippines, India, Nigeria and China



#### Instructor and Program Chair

**Richard Pereschitz**

MSc

#### *What advice would you give to someone who is hesitant about returning to school?*

"If you're hesitant about returning to school, just do it! Challenge yourself. You are more capable than you think. Yes, learning is work, and sometimes that work is difficult and challenging. But the experience will bring you all the feels: joy, satisfaction, wonder, frustration and sometimes disappointment. But most importantly, you'll learn about yourself, what you can achieve, what you can overcome and what it takes to succeed in your academic journey and beyond. Education can be transformative!"

### FUNDING

Foundational Learning Assistance is offered through the Government of Alberta for most preparatory programs, including English as an Additional Language and University Preparation. Funding is limited each term. If approved, this grant funding will cover the cost of tuition, fees, books and supplies, and potentially other expenses.



## ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

Also known as English as a Second Language or ESL

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

We understand that rebuilding your life in a foreign country isn't easy. Almost 500,000 new immigrants came to Canada last year – one of the highest rates per population of any country in the world, with the majority being between 25 and 29 years old (Statcan, 2024). At MacEwan University, our goal is to assist our domestic and international students in building a better life, and we are dedicated to helping them enhance their English language skills needed for post-secondary.

All courses are offered in person during the day.

### We offer intermediate to advanced courses in:

- » Listening and speaking
- » Reading and writing
- » Grammar, pronunciation and vocabulary

### Admission requirements

All applicants must meet a minimum level of English language proficiency.

**APPLY NOW TO START SEPTEMBER,  
JANUARY OR MAY**



“

*Without MacEwan, without what I got from this university, I wouldn't be where I am now... MacEwan was the great university for me, to give me the step I needed, the support I needed. I felt so welcomed when I was a student there. I felt so supported.*

*-Yic C., former English as an Additional Language student*

”



## UNIVERSITY PREPARATION (UP)

Also known as high school or academic upgrading

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

The University Preparation program provides a complete selection of core high school equivalency courses, essential for gaining admission to any post-secondary program. An academic advisor will help you build a tailored education plan based on your specific needs, educational background and the requirements of your desired program.

### Courses

- » English 20-1, 20-2, 30-1\*, 30-2
- » Mathematics 10 Preparation, 10 Common
- » Mathematics 20-1, 20-2, 30-1\*, 30-2\*, 31
- » Biology 20, 30\*
- » Chemistry 20, 30\*
- » Physics 20, 30\*
- » Science 10, 30\*
- » Social 20-1, 30-1\*

*\*Online classes are available*

**APPLY NOW TO START SEPTEMBER,  
JANUARY OR MAY**



“

*The courses are so well structured, with content broken down into manageable steps. This approach not only facilitated learning, but also effectively prepared me for university-level studies. I wholeheartedly encourage anyone pursuing or considering entering the MacEwan University UP program.*

*-Francine U., former University Preparation student*

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## pimâcihiisowin FOUNDATION PROGRAM

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

The pimâcihiisowin Foundation Program is a university transition program for Indigenous students. The Cree term pimâcihiisowin translates to “to create a life of independence” and the program addresses the requirements needed to be admitted into a diploma or degree program. It is a pathway to your chosen field of study and offers additional supports to achieve your post secondary goals through:

- » Land-based learning
- » Mentorship and writing support
- » Access to teachings by Indigenous instructors
- » Cultural support
- » Access to upgrading and university-level courses

### Funding

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

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

**APPLY NOW TO START SEPTEMBER,  
JANUARY OR MAY**



## FOUNDATION PROGRAM INTERNATIONAL

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

The Foundation Program International (FPI) is designed to provide international students with opportunities to achieve academic admission requirements for entry to a post-secondary diploma or degree program.

*If you are an international student looking for post-graduation certificates, visit our SCE International section on pg.30.*

**APPLY NOW TO START SEPTEMBER,  
JANUARY OR MAY**



## PATHWAY TO POST-SECONDARY

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

This pathway is your personalized bridge to university success! Designed for students who need one year or less of upgrading or English language training, this program offers a customized learning plan to get you on a fast track to your goal program. Plus, you'll receive conditional acceptance into your goal program from the start, so you can move forward with confidence.

*This is a pilot that is currently offering conditional admission to several programs. To learn about admission requirements and if this program is right for you, visit [MacEwan.ca/Pathways](http://MacEwan.ca/Pathways)*

**START SEPTEMBER  
OR JANUARY**



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## English Language Skill Development Courses

### CLEAR SPEAKING

*Clear Speaking is available in level I and II.*

These courses are for beginner to advanced English language learners who want to improve their confidence to communicate in social and work situations. These interactive classes will improve vocabulary and grammar. This class is full of fun group activities that will help you practice and improve your English!

- » Level I covers routine conversations, describing feelings, giving direction, dates, times, months, numbers, money and more.
- » Level II covers complex conversations, descriptive language, conveying thoughts, body language and more.

To learn more, visit [MacEwan.ca/ClearSpeaking](http://MacEwan.ca/ClearSpeaking).

### CELPPIP READY

This course allows students to practice and prepare for the Canadian English Language Proficiency Index Program (CELPPIP) Test. The CELPIP test helps students prepare for their permanent residency, citizenship or professional designation. This course will provide comprehensive instruction for the speaking, listening, reading and writing portions of the exam. Complete with practice tests while gaining valuable knowledge and feedback towards success!

To learn more, visit [MacEwan.ca/SCEPrograms](http://MacEwan.ca/SCEPrograms) and type “CELPPIP Ready” into the search.

MacEwan University's School of Continuing Education Guide is published for information for the general public. Every effort is made to ensure accuracy at the time of printing. MacEwan University reserves the right to make necessary changes in matters discussed herein, including procedures, policies, calendar, curriculum, content, emphasis and costs. When enrolling, please confirm course dates, times, location and fees with our information and registration assistants.

## **CREDENTIAL DEFINITIONS**

### **Micro-Credentials**

(Institutionally Approved Credential)

A micro-credential is a non-credit or credit short course to demonstrate a specific skill competency for an in-demand skill. Recognition of successful completion will be in the form of a digital badge issued by MyCreds®.

### **Certificate of Attendance**

(Institutionally Approved Document)

A Certificate of Attendance may be issued to those individuals who have satisfactorily met the attendance expectations of a prescribed non-credit learning activity that has no formalized evaluation component.

### **Professional Development Certificate**

(Institutionally Approved Credential)

A Professional Development Certificate may be issued to those individuals who have satisfactorily met the expectations of a prescribed series of learning activities. All courses listed within a professional development certificate are exempt from GST under the Excise Tax Act regarding educational services, as these programs are reviewed and approved by a university council.

### **Certificate of Achievement**

(Institutionally Approved Credential)

A Certificate of Achievement may be issued to those individuals who have satisfactorily met expectations of a prescribed credit learning activity of fewer than 30 credits for which there is a formal evaluation component.

All courses listed within a Certificate of Achievement are exempt from GST under the Excise Tax Act regarding educational services, as these programs are reviewed and approved by a university council. Please note: Some courses are NOT GST exempt and listed as additional options for students on the Professional Development Certificate program pages; however, those are intended to enhance the student e-commerce experience. We do not want to include a sentence regarding GST exemption on every web page to maintain the credibility and value of our other courses that are offered as stand-alone or do not ladder into a certificate, as we feel this could negatively impact our marketing efforts.

## **ENGLISH LANGUAGE PROFICIENCY**

Prospective students must meet MacEwan University's English language requirements before applying to a program, starting a certificate or enrolling in courses. Visit [MacEwan.ca/ELP](http://MacEwan.ca/ELP) for more information.

## **EMPLOYEE SPONSORSHIP**

If a company assumes the costs of an employee's registration, complete student information is still required (last name, first name, birth date, contact information, etc.). When registering, please provide these details, along with the sponsor's name, phone number and payment information on company letterhead.

## **FEES**

Other fees may be assessed for additional materials received in class or license agreements with external organizations. Tuition fees for non-credit courses and additional fees may be subject to GST. All course and program fees are subject to change without notice.

## **COURSE CANCELLATIONS**

MacEwan University reserves the right to restrict enrolment or cancel any class for insufficient enrolment. If the course you have enrolled in is cancelled, we will make every effort to contact you prior to the start date. Fees for cancelled classes will be refunded or applied to another course.

## **REFUND POLICY**

Please see [MacEwan.ca/SCE](http://MacEwan.ca/SCE) for information on refund policies for credit and non-credit courses.

## **INCOME TAX RECEIPTS (T2202)**

Students in continuing education courses leading to a credential may be eligible to claim tuition and education tax credits. T2202 tax receipts will be made available to students online via MyPortal on [MacEwan.ca](http://MacEwan.ca) in February. Tax receipts will not be mailed and will only be accessible online.

## **School of Continuing Education**

Room 11-521, Allard Hall  
11110-104 Avenue,  
Edmonton, AB

780-497-4400  
[sce@macewan.ca](mailto:sce@macewan.ca)

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

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