

# Bow Valley College

Continuing Learning Guide

# ARE YOU READY FOR TOMORROW'S JOBS?

[bowvalleycollege.ca/learningworks](http://bowvalleycollege.ca/learningworks)

April 2019

**BOWVALLEY**  
COLLEGE



# School of Continuing Learning

If a better career is on your mind.

*"I never would have believed how much I learned. I did most of my classes online and I found the forum just right for me. I feel a tremendous sense of accomplishment and I loved my time at BVC! They made my journey as easy as possible."*

Curtis B. - Computer Applications Certificate

More than 300 courses designed to advance your career, and your life.

- Business and Accounting
- Corporate Industry Training
- Dual Credit Program
- Health and Human Services
- IBM Skills Academy
- Information Technology
- Open Studies Courses
- Workplace Essential Skills Testing

## Select our courses and certificates to fit you:

- Study part-time, or full-time to enhance your professional confidence
- Flexible learning options in-class, online, or in a blended model
- In-demand skills employers are looking for
- Join the thousands of other Bow Valley College learners who have advanced their lives

## Questions?

Call: 403-476-2223

Email: [study@bowvalleycollege.ca](mailto:study@bowvalleycollege.ca)

Visit our Website: [bowvalleycollege.ca](http://bowvalleycollege.ca)

Bow Valley College – School of Continuing Learning  
345 – 6 Avenue SE | Calgary, AB, Canada | T2G 4V1



Bow Valley College is proud to offer you exceptional continuing learning experiences to facilitate your professional and academic development as well as your personal growth. We provide a wide-range of learning opportunities that enhance technical and workplace skills to help you start your career, pivot in your career, or pursue further learning.

Our continuing education offerings prepare you for entry or advancement in fields like accounting, business and management, health and wellness, intercultural practice, safety and security and investigation, and creative technologies.

Through flexible and responsive delivery options, we facilitate access in ways that suit busy lifestyles. Whether through studies in Calgary, at one of our many regional sites, or online, Bow Valley College is committed to delivering transformational learning.

We are pleased you are considering Bow Valley College as your partner in learning. Come join us so that you can continue to thrive.

Sincerely,

Laura Jo Gunter  
President and CEO

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# Continuing Education – How to Register

## 1 SELECT YOUR COURSES

Find the courses you wish to take and note their course code.

## 2 CHECK YOUR OPTIONS

Go to [bowvalleycollege.ca/learningworks](http://bowvalleycollege.ca/learningworks) and choose the program you are interested in.

## 3 REGISTER

### REGISTER ONLINE

1. Choose a course at [www.bowvalleycollege.ca](http://www.bowvalleycollege.ca)
2. Click "add to cart" for the start date and course delivery method you want.
3. Submit payment
4. Check **myBVC** for schedule details

### REGISTER IN PERSON

Office of the Registrar  
1st Floor, 345 - 6 Avenue SE, Calgary, AB T2G 4V1

### FOR MORE INFORMATION, PLEASE CONTACT

Continuing Education **403-476-2223** or email [study@bowvalleycollege.ca](mailto:study@bowvalleycollege.ca)

## 4 PAY THE COURSE FEES

Tuition fees must be paid in full when registering. Fees can be paid online or at the Office of the Registrar (1st Floor, South Campus) by one of the following methods:

- Cash
- Interac Direct Payment
- Visa or MasterCard
- Money Order
- Certified Cheque
- Purchase Order
- Personal Cheque

## FINANCIAL ASSISTANCE

### FOR EMPLOYERS

Financial Assistance may be available through the Canada-Alberta Grant. The grant may provide employers up to two-thirds of training costs reimbursed when their employees take at least 21 hours of training within 12 months from Bow Valley College. This grant is provided to make sure the workforce is well educated, highly skilled and productive in areas that strengthen their business.

Get more information at

[www.alberta.ca](http://www.alberta.ca)

### FOR NEW IMMIGRANTS

The Immigrant Access Fund can help with a loan, up to \$10,000. Visit: [www.iafcanda.org/refugees/](http://www.iafcanda.org/refugees/)

### FOR UNEMPLOYED INDIVIDUALS

The Job Boost Program can help.

Visit: <https://momentum.org>

### FUND YOUR EDUCATION WITH POINTS

Fund your Bow Valley College fees with Aeroplan® Miles, TD Points and/or CIBC Aventura® points. Students, family members and friends are able to convert these loyalty points to cover Bow Valley College fees. Visit: [HigherEdPoints.com](http://HigherEdPoints.com)

### FOR LICENSED PRACTICAL NURSES

The Fredrickson-McGregor Education Foundation for Licensed Practical Nurses has one goal in mind: Encouraging LPNs to increasingly strive to enhance their competencies. Grants and bursaries are available for members of the College of Licensed Practical Nurses of Alberta (CLPNA) with an active practice permit who reside in Alberta.

Visit: [foundation.clpna.com](http://foundation.clpna.com)

## Withdrawals, Cancellations, and Refunds

Fees are due upon registration. Any courses cancelled by Bow Valley College will result in a 100 per cent refund. Approved refunds are issued within two to three weeks of notification by the student for a withdrawal or cancellation. Payments made by Visa or MasterCard are refunded back to the credit card originally used for payment. Any outstanding fees are deducted from the total refund amount. To cancel a Continuing Education registration or to withdraw from a course, please email [clientservices@bowvalleycollege.ca](mailto:clientservices@bowvalleycollege.ca).

### COURSES OF ONE OR TWO DAYS IN DURATION

Cancellation prior to the first day of class will result in a 100 per cent refund of tuition. No refund will be granted on or after the first day of class.

### COURSES LONGER THAN TWO DAYS IN DURATION

Withdrawal by the end of the first day of class will result in a 100 per cent refund. No refund will be granted after the first day of class.

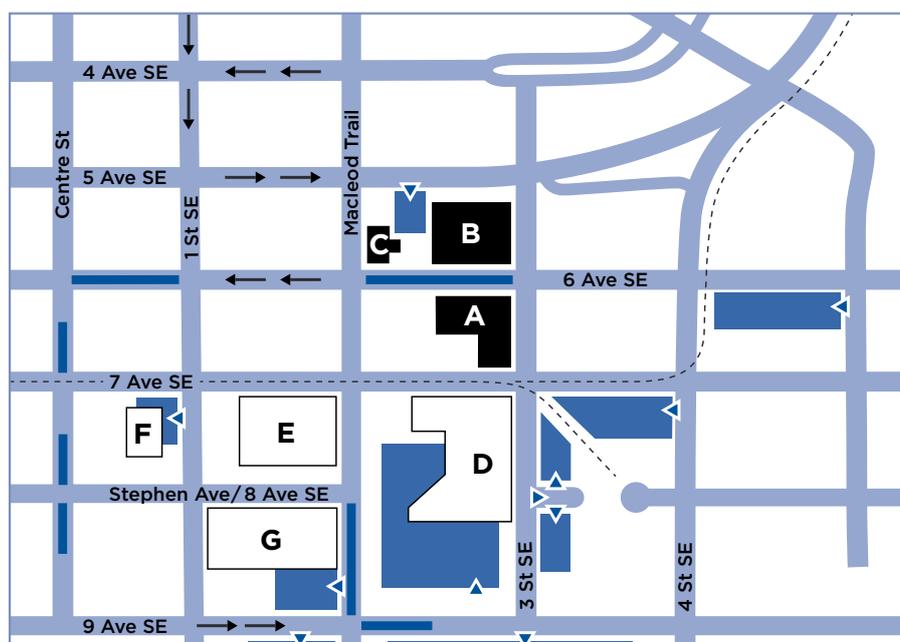
For further questions, please contact the Office of the Registrar at 403-410-1400, or visit the office on the main floor, South Campus.

*Subject to change.*

# Course Delivery Mode Definitions

Mode	Definition
Any-time Online	A course delivery mode where learning activity takes place at times and locations of the learners own choosing through the use of online communications technologies. Learners are NOT required to participate in any scheduled activity.
Blended	A mixed course delivery mode where learning activity takes place through a blend of scheduled in-class and online delivery methods. Learners ARE required to participate in scheduled in-class activities and one or more forms of online activity.
Home Study	A course delivery mode where learning activity takes place using print-based materials at a time and place of the learners own choosing. May include limited online elements for communication with instructors.
In Class	A course delivery mode where learning activity is scheduled and takes place in a classroom or similar setting at a college facility. May include lecture, laboratory, and seminar components.
Real-time Online	A course delivery mode where learning activity takes place through scheduled interaction through the use of online communications technologies at locations of the learners own choosing. Learners ARE required to participate in scheduled online activity.

## Calgary Campus Locations



**CALGARY CAMPUSES**

- A. South Campus
- B. North Campus
- C. West Campus
- D. City Hall
- E. Olympic Plaza
- F. TELUS Convention Centre
- G. Arts Commons

- Parking Lot
- Street Parking
- Entry Point
- Train Line
- Street Direction



- A SOUTH CAMPUS** 345 – 6 Avenue SE
- B NORTH CAMPUS** 332 – 6 Avenue SE
- C WEST CAMPUS** 300 – 6 Avenue SE

### PARKING

Limited public parking is available in the West Campus lot. Accessible from 5 Avenue SE, between MacLeod Trail and 3 Street E.

Monday to Friday After 5:00 p.m. only.....  
\$3  
Saturday and Sunday all day .....  
\$5/day

Underground parking available in South Campus. Accessible from 6 Avenue SE, between MacLeod Trail and 3 Street E.

Monday to Friday 6:00 a.m. - 6:00 p.m.....  
\$5/hour  
(\$20 daily

max)  
Earlybird Between 5:00 and 9:00 a.m. ....  
\$17  
Evening 5:00 p.m. - 6:00 a.m.....  
\$5 flat rate  
Weekend All day .....  
\$6.50 flat rate

### PUBLIC TRANSPORTATION

Bow Valley College's Campus is centrally located in downtown Calgary near CTrain and transit routes. For more information visit, [calgarytransit.com](http://calgarytransit.com)



## | ACCOUNTING

Every single organization has one thing in common — the need for people with solid skills. Get the credentials and recognition you need to become an integral part of any organization, contributing the accounting skills they need. At Bow Valley College, experienced instructors teach you the up-to-date accounting skills employers are looking for. Accelerate your career with a certificate in Accounting Applications, Advanced Accounting Applications, Bookkeeping Professional or Payroll Professional.

## Accounting Applications Certificate

(162-165 Hours)

If you are new to accounting or looking to advance your professional career, we can help you achieve your accounting goals. This certificate consists of five key accounting courses that provide you with the skills to handle the accounting requirements of a business or office. Learn the basics of applied accounting, budget and financial reporting, and specialized accounting software. This certificate is ideal for careers as a junior accountant, payroll clerk, accounting technician, accounting clerk, bookkeeper, and junior financial analyst. Keyboarding skills with a minimum of 15 words per minute are recommended.

Course Name	Course Code	Fees	Hours	Additional Notes
Microsoft Excel – Basics	COMP9301	\$325	21	Software not provided for home use. A minimum version of Microsoft Excel 2016 is recommended.
Financial Accounting – Introduction	ACCT9101	\$455	40	Recognized: This course is recognized by the Canadian Payroll Association towards certification and the Canadian Institute of Bookkeeping (CIB).
Financial Accounting – Intermediate	ACCT9102	\$455	40	Recommended: Financial Accounting Introduction.
Budget and Financial Reports	ACCT9201	\$455	40	Recommended: Financial Accounting Introduction and Computer Basics or equivalent experience.
Sage 50 Premium Accounting Level I <b>OR</b>	ACCT9403	\$425	24	Recommended: Financial Accounting Introduction and Computer Basics or equivalent experience. Software is not provided. Students are required to install the software on their own devices prior to the start date.
QuickBooks – Introduction	ACCT9401	\$395	21	Recommended: Financial Accounting Introduction and Computer Basics or equivalent experience.  Software is not provided. Students are required to install the software on their own devices prior to the start date.

*Subject to change.*

## Advanced Accounting Applications Certificate

(82-85 Hours)

These advanced courses help you prepare for the next level in your accounting career and gain a greater financial literacy that adds more value to the bottom line. This is the follow-up certificate that supplements the Accounting Applications Certificate. With only three more courses, you can qualify for this Advanced Accounting Applications Certificate.

### Pre-requisite:

Completion of the Accounting Applications Certificate

Course Name	Course Code	Fees	Hours	Additional Notes
Microsoft Excel – Core	COMP9302	\$325	21	Software not provided for home use. A minimum version of Microsoft Excel 2016 is recommended.
Financial Accounting – Advanced	ACCT9103	\$455	40	Recommended: Financial Accounting Intermediate or equivalent experience.
Sage 50 Premium Accounting Level II <b>OR</b>	ACCT9404	\$425	24	Recommended: Financial Accounting Introduction and Sage 50 Premium Accounting Level I or equivalent experience. Software is not provided. Students are required to install the software on their own devices prior to the start date.
QuickBooks – Advanced	ACCT9402	\$395	21	Recommended: Quickbooks Introduction. Software is not provided. Students are required to install the software on their own devices prior to the start date.

*Subject to change.*

## Bookkeeping Professional Certificate

(294 Hours)

Acquire the highest standard of bookkeeping today with the skillset and knowledge required to set up and maintain a complete set of books for a small- to medium-sized business. These courses only account for partial completion of the requirements towards the Certified Bookkeeper designation offered by the Canadian Institute of Bookkeeping. For more information on becoming a certified bookkeeper, please visit [cibcb.com](http://cibcb.com)

Course Name	Course Code	Fees	Hours	Additional Notes
Microsoft Word Basics	COMP9201	\$325	21	Software not provided for home use. A minimum version of Microsoft Word 2016 is recommended.
Microsoft Word Core	COMP9202	\$325	21	Software not provided for home use. A minimum version of Microsoft Word 2016 is recommended.
Microsoft Excel Basics	COMP9301	\$325	21	Software not provided for home use. A minimum version of Microsoft Excel 2016 is recommended.
Microsoft Excel Core	COMP9302	\$325	21	Software not provided for home use. A minimum version of Microsoft Excel 2016 is recommended.
Financial Accounting – Introduction	ACCT9101	\$455	40	Recognized: This course is recognized by the Canadian Payroll Association towards certification.
Financial Accounting – Intermediate	ACCT9102	\$455	40	Recommended: Financial Accounting Introduction.
Financial Accounting – Advanced	ACCT9103	\$455	40	Recommended: Financial Accounting Intermediate or equivalent experience.
Sage 50 Premium Accounting Level I	ACCT9403	\$425	24	Recommended: Financial Accounting Introduction and Computer Basics or equivalent experience. Software is not provided. Students are required to install the software on their own devices prior to the start date.
Sage 50 Premium Accounting Level II	ACCT9404	\$425	24	Recommended: Financial Accounting Introduction and Sage 50 Premium Accounting Level I or equivalent experience. Software is not provided. Students are required to install the software on their own devices prior to the start date.
QuickBooks – Introduction	ACCT9401	\$395	21	Recommended: Financial Accounting Introduction and Computer Basics or equivalent experience. Software is not provided. Students are required to install the software on their own devices prior to the start date.
QuickBooks – Advanced	ACCT9402	\$395	21	Recommended: QuickBooks Introduction. Software is not provided. Students are required to install the software on their own devices prior to the start date.

*Subject to change.*

## Payroll Professional Certificate

(260 Hours)

Gain a solid knowledge of the payroll functions and become a valuable member of any organization. This certificate prepares you to manage the compliance requirements of an organization's payroll cycle, payroll information, and contribute to organizational policy and strategy from a payroll perspective. Topics include employment standards, legislation, maintaining payroll records, contract management, taxation, compensation and benefits, computerized accounting, and payroll processes utilized in Canadian businesses.

Step out into a rewarding career as a payroll administrator, payroll specialist, payroll accountant, human resource and payroll generalist, payroll clerk, administrative clerk, or an accounting clerk.

Course Name	Course Code	Fees	Hours	Additional Notes
Payroll Legislation and Employment Standards	HRES9303	\$450	45	Recognized by CPHR Alberta
Payroll Accounting Principles	HRES9204	\$450	45	
Financial Accounting – Introduction	ACCT9101	\$455	40	Recognized by the Canadian Payroll Association and the Canadian Institute of Bookkeeping.
Budget and Financial Reports	ACCT9201	\$455	40	Recognized by the Canadian Payroll Association.
Strategic Compensation	HRES9203	\$450	45	Recognized by CPHR Alberta
Computerized Payroll Accounting	ACCT9405	\$450	45	This course covers QuickBooks Advanced and Sage 50 Premium Accounting Level II

*Subject to change.*



## | ADMINISTRATION

The role of the administrative assistant is rapidly changing and growing in scope and complexity, and these certificates prepare you to thrive in any office environment. A pivotal role in the success of all organizations, you learn the skills and knowledge to take on a wide range of responsibilities that make you invaluable to the team.

### Administrative Assistant Certificate (187 Hours)

Gain both the technical and professional skills to meet the dynamic business requirements that make you invaluable to leaders in all organizations. This certificate provides the essential tools, skills, and knowledge needed to perform administrative responsibilities to support executives and other high level professionals. Upon successful completion of these courses, you will be proficient in various types of computer applications, office management, and administrative procedures.

Course Name	Course Code	Fees	Hours	Additional Notes
Keyboarding – Beginner and Skill Builder	COMP9101	\$325	21	Recommended course. Not a requirement for the certificate.
Computer Basics	COMP9103	\$325	21	Recommended course. Not a requirement for the certificate. A typing speed of 15 wpm, equivalent experience or the Keyboarding course is recommended.
Time Management Strategies	PPDV9105	\$325	21	
Microsoft Excel – Basics	COMP9301	\$325	21	Recommended: Computer Basics and Microsoft Word Introduction or equivalent experience. Software is not provided. A minimum version of Microsoft Excel 2016 is recommended.
Microsoft Word – Basics	COMP9201	\$325	21	Software is not provided. A minimum version of Microsoft Word 2016 is recommended.
Administrative Skills Fundamentals	ADMN9203	\$325	21	
Financial Accounting – Introduction	ACCT9101	\$455	40	Recognized: This course is recognized by the Canadian Payroll Association and the Canadian Institute of Bookkeeping towards certification.
Effective Business Writing	COMM9103	\$325	21	

*Subject to change.*



## | BUSINESS AND MANAGEMENT

Pursue a dynamic career with a relevant, leading-edge education that is flexible and focused on your needs. The business and management skills you learn here are exactly the in-demand skills employers are looking for.

## Business Management Courses

Gain valuable business skills through practical knowledge and competencies that give you a broader understanding of the fundamentals of the business functions within an organizational structure including planning, organizing, leading, and controlling activities. Designed for those who are already working in the area of business management, this certificate provides opportunities to develop a broader skillset that aligns to the overall organization's strategic objectives in the areas of HR, accounting, communication, performance, and project management.

Course Name	Course Code	Fees	Hours	Additional Notes
Essential Supervisory Skills	MGMT9107	\$375	30	
Human Resource Management	HRES9201	\$450	45	Recognized by CPHR Alberta
Financial Accounting – Introduction	ACCT9101	\$455	40	Recognized: This course is recognized by the Canadian Payroll Association towards certification and the Canadian Institute of Bookkeeping (CIB).
Financial Accounting – Intermediate	ACCT9102	\$455	40	Recommended: Financial Accounting Introduction.
Introduction to Performance Management	MGMT9102	\$325	21	Recognized by CPHR Alberta
Project Management – Introduction	MGMT9120	\$450	45	
Change Management	MGMT9101	\$325	21	Recognized by CPHR Alberta
Introduction to Performance Management	MGMT9102	\$325	21	Recognized by CPHR Alberta
Advanced Performance Management	MGMT9103	\$325	21	Recognized by CPHR Alberta
Critical and Productive Strategies	MGMT9104	\$325	21	Recognized by CPHR Alberta
Workplace Complexities	MGMT9105	\$325	21	Recognized by CPHR Alberta
Building High Performance Teams	MGMT9106	\$325	21	Recognized by CPHR Alberta
Ethical Business Fundamentals	PPDV9101	\$325	21	
Business Etiquette	PPDV9102	\$325	21	
Effective Business Writing	COMM9103	\$325	21	
Conflict Management	PPDV9103	\$325	21	
Personal Productivity	PPDV9104	\$325	21	
Time Management Strategies	PPDV9105	\$325	21	

*Subject to change.*

## Human Resources Professional Certificate

### (180 Hours)

Enhance your career and your credentials in the key areas of human resource management. Gain skills in the major areas that organizations rely on within Human Resources (HR): recruiting, managing, and developing employees. This certificate introduces you to HR functions and processes, HR terminology, and current legislation. Topics include HR Management systems, recruitment and selection, job evaluation, compensation and benefits, payroll, and employer relations.

Course Name	Course Code	Fees	Hours	Additional Notes
Human Resources Management	HRES9201	\$450	45	Recognized by CPHR Alberta
Talent Acquisition	HRES9202	\$450	45	Recognized by CPHR Alberta
Strategic Compensation	HRES9203	\$450	45	Recognized by CPHR Alberta
Organizational Development	HRES9101	\$450	45	Recognized by CPHR Alberta

*Subject to change.*

## Petroleum Industry Management Certificate

### (270 Hours)

Gain a broader understanding of several key management areas in the petroleum industry and develop the skills required to support a range of careers in the global petroleum market. From the field to the head office, gain insight and knowledge of oil, gas and pipeline management approaches, processes and systems.

Build comprehensive knowledge in the petroleum industry as you examine the technical, social, economic, stakeholder, and environmental aspects of oil and gas management for exploration, production, and pipeline systems. This unique certificate starts with an understanding of where oil and gas is found in Canada and how it is produced, refined, and transported to markets. The core courses focus on the key management aspects of planning, constructing, and operating oil, gas, and pipeline systems.

Course Name	Course Code	Fees	Hours	Additional Notes
Petroleum Industry Management	PIMT9201	\$450	45	
Land and Environmental Management	PIMT9101	\$450	45	
Stakeholder and Indigenous Relations	PIMT9102	\$450	45	
Regulatory and Environmental Permitting	PIMT9103	\$450	45	
Supply Chain Management	PIMT9104	\$450	45	
Financial Management	PIMT9105	\$450	45	

*Subject to change.*



# Unemployed?

Ask us about no-cost IT courses  
& a 10-week work placement.

[bowvalleycollege.ca/techskills](http://bowvalleycollege.ca/techskills)

Funded by:

Canada

Alberta

**BOWVALLEY**  
COLLEGE





# COMPUTER APPLICATIONS

The world of business runs on computer applications; the more you know, the more vital you are to the organization. Your enhanced computer skills in key business applications can earn you greater responsibility and boost your career.

## Computer Applications Certificate (168 Hours)

The Computer Applications Certificate incorporates computer skills essential for today's office environment. It demonstrates to employers that you are ready for a career in an office setting.

Course Name	Course Code	Fees	Hours	Additional Notes
Keyboarding – Beginner and Skill Builder	COMP9101	\$205	21	
Computer Basics	COMP9103	\$325	21	Recommended: Keyboarding - Beginner and Skill Builder or typing speed of 15 wpm or equivalent experience.
Microsoft Word – Basics	COMP9201	\$325	21	Recommended: Computer Basics and a typing speed of 20 wpm or equivalent experience. Software is not provided. A minimum version of Microsoft Word 2016 is recommended.
Microsoft Word – Core	COMP9202	\$325	21	Recommended: Microsoft Word Introduction and a typing speed of 20 wpm or equivalent experience. Software is not provided. A minimum version of Microsoft Word 2016 is recommended.
Microsoft Word – Expert	COMP9203	\$325	21	Recommended: Microsoft Word Intermediate or equivalent experience. Software is not provided. A minimum version of Microsoft Word 2016 is recommended.
Microsoft Excel – Basics	COMP9301	\$325	21	Recommended: Computer Basics and Microsoft Word Introduction or equivalent experience. Software is not provided. A minimum version of Microsoft Excel 2016 is recommended.
Microsoft Excel – Core	COMP9302	\$325	21	Recommended: Microsoft Excel Introduction or equivalent experience. Software is not provided. A minimum version of Microsoft Excel 2016 is recommended.
Microsoft Excel - Expert	COMP9303	\$325	21	Recommended: Microsoft Excel Intermediate or equivalent experience. Software is not provided. A minimum version of Microsoft Excel 2016 is recommended.

*Subject to change.*



## **CONSTRUCTION AND MAINTENANCE**

This is your chance to be part of a dynamic industry that builds and creates. Alberta's construction industry is always looking for professionals, and our certificates at Bow Valley College are taught by industry experts who can show you how to get there.

The maintenance professional is a vital role in the facilities and infrastructure team with the physical assets of a building becoming more important and sophisticated as building technology evolves. Our expert instructors are up on the latest industry and certification requirements, and teach you the skills you need to take on more responsibility and step up to more.

## Home Inspection Certificate (420 Hours)

Enter an exciting and growing profession where you provide a consulting service that helps homebuyers make informed decisions about their prospective home purchase. Bow Valley College, in partnership with Carson Dunlop and Associates, is offering a 10-subject home inspection program that is endorsed by CAHPI (Canadian Association of Home and Property Inspectors) and ASHI (American Society of Home Inspectors).

\*Bow Valley College provides the educational portion of the licensing requirements needed to become a licensed Home Inspector.

Additional information can be obtained from the Licensing Office of Service Alberta. <http://www.servicealberta.gov.ab.ca/1773.cfm>

### Recommended:

High School Diploma; experience in the construction industry.

Course Name	Course Code	Fees	Hours	Additional Notes
Roofing Inspection	HINS9101	\$575	42	Learning materials included.
Structural Inspection	HINS9102	\$575	42	Learning materials included.
Plumbing Inspection	HINS9103	\$575	42	Learning materials included.
Electrical Inspection	HINS9104	\$575	42	Learning materials included.
Heating Inspection	HINS9105	\$575	42	Learning materials included.
Heating Inspection II	HINS9106	\$575	42	Learning materials included.
Air Conditioning and Heat Pumps Inspection	HINS9107	\$575	42	Learning materials included.
Exterior Inspection	HINS9108	\$575	42	Learning materials included.
Interior/Insulation Inspection	HINS9109	\$575	42	Learning materials included.
Communication/Professional Practices	HINS9110	\$575	42	Learning materials included.

*Subject to change.*

## Maintenance Management Professional Certificate (MMP) (225 Hours)

Developed and authorized by the Plant Engineering and Maintenance Association of Canada (PEMAC), this certificate is designed for people aspiring to management positions in the maintenance field and those already in maintenance management looking for formal training.

MMP's develop the knowledge to provide cost effective management of the existing physical assets and insight into future acquisitions, improvements in uptime, production capacity, equipment reliability, safety, environmental compliance, economic life of assets, return on investment and effective communication between departments. The MMP Certificate is comprised of the eight modules listed below. It is recommended that learners start with Module 1 and then take Modules 2-7 in any order. Module 8 must be taken at the end. This certificate is recognized by the Alberta Blue Seal. PEMAC is recognized by the Society for Maintenance & Reliability Professionals (SMRP) as an approved provider of continuing education and training aligned with key subject areas related to reliability and physical asset management.

Course Name	Course Code	Fees	Hours	Additional Notes
Module 1 – An Integrated Strategy for Maintenance Management	MMPR9101	\$395	15	It is recommended that learners start with Module 1. However, it is not required to start with Module 1. You can take these courses in any order from Modules 1 through 7.
Module 2 – Production and Operations Management for Maintenance Management	MMPR9102	\$795	30	
Module 3 – Human Resources for Maintenance Management	MMPR9103	\$795	30	
Module 4 – Financial Management for the Maintenance Manager	MMPR9104	\$795	30	
Module 5 – Developing and Implementing Maintenance Tactics	MMPR9105	\$795	30	
Module 6 – Maintenance Work Management	MMPR9106	\$795	30	
Module 7 – Computerized Maintenance Management Systems	MMPR9107	\$795	30	
Module 8 – Capstone Project	MMPR9108	\$795	30	Pre-requisite: Completion of Modules 1 through 7.

*Subject to change.*





# Professional development for early childhood educators

## Coming soon

You can make a difference in the lives of children, families and communities. Check out the new continuing learning courses in Early Childhood Education and Development available soon. Courses include:

- Building Positive Relationships with Children, Family, and Community
- Play-Based Responsive Curriculum
- Social-Emotional Well-Being in the Early Years
- Outdoor Play
- Pedagogical Documentation
- Pedagogical Leadership in Early Childhood Education
- Trauma-Informed Practice in Early Childhood Education
- Mentorship and Supervision in Human Services

[bowvalleycollege.ca](https://bowvalleycollege.ca)



## | ENGLISH LANGUAGE

Communication is important in every industry. Whether you're talking to your co-workers, taking direction from your boss, or reading an operations manual, clear communication is vital.

### Workplace Communication Skills

Master the communication and pragmatic skills used in Canadian workplaces through our online offerings. To meet the needs of busy working professionals, workplace communication courses are offered once a term in a distributed medium offered once a term through online learning. Courses provide an introduction to culture and communication in the Canadian workplace. Topic areas include building networking skills, increasing intercultural knowledge, skills and awareness; and improving pragmatic competence.

Course Name	Course Code	Fees	Hours	Additional Notes
Language for Work	ELLA9885	\$275	50	
Fit in Fast	ELLA9883	\$175	30	

*Subject to change.*



# EXAM PREPARATION

Exam Preparation courses at Bow Valley College can help build a test taker's confidence by increasing competencies for required examinations and equipping them with essential test taking strategies.

## CompTIA Exam Preparation

CompTIA certifications help individuals build exceptional careers in information technology and enable organizations to form a skilled and confident staff. These courses are vendor neutral and globally recognized. Certification exams can be booked at the Bow Valley College Testing Centre.

Course Name	Course Code	Fees	Hours	Additional Notes
CompTIA A+	TECH9101	TBD	60	A self-paced course to prepare you to write the CompTIA A+ certification exams.
CompTIA Network+	TECH9205	TBD	60	A self-paced course to prepare you to write the CompTIA Network+ certification exams.

*Subject to change.*

## CPNRE Exam Preparation

Practical nurse graduates, prepare to write your national registration exam (CPNRE), required for licensing in Canada. A CPNRE Predictor Test, which calculates your probability of passing the national exam, is included in your course package.

Course Name	Course Code	Fees	Hours	Additional Notes
CPNRE Exam Preparation	NURS9301	\$199	8	

*Subject to change.*

## English Language Test Preparation (IELTS)

The IELTS courses prepare participants to take the academic format of the IELTS test. The academic format tests a person's ability to study in English at an undergraduate or postgraduate level and can be used to satisfy the English language proficiency requirements at many institutions. Those preparing for the general format of the IELTS test will also benefit from this course. Instruction and feedback on sections specific to the general format will be given.

Course Name	Course Code	Fees	Hours	Additional Notes
IELTS Preparation	ELLA9781	\$395	48	Offered T/TH evening.
IELTS Intensive	ELLA9782	\$205	24	Offered F morning.
IELTS Preparation and Exam	ELLA9783	\$655	48	Offered T/TH evening.

*Subject to change.*

## General Education Development (GED) Preparation

Many companies accept General Education Development (GED) instead of a high school diploma. Get the skills to challenge the official GED tests. When you pass these tests, you'll earn a High School Equivalency Diploma. The GED is one way to obtain an Alberta Education High School Equivalency Diploma. GED is the only high school equivalency program recognized by all Canadian provinces. The GED may be used to meet the Admission Requirements of some Bow Valley College credit programs.

Course Name	Course Code	Fees	Hours	Additional Notes
General Educational Development (GED) Preparation - English	GEDP9201	\$136	30	Textbook required
General Educational Development (GED) Preparation - Math	GEDP9301	\$136	30	Textbook required
General Educational Development (GED) Preparation - Social Studies	GEDP9401	\$136	30	Textbook required
General Educational Development (GED) Preparation - Science	GEDP9501	\$136	30	Textbook required

*Subject to change.*

## National Professional Practice Exam (NPPE)

This course is for engineers and geoscientists planning to write the Association of Professional Engineers and Geoscientists of Alberta (APEGA) National Professional Practice Exam (NPPE). Topics include professionalism, ethics, professional practice, communication, law for professional practice, professional law and regulation and discipline processes. Includes: 215 practice multiple-choice questions and a mock exam with 100 multiple-choice questions.

Course Name	Course Code	Fees	Hours	Additional Notes
NPPE Preparation	IIAD9501	\$185	40	Self-directed/online

*Subject to change.*



# HEALTH AND HUMAN SERVICES

We know how busy your life is, so we deliver online options and weekend workshops.

## First Aid and Safety

Workplace safety for human services workers encompasses emotional as well as physical safety considerations. Build your knowledge and your resume with these courses from the Canadian Red Cross.

Course Name	Course Code	Fees	Hours	Additional Notes
Basic Life Support CPR (Healthcare Provider level)	FACP9101	\$115	5	Heart and Stroke Foundation
Beyond the Hurt	SAFT9404	\$80	4	Red Cross
Bloodborne Pathogens	SAFT9402	\$80	4	Red Cross
Fire Safety	SAFT9401	\$40	2	Red Cross
Mental Health First Aid	HMSV9301	\$249	12	Canadian Mental Health Commission certification
Prevention in Motion	SAFT9405	\$80	4	Red Cross
Standard First Aid & CPR	FACP9201	\$140	16	Red Cross
Standard Childcare First Aid & CPR	FACP9202	\$135	16	Red Cross
Standard First Aid with Health Care Provider CPR	FACP9304	\$170	16	St. John Ambulance

*Subject to change.*

## Health Care Aide

As a health care aide, you are an important part of our health care system, caring for individuals to enhance and improve their quality of life. These courses will help you keep your skills up-to-date and advance your career.

Course Name	Course Code	Fees	Hours	Additional Notes
Advanced Assisting with Medication Delivery	NURS9201	\$295	30	
Advanced Mental Health Care for Health Care Aides	NURS9209	\$199	15	
Advanced Palliative Care for Health Care Aides	NURS9211	\$249	30	Textbook required
Basic Life Support CPR (Healthcare Provider Level)	FACP9101	\$115	5	Heart and Stroke Foundation
Bloodborne Pathogens	SAFT9402	\$80	4	Red Cross
Fire Safety	SAFT9401	\$40	2	Red Cross
Gentle Persuasive Approaches (GPA) Basics	NURS9508	\$239	7.5	Dementia care
Health Care Documentation	NURS9203	\$175	10	
Mental Health First Aid	HMSV9301	\$249	12	Canadian Mental Health Commission certification
N95 Mask Fitting	SAFT9406	\$35	1.5	

*Subject to change.*

## Human Services

Working on the frontline of human services, you know how important continuing competencies are. These courses may qualify for continuing education credits with your professional association.

Course Name	Course Code	Fees	Hours	Additional Notes
Beyond the Hurt: Help children and youth rise above bullying	SAFT9404	\$80	4	Red Cross
Bloodborne Pathogens	SAFT9402	\$80	4	Red Cross
Financial Coaching	HMSV9501	\$85	30	Community partnerships: The United Way of Calgary and Aspire Calgary
Fire Safety	SAFT9401	\$40	2	Red Cross
Mental Health First Aid	HMSV9301	\$249	12	Canadian Mental Health Commission certification
Personal Support Skills for Caregivers	HMSV9102	\$389	30	Fulfills education requirement for admission to Recreation Therapy Aide career program.
Prevention in Motion: Join the movement to protect children and youth	SAFT9405	\$80	4	Red Cross
Standard Childcare First Aid & CPR	FACP9202	\$135	16	Red Cross
Understanding and Applying the DSM-5 in Healthcare Practice	HMSV9503	\$399	45	Meets educational requirements for clinical registration in ACSW. Meets educational requirements for clinical registration.

*Subject to change.*

## Nursing

As a nurse, you know how important continuing competencies are. We make it easy for you to stay up-to-date and even add specializations to your license. Many of the following courses qualify for funding from the College of Licensed Practical Nurses of Alberta (CLPNA).

Course Name	Course Code	Fees	Hours	Additional Notes
Basic Life Support CPR (Healthcare Provider Level)	FACP9101	\$115	5	Heart and Stroke Foundation
CPNRE Exam Preparation	NURS9301	\$199	8	
Gentle Persuasive Approaches (GPA) Basics	NURS9508	\$239	7.5	Dementia care
Immunization	NURS9501	\$399 \$439*	45	*Home Study has additional materials fee.
Intramuscular & Intradermal Injections	NURS9204	\$209	6	
Intravenous Initiation, Infusion and Medication Administration	NURS9213	\$399	15	
Leadership for Licensed Practical Nurses	NURS9502	\$399	45	Textbook required.
Mental Health First Aid	HMSV9301	\$249	12	Canadian Mental Health Commission certification
N95 Mask Fitting	SAFT9406	\$35	1.5	
Palliative Care for Licensed Practical Nurses	NURS9510	\$399	45	Textbook required.
Phlebotomy	NURS9504	\$369	15	
Understanding and Applying the DSM-5 in Healthcare Practice	HMSV9503	\$399	45	

## Pharmacy Technician and Pharmacist

Ensuring you have the latest, up-to-date qualifications means you will stay at the top of your profession. As a leader in health care education in Alberta, our Pharmacy Technician Sterile preparation courses are designed to provide you with advanced skills that can enhance your career.

Course Name	Course Code	Fees	Hours	Additional Notes
Basic Sterile Preparation	PHRM9501	\$549	30	All course materials included. Textbook required.
Advanced Sterile Preparation	PHRM9502	\$549	30	All course materials included. Textbook required.
Hazardous Product Preparation	PHRM9503	\$549	16	All course materials included. Textbook required.
Sterile Recertification – Non-Hazardous	PHRM9504	\$289	12	NAPRA's Model Standards. All course materials included. Textbook required.
Sterile Recertification – Hazardous	PHRM9505	\$319	12	NAPRA's Model Standards. All course materials included. Textbook required.



## **IMMIGRATION AND INTERCULTURAL COMPETENCIES**

Bow Valley College's immigration and intercultural programs and certificates afford participants comprehensive knowledge and leadership skills to thrive in Canada's diverse and vibrant communities.

## Immigration Practitioner Certificate

Bow Valley College is pleased to offer the Immigration Practitioner Certificate designated by the Immigration Consultants of Canada Regulatory Council (ICCRC). The aim of this program is to educate individuals interested in guiding immigrants through the immigration process by navigating complex Canadian Immigration Policies and Procedures. It is essential that practitioners are registered, educated immigration professionals to assist with immigration advice and representation. The Bow Valley College Immigration Practitioner Certificate program adheres to and promotes the professional standards the Immigration Consultants of Canada Regulatory Council (ICCRC) demands. Upon completion of this certificate program, successful applicants will have the training necessary to challenge the ICCRC's Entrance to Practice Examination. Once admitted to the profession, practitioners will be held to high professional standards through continuous professional development and mandatory practice management education, all taught and developed by the IPC governing body, the ICCRC.

Course Name	Course Code	Fees	Hours	Additional Notes
Introduction to Canadian Immigration Law and Policy	IMPR9101	\$1,140	72	Pre-requisite for IMPR9102.
Inadmissibility, Enforcement and Removals	IMPR9102	\$1,140	72	Pre-requisite for remaining 5 courses.
Temporary Residence	IMPR9103	\$1,140	72	
Permanent Residence (Economic Classes)	IMPR9104	\$1,140	72	
Permanent Residence (Family Class, Humanitarian and Compassionate Applications)	IMPR9105	\$1,140	72	
Refugees and Protected Persons	IMPR9106	\$1,140	72	
Professional Immigration Practice and Ethics	IMPR9107	\$1,140	72	<i>Subject to change.</i>

## Intercultural Competencies for Leaders (ICL)

Greater competency in intercultural communication and cultural awareness enhances your business and its competitiveness in the marketplace. Intercultural Competencies for Leaders provides the practical skills needed in the new diverse realities of the Calgary workplace. Through this program you will develop a greater understanding of how culture impacts communication and an awareness of effective intercultural communication strategies. All learners are evaluated for achievement of learning outcomes. The ICL Certificate is awarded to learners that successfully complete the four courses.

Course Name	Course Code	Fees	Hours	Additional Notes
Intercultural Competence I	IIAD9101	\$295	12	Recognized by CPHR Alberta
Intercultural Competence II	IIAD9102	\$295	12	Recognized by CPHR Alberta
Supervisory Skills in Intercultural Teams	IIAD9201	\$295	12	Recognized by CPHR Alberta
Indigenous Awareness: Engaging Diversity and Inclusion*	IIAD9301	\$295	12	*This initiative is supported by Calgary Foundation Recognized by CPHR Alberta <i>Subject to change.</i>

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COLLEGE



## INFORMATION TECHNOLOGY

Information Technology (IT) plays a role in every corner of today's economy. From the biggest multi-national corporations to the smallest home-based businesses and nonprofits, IT makes it all possible. Knowing the latest IT skills and current trends puts you on the path to success in any workplace.

### Agile for Product Owners

Agile software development methods create technology solutions through cross-functional team collaboration. Agile, as a methodology, fosters organizational agility and emphasizes value as a means of building a competitive edge. The Product Owner plays a central role in the Agile Team by holding the vision for the project and setting value-based priorities. The Product Owner describes how the final product will be used and represents key stakeholders across the organization. The primary objective of a Product Owner is to deliver a high-value product while working within the constraints of the project.

The Agile for Product Owners suite of competencies looks beyond the technical skills needed on the job and focuses on the soft skills and leadership skills that employers have demonstrated difficulty finding.

Course Name	Course Code	Fees	Hours	Additional Notes
Innovation and Value for Agile Product Owners	MGMT9114	\$465	21	
Leadership for Agile Product Owners	MGMT9115	\$465	21	
Coordination and Planning for Agile Product Owners	MGMT9116	\$465	21	
Communication for Agile Product Owners	MGMT9117	\$465	21	
Stakeholder Engagement for Agile Product Owners	MGMT9118	\$465	21	
Problem Solving and Decision Making for Agile Product Owners	MGMT9119	\$465	21	

## CompTIA Exam Preparation

CompTIA certifications help individuals build exceptional careers in information technology and enable organizations to form a skilled and confident staff. These courses are vendor neutral and globally recognized. Certification exams can be booked at the Bow Valley College Testing Centre.

Course Name	Course Code	Fees	Hours	Additional Notes
CompTIA A+	TECH9101	TBD	60	A self-paced course to prepare you to write the CompTIA A+ certification exams.
CompTIA Network+	TECH9205	TBD	60	A self-paced course to prepare you to write the CompTIA Network+ certification exams.

*Subject to change.*

## Database Courses

Learn fundamental database development and administration concepts. Prepare for your Microsoft Technology Associate Exam.

Course Name	Course Code	Fees	Hours	Additional Notes
Database Administration Fundamentals	DATA9401	\$325	24	

## IBM Skills Academy

Bow Valley College, in partnership with IBM, can help you develop the skills you need to get a job in the dynamic world of information technology in less than a month with part-time training. Choose a career track in Data Analytics, Network Security, or Application Development and earn globally-recognized credentials.

### Data Analyst Career

Course Name	Course Code	Fees	Hours	Additional Notes
IBM Predictive Analytics Modeler	DATA9302	\$979	36	
IBM Business Intelligence Analyst	DATA9301	\$979	36	

### Network Security Career

Course Name	Course Code	Fees	Hours	Additional Notes
IBM Application Security Technologist	ISEC9201	\$979	36	
IBM Security Intelligence Technologist	ISEC9202	\$979	36	

### Application Development Career

Course Name	Course Code	Fees	Hours	Additional Notes
IBM Cloud Application Developer	SODV9201	\$979	36	
IBM Mobile Application Developer	SODV9202	\$979	36	

## Information and Communication Technology Essentials Courses

There are currently thousands of job postings in Calgary in the technology sector. Bow Valley College can help you get the skills you need today to get a job in the dynamic world of technology in less than a month with part-time training. Earn a skill-set that employers are looking for!

### Data Analyst Career

Course Name	Course Code	Fees	Hours	Additional Notes
Predictive Analytics Essentials	DATA9102	\$339	24	
Business Intelligence Essentials	DATA9101	\$339	24	

### Network Security Career

Course Name	Course Code	Fees	Hours	Additional Notes
Application Security Essentials	ISEC9101	\$339	24	
Security Intelligence Essentials	ISEC9102	\$339	24	

### Application Development Career

Course Name	Course Code	Fees	Hours	Additional Notes
Cloud Application Essentials	SODV9101	\$339	24	
Mobile Application Essentials	SODV9102	\$339	24	

## Programming Languages

Learn fundamental software development concepts and prepare for your Microsoft Technology Associate Exam.

Course Name	Course Code	Fees	Hours	Additional Notes
Programming using Java	SODV9203	\$325	24	
Programming using HTML/CSS	SODV9204	\$325	24	
Programming using JavaScript	SODV9205	\$325	24	
Programming using Python	SODV9206	\$325	24	



## | SECURITY AND INVESTIGATION

Prepare yourself for a thrilling career as a private investigator. Use your curiosity and problem-solving skills as you gather intelligence to uncover fraud, locate missing persons, or even expose a cheating spouse.

### Private Investigation Certificate (80 Hours)

The Private Investigation Certificate is accredited by the Alberta Ministry of Justice and Solicitor General. Attach a copy of your certificate to your private investigator license application in Alberta, and you will not be required to write the provincial exam. Outside of Alberta, please check application procedure and requirements with local authorities.

Course Name	Course Code	Fees	Hours	Additional Notes
Introduction to Private Investigation	PINV9101	\$400	30	Textbook required.
Interviewing Skills for Private Investigators	PINV9201	\$175	10	Pre-requisite: PINV9101
Special Investigations	PINV9202	\$175	10	Pre-requisite: PINV9101
Surveillance Techniques	PINV9203	\$175	10	Pre-requisite: PINV9101
Report Writing for Investigators	PINV9301	\$175	10	Pre-requisite: PINV9101
Starting a Private Investigation Business	PINV9401	\$175	10	Pre-requisite: PINV9101

*Subject to change.*



# TESL TRAINING

The ACE TESOL Certificate is designed to provide learners with the tools, strategies, skills and knowledge to be successful at teaching adults in English language programs either in Canada or abroad. TESL Canada recognizes this training for the TESL Canada Professional Certification Standard One.

## ACE TESOL Certificate

Course participants will improve communication and presentation skills and will increase self-confidence in their teaching abilities.

Course Name	Course Code	Fees	Hours	Additional Notes
ACE TESOL Certificate: Instruction	TELL9101	\$2,450	100	Pre-requisite for TELL9999 and TELL9998.
ACE TESOL Certificate: Observation and Teaching	TELL9999	N/A	20	The 20-hour practicum consists of 6 hours of observation and 14 hours supervised teaching in a real ELL classroom.
ACE TESOL Certificate: Observation and Teaching Assistance	TELL9998	N/A	10	The 10-hour practicum consists of 6 hours of observation outside of the instructional hours and 4 hours of acting as a teaching assistant in a real ELL classroom.

*Subject to change.*

### Admission Requirements:

Applicants must have a university degree and must also provide evidence of English language proficiency through one of the following:

- iBT – Overall 101 with a minimum of 23 in Listening, 24 in Reading, 27 in Speaking and 27 in Writing
- IELTS Academic – 7 overall with a minimum score of 7 in each skill area
- High school graduation from a high school in Canada , including minimum English Grade 12 score of 70%
- Completion of an undergraduate degree from a university where English is the language of instruction and administration
- Applicants without a university degree can be accepted in the ACE TESOL course, but they must have two years of post-graduate study. Furthermore, applicants without a university degree would not be eligible for TESL Canada certification until a university degree is also completed.



## | OPEN STUDIES

Open Studies allows you to obtain advanced standing credits in a Bow Valley College post-secondary program, explore options prior to making a commitment to a specific program, or simply take courses of general interest.

# Open Studies – How to Apply and Register

**Step 1:** Submit your application by applying to [bowvalleycollege.ca/apply](http://bowvalleycollege.ca/apply)

**Step 2:** Submit official transcripts or proof of English Language Proficiency [bowvalleycollege.ca/ELP](http://bowvalleycollege.ca/ELP)

**Step 3:** Receive the letter of admission on your email once you have been accepted into Open Studies

**Step 4:** Registration for courses are available via myBVC

## Paying Your Fees

### ONLINE

Log onto your myBVC.ca account and select 'Online Services' and then, 'Make a Payment'.

### IN PERSON

Visit the Office of the Registrar.

### BY MAIL

Send your cheque or money order and include your Bow Valley College student ID number with your written request to:

Office of the Registrar and Enrolment Services

Bow Valley College

345 - 6 Avenue SE

Calgary, AB T2G 4V1

## Tuition and Fee Deadlines

For Open Studies courses the fee deadline is the business day prior to the first date of classes.

## Full-time Fees vs. Part-time Fees

Open Studies students who take nine credits or more, pay for full-time.

# Withdrawals, Cancellations, and Refunds

If you choose to withdraw from a program or course, you need to follow the formal withdrawal procedure. Notify the academic department if you need to withdraw from a credit course or program. If you just stop attending a course or program, that will not be considered a formal withdrawal, and there will be no refund assessment.

Find the withdrawal process here:

[bowvalleycollege.ca/student-resources/academic-services/withdrawing-from-bow-valley-college](http://bowvalleycollege.ca/student-resources/academic-services/withdrawing-from-bow-valley-college)

## For More Information:

Visit: [bowvalleycollege.ca/openstudies](http://bowvalleycollege.ca/openstudies) or call Prospective Student Services at 403-410-1402.

## Thinking of a career in Health and Wellness or Community Studies or Business?

### TRANSFER CREDITS THROUGH OPEN STUDIES

Take credit courses through Open Studies, before you are admitted to a program, or while you are on a waitlist, lightening the workload and preparing you for the program of your choice. Once you are admitted to a program, all course credits successfully achieved will be transferred to your program. Anatomy & Physiology can also be used as an admission requirement for the Practical Nurse program, instead of Biology 30.

Open Studies allows an opportunity for learners to:

- Get credits in a Bow Valley College post-secondary program.
- Explore programs at the College before you commit to a specific program.
- Enrol in courses that are of interest to you.
- Enrol as a visiting student (a visiting student is an individual who studies at another post-secondary institution).

Every term, we offer a selection of courses from our programs. Each of our schools determines which courses will be available. Please view the Open Studies Timetable on our website for a comprehensive list of available courses each term. Go to [bowvalleycollege.ca/openstudies](http://bowvalleycollege.ca/openstudies).

*\*courses listed in the table below are not always available every term and, as courses are updated regularly, it is not necessarily a comprehensive list of all available courses.*

Chiu School of Business		Certificate								Diploma	
		Administrative Professional	Business Administration	Dental Business Assistant	Event Management	Hospital Unit Clerk	Human Resources	Medical Office Assistant	Veterinary Office Assistant	Business Administration	Legal Assistant
ACCT1103	Introduction to Financial Accounting*		▲							▲	
ACCT2201	Management Accounting I									▲	
ADMN1101	Keyboarding/Skillbuilding I*	▲									▲
ADMN1101	Keyboarding/Skillbuilding III*										▲
ADMN1102	Keyboarding/Skillbuilding II*	▲									▲
ADMN1104	Introduction to Computers for Health Care*			▲		▲		▲	▲		
ADMN1201	Office Procedures I*	▲									
ADMN1202	Office Procedures II*	▲									
ADMN1203	Business Technology*	▲									▲
ADMN1301	Document Processing*	▲									
ADMN1303	Advanced Office Applications*	▲									
FNSR2101	Introduction to Insurance*									▲	
FNSR2201	Business Finance*									▲	
FNSR2301	Financial Markets and Products*									▲	
FNSR2302	Financial Planning I*									▲	
FNSR2303	Investment Funds in Canada*									▲	
HRES1101	Organizational Behaviour*	▲	▲	▲		▲				▲	
HRES2201	Introduction to Human Resources*	▲	▲				▲			▲	
HRES2202	Recruitment and Selection*						▲			▲	

Chiu School of Business		Certificate								Diploma	
		Administrative Professional	Business Administration	Dental Business Assistant	Event Management	Hospital Unit Clerk	Human Resources	Medical Office Assistant	Veterinary Office Assistant	Business Administration	Legal Assistant
HRES2203	Compensation & Benefits*						▲			▲	
HRES2301	Employment Law*						▲			▲	
HRES2302	Labour Relations*						▲			▲	
HRES2303	Occupational Health & Safety*						▲			▲	
HRES2401	Employee Learning and Development*						▲			▲	
HUCL1101	Role Concepts in Health Care*	▲		▲		▲		▲	▲		
HUCL1301	Fundamentals of Medical Orders*					▲					
HUCL1401	Medical Terminology I*			▲		▲		▲	▲		
HUCL1402	Medical Terminology II*					▲		▲			
HUCL1501	Hospital Information Systems*					▲					
HUCL1601	Unit Coordinating Skills*					▲					
LEGL1201	Introduction to the Legal Profession*	▲									▲
LEGL1401	Legal Document Processing I*										▲
LEGL1402	Legal Document Processing II*										▲
LEGL1501	Litigation I*										▲
LEGL1502	Litigation II*										▲
LEGL1601	Introduction to Real Estate*										▲
LEGL2101	Corporate Law*										▲
LEGL2102	Commercial Law*										▲
LEGL2104	Wills & Estates*										▲
LEGL2105	Criminal Law for Legal Assistants*										▲
LEGL2402	Legal Transcription*										▲
LEGL2601	Credits and Collections*										▲
LEGL2701	Law Office Procedures*										▲
MATH1902	Introductory Calculus									▲	
MGMT1101	Introduction to Management*	▲	▲				▲			▲	
MGMT1102	Corporate Social Responsibility*		▲							▲	
MGMT1201	Business Communications*	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
MGMT1202	Essentials of Interpersonal Communication*	▲		▲		▲					
MGMT1302	Computer Applications*									▲	
MGMT1303	Office Finances and Spreadsheets*	▲									
MGMT1401	Microeconomics*		▲							▲	
MGMT1501	Business Mathematics*									▲	
MGMT1601	Business Law*		▲							▲	
MGMT2102	Project Management*									▲	

Chiu School of Business		Certificate							Diploma		
		Administrative Professional	Business Administration	Dental Business Assistant	Event Management	Hospital Unit Clerk	Human Resources	Medical Office Assistant	Veterinary Office Assistant	Business Administration	Legal Assistant
MGMT2301	Microsoft Excel*									▲	
MGMT2302	Computerized Accounting for Management *									▲	
MGMT2401	Macroeconomics*		▲							▲	
MGMT2501	Introduction to Statistics*									▲	
MGMT2801	International Business*									▲	
MGMT2901	Introduction to Entrepreneurship*									▲	
MGMT2998	Business Strategy*									▲	
MKTG1101	Introduction to Marketing*	▲	▲		▲					▲	
MKTG2101	Consumer Behaviour									▲	
MKTG2102	Global Marketing									▲	
MKTG2203	Selling and the Customer Experience*									▲	
MKTG2302	Advertising*									▲	
MKTG2303	Integrated Marketing Communications*									▲	
MOAS1201	Administrative Skills for the Medical Office*							▲			
MOAS1301	Financial Management for the Medical Office*							▲			
MOAS1401	Clinical Skills for the Medical Office*							▲			
MOAS1501	Electronic Medical Office Management*							▲			
PREL2101	Public Relations*									▲	
PREL2102	Crisis Communication & Reputation Management									▲	
PREL2103	Digital and Emerging Media*				▲					▲	
PREL2104	Content Marketing and Copywriting*									▲	
PREL2201	Introduction to Fundraising									▲	
TOUR2101	Introduction to Global Tourism									▲	
TOUR2103	Global Product Development									▲	
TOUR2104	Sustainable Tourism Management									▲	
TOUR2201	Introduction to Event Management				▲					▲	
TOUR2202	Meetings, Expositions & Conventions				▲					▲	
TOUR2205	Event Marketing*				▲					▲	

School of Health and Wellness School of Community Studies		Certificate							Diploma							
		Addiction Studies	Disability Studies	Early Learning & Child Care	Education Assistant	Health Care Aide	Nutrition Manager	Recreation Therapy Aide	Addiction Studies	Disability Studies	Child and Youth Care	Early Learning & Child Care	Justice Studies	Pharmacy Technician	Practical Nurse	Social Work
ANAT1101	Anatomy and Physiology*														▲	
COMM1101	Interpersonal Relationships and Communication Skills*	▲	▲	▲	▲			▲	▲	▲	▲	▲			▲	
ELCC1301	Child Development: An Introduction			▲												
ENGL1011	Introduction to Literary Analysis*															▲
ENGL1201	English: Composition*	▲	▲	▲	▲				▲	▲	▲	▲	▲	▲	▲	▲
HCAD1102	Structure and Function of the Human Body*					▲										
HCAD1103	Communication in the Health Care Environment*					▲										
NUTR1102	Foundations of Nutrition*						▲									
NUTR1201	Clinical Nutrition*						▲									
PHRM1101	Pharmacy Theory													▲		
POLS1010	Canadian Politics: Institutions and Issues*											▲				
PSYC1101	Introduction to Psychology*	▲							▲			▲				▲
PSYC1201	Human Growth and Development Across the Life Span*		▲						▲	▲					▲	▲
PSYC1202	Child and Adolescent Psychology*				▲											
PSYC2301	Adolescent Psychology*											▲				
PSYC2401	Abnormal Psychology*											▲				▲
SOCI1101	Introduction to Sociology*											▲				▲
SOCI1201	Sociology of the Family*			▲							▲	▲				
SOCI1301	Sociology of Aging*													▲		
WMST2010	Introduction to Women's and Gender Studies*											▲				▲

School of Creative Technologies		Diploma				Post-diploma Certificate	
		Business Administration, Digital Marketing Major	Digital Design	Interior Decorating	Software Development	Digital Marketing	Software Development
CADD1101	AutoCAD 1			▲	▲		
COMM1101	Interpersonal Relationships and Communication Skills*			▲	▲		
DATA2301	Fundamentals of Digital Marketing Analytics	▲					
DESN2201	Introduction to Web Design for Digital Marketing	▲					
DESN2202	Introduction to Digital Media Production*	▲					
DESN2301	User Experience Design	▲	▲		▲	▲	▲
SODV2204	Introduction to Web Development for Digital Marketing	▲					

## Professional development for early childhood educators: Coming soon!

Building Positive Relationships with Children,  
Family, and Community

Play-Based Responsive Curriculum

Social-Emotional Well-Being in the Early Years

Outdoor Play

Pedagogical Documentation

Pedagogical Leadership in Early Childhood Education

Trauma-Informed Practice in Early Childhood Education

Mentorship and Supervision in Human Services



## Become essential to any business with IBM Skills Academy.

Advance your career when you join Canada's first hub for the IBM Skills Academy at Bow Valley College. Whether you need to upgrade your digital literacy or you're ready to master advanced skills, get the in-demand training needed to make yourself vital to any modern business.

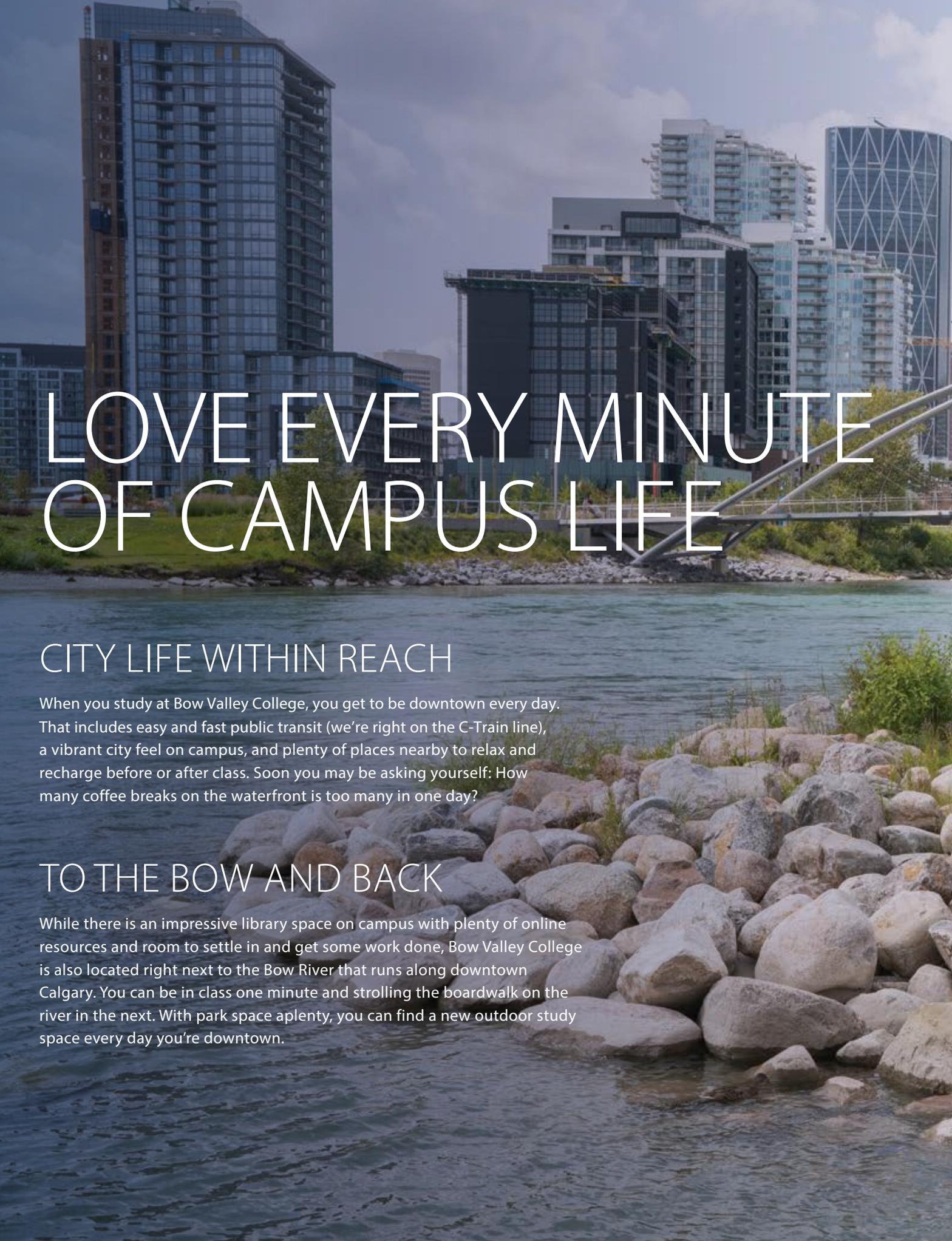
**Business intelligence – Cloud computing – Cyber security**

For more information, visit [bowvalleycollege.ca/IBMSkills](http://bowvalleycollege.ca/IBMSkills)

IBM Skills Academy 

**BOWVALLEY**  
COLLEGE

Visit us online [bowvalleycollege.ca/learningworks](http://bowvalleycollege.ca/learningworks)



# LOVE EVERY MINUTE OF CAMPUS LIFE

## CITY LIFE WITHIN REACH

When you study at Bow Valley College, you get to be downtown every day. That includes easy and fast public transit (we're right on the C-Train line), a vibrant city feel on campus, and plenty of places nearby to relax and recharge before or after class. Soon you may be asking yourself: How many coffee breaks on the waterfront is too many in one day?

## TO THE BOW AND BACK

While there is an impressive library space on campus with plenty of online resources and room to settle in and get some work done, Bow Valley College is also located right next to the Bow River that runs along downtown Calgary. You can be in class one minute and strolling the boardwalk on the river in the next. With park space aplenty, you can find a new outdoor study space every day you're downtown.





## **Bow Valley College can help you reduce employee training costs by up to two-thirds through the Canada-Alberta Job grant.**

Get the training your workforce needs with the Canada-Alberta Job Grant and Bow Valley College. The Canada-Alberta Job Grant program may fund two-thirds of the costs for eligible applicants (employers cover the other one-third) for direct training. Bow Valley College offers an impressive portfolio of training options aligned with the grant criteria, and carefully tied to the current needs of industry.

For more information, visit [bowvalleycollege.ca/jobgrant](https://bowvalleycollege.ca/jobgrant).

**BOW VALLEY**  
C O L L E G E