



MEDICINE HAT  
COLLEGE

CONTINUING STUDIES

# WAYS TO LEARN EXTENDED LEARNING

GUIDEBOOK 2024 - 2025

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# Ways to Learn with Extended Learning

We offer courses to grow and enhance your professional and personal skills.

## General Information:

**Website:** [mhc.ab.ca/en/programs-and-admissions/continuing-studies](https://mhc.ab.ca/en/programs-and-admissions/continuing-studies)

**Email:** [cstudiesmedicinehat@mhc.ab.ca](mailto:cstudiesmedicinehat@mhc.ab.ca)

**Phone:** 403-529-3874

**Course Development Ideas:** <https://forms.office.com/r/wJDwDjrStq>

**General Information and Waitlist:** <https://forms.office.com/r/0UhfZajy76>

**Continuing Studies** is comprised of two units: Extended Learning and Pathways for Success.

- For information on Pathways for Success contact Shalla Shaharyar at [sshaharyar@mhc.ab.ca](mailto:sshaharyar@mhc.ab.ca)

## Other Internal Department Inquiries:

- Athletics and Recreation and Youth Camps: Kristyna Hyde at [khyde@mhc.ab.ca](mailto:khyde@mhc.ab.ca)
- Pre-Employment Trades Programming: Erin Ferris at [eferris@mhc.ab.ca](mailto:eferris@mhc.ab.ca)
- Registration Services and Events: Sandra Price at [sprice@mhc.ab.ca](mailto:sprice@mhc.ab.ca)

## Regional Training Requests:

- For training partnership opportunities and coordination of custom workplace training programs contact Joalee Zanidean at [jzanidean@mhc.ab.ca](mailto:jzanidean@mhc.ab.ca)



# ABOUT OUR PROGRAMMING

Open to everyone, our Extended Learning programs empower people to become more qualified in the workforce and ready to keep learning. Learning with us means prepping for academic pursuits, jobs, promotions, company growth, and community vitality.

Our programs are non-credit, short, experiential, and offered online and in-person to individuals and groups in the following areas:

- 1. Employability and Entrepreneurship:** Building qualities and attributes that allow learners to thrive in the changing workplace. Job and entrepreneurial skills that allow our learners to actively engage, get ready for, and innovate the economy through their work.
- 2. Workplace Technology & Upskilling:** Honing emerging digital abilities and essential skills for which demand is increasing in existing or new occupations. Capabilities to remain competitive and relevant in an advancing and ever-changing work environment.
- 3. Community Vitality and Wellbeing:** Creating knowledge sharing, networking and engagement that responds to regional needs. Wellness and community development skills that grow healthy people, groups, and communities.
- 4. Leading Industry and Organizations:** Connecting businesses and organizations with staff development programs that solve internal training challenges. Talent management, leadership and technology upskilling delivered cohort style.



# OUR TEAM

FIND US ON MEDICINE HAT CAMPUS IN THE F-WING – ROOM F1001 AND BROOKS CAMPUS – ROOM 138

**Christie Wilson - Program Manager**  
[wilson@mhc.ab.ca](mailto:wilson@mhc.ab.ca)

Entrepreneurial Manager at MHC. A design thinking facilitator who is passionate about experiential learning, business and collaboration. She happily works with the team to build and share learning offerings that make a difference by growing people and the community.



**Stephanie Parasynchuk – Administrative Assistant**  
[sparasynchuk@mhc.ab.ca](mailto:sparasynchuk@mhc.ab.ca)

Stephanie excels at administrative work, making it look easy. Since joining Medicine Hat College in 2016, she has been a key team member. Highly organized and calm under pressure, Stephanie handles tasks efficiently and enjoys working with spreadsheets. Her outgoing personality and willingness to help make her the team's go-to person.

**Shannan Hurlbut - Program administrator**  
[shurlbut@mhc.ab.ca](mailto:shurlbut@mhc.ab.ca)

With over 22 years of experience as an administrator in the post-secondary sector, Shannan has a background in program coordination and development, particularly in continuing studies programming. As a Program Administrator at Medicine Hat College since July 2012, she is committed to identifying and meeting the evolving educational needs of learners, businesses, and the wider community. Her role involves program planning, student support, partnerships, quality control, and ensuring that our programs remain innovative and relevant.



# OUR TEAM - CONTINUED

FIND US ON MEDICINE HAT CAMPUS IN THE F-WING – ROOM F1001 AND BROOKS CAMPUS – ROOM 138

**Angela Lunn - Program Administrator**  
[alunn@mhc.ab.ca](mailto:alunn@mhc.ab.ca)

Angela has served as a Program Administrator for Continuing Studies at our Brooks campus since October 2020. She excels in collaborative environments, adeptly tailoring solutions to meet diverse needs, and is deeply passionate about making a positive impact in every role she undertakes.



**Joalee Zanidean – Regional Training Strategist**  
[jzanidean@mhc.ab.ca](mailto:jzanidean@mhc.ab.ca)

Joalee is the Regional Training Strategist for Extended Learning. Joalee has a diverse background in workforce development, operations management, and career advising. Joalee collaborates with industry partners and stakeholders to ensure course offerings and programs align with learner, industry, and community needs.



**Tiana Lang - Communications Specialist**  
[tlang@mhc.ab.ca](mailto:tlang@mhc.ab.ca)

Tiana is the Communications Specialist for Extended Learning. Her role consists of social media management, course and department-specific marketing, designing graphics, writing and collaborating with the rest of her team. With a commitment to ongoing learning, she enjoys staying updated on industry trends to deliver effective communication strategies for Extended Learning.



## CORE PROGRAM DELIVERY 2024-2025

New Programs	Program Administrator	Program Administrator
Agri-Business	<b>Shannan Hurlbut,</b> Medicine Hat & Brooks, AB <b>Email:</b> shurlbut@mhc.ab.ca	
Tourism & Hospitality (Agri-Tourism)(online)	<b>Shannan Hurlbut,</b> Medicine Hat & Brooks, AB <b>Email:</b> shurlbut@mhc.ab.ca	
Beyond Posts (online)	<b>Shannan Hurlbut,</b> Medicine Hat, AB <b>Email:</b> shurlbut@mhc.ab.ca	<b>Angela Lunn,</b> Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
Resilience Coach Micro-Credential (Blended)	<b>Shannan Hurlbut,</b> Medicine Hat, AB <b>Email:</b> shurlbut@mhc.ab.ca	
Intrapreneurial Leadership Micro credential		<b>Angela Lunn,</b> Medicine Hat & Brooks, AB <b>Email:</b> alunn@mhc.ab.ca



Operations and Production Management Micro credential		<b>Angela Lunn,</b> Medicine Hat & Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
Digital Literacy and Employability Learning Suite		<b>Angela Lunn,</b> Medicine Hat & Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
Fabrication and Welding Exploration Career & Technology Studies (CTS) / Career & Technology Foundations (CTF) / Grasslands		<b>Angela Lunn,</b> Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
Agri-Welding / Quick Fix		<b>Angela Lunn,</b> Medicine Hat & Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
Agriculture Discovery Centre - Summer Experience (PRSD8)		<b>Angela Lunn,</b> Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
Front Desk Fundamentals	<b>Joalee Zanidean,</b> Medicine Hat & Brooks, AB <b>Email:</b> jzanidean@mhc.ab.ca	
Mental Health in the Workplace	<b>Joalee Zanidean,</b> Medicine Hat & Brooks, AB <b>Email:</b> jzanidean@mhc.ab.ca	

SharePoint	<b>Joalee Zanidean,</b> Medicine Hat & Brooks, AB <b>Email:</b> jzanidean@mhc.ab.ca	
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Existing Programs	Program Administrator	Program Administrator
Computerized Bookkeeping	<b>Shannan Hurlbut,</b> Medicine Hat <b>Email:</b> shurlbut@mhc.ab.ca	<b>Angela Lunn,</b> Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
Medical Office Assistant	<b>Shannan Hurlbut,</b> Medicine Hat, AB <b>Email:</b> shurlbut@mhc.ab.ca	
Hospital Unit Clerk	<b>Shannan Hurlbut,</b> Medicine Hat, AB <b>Email:</b> shurlbut@mhc.ab.ca	
Management Skills Certificate	<b>Shannan Hurlbut,</b> Medicine Hat, AB <b>Email:</b> shurlbut@mhc.ab.ca	<b>Angela Lunn,</b> Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
Performance Management	<b>Shannan Hurlbut,</b> Medicine Hat, AB <b>Email:</b> shurlbut@mhc.ab.ca	<b>Angela Lunn,</b> Brooks, AB <b>Email:</b> alunn@mhc.ab.ca

Project Management - Online		<b>Angela Lunn,</b> Medicine Hat & Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
Online PMP Prep		<b>Angela Lunn,</b> Medicine Hat & Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
Microsoft Training	<b>Shannan Hurlbut,</b> Medicine Hat, AB <b>Email:</b> shurlbut@mhc.ab.ca	<b>Angela Lunn,</b> Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
Certificate in Interpersonal Communication	<b>Shannan Hurlbut,</b> Medicine Hat, AB <b>Email:</b> shurlbut@mhc.ab.ca	<b>Angela Lunn,</b> Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
Enhancing Your Organizational Culture	<b>Shannan Hurlbut,</b> Medicine Hat, AB <b>Email:</b> shurlbut@mhc.ab.ca	<b>Angela Lunn,</b> Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
Remotely Piloted Aircraft Systems (RPAS) / Drones	<b>Shannan Hurlbut,</b> Medicine Hat, AB & Brooks, AB <b>Email:</b> shurlbut@mhc.ab.ca	
Tourism and Hospitality Micro-Credential	<b>Shannan Hurlbut,</b> Medicine Hat, AB & Brooks, AB <b>Email:</b> shurlbut@mhc.ab.ca	

Resiliency in Time of Loss: 1 day workshop	<b>Shannan Hurlbut,</b> Medicine Hat, AB <b>Email:</b> shurlbut@mhc.ab.ca	
Online PMP Prep		<b>Angela Lunn,</b> Medicine Hat & Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
Ed2Go, Biztrainer		<b>Angela Lunn,</b> Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
Better Futures Programming		<b>Angela Lunn,</b> Brooks, AB <b>Email:</b> alunn@mhc.ab.ca
JBS - Foundations of Leadership (FLS)	<b>Joalee Zanidean,</b> Medicine Hat & Brooks, AB <b>Email:</b> jzanidean@mhc.ab.ca	
JBS - Total Quality Management (TQM)	<b>Joalee Zanidean,</b> Medicine Hat & Brooks, AB <b>Email:</b> jzanidean@mhc.ab.ca	
Mastering Interpersonal Effectiveness and Team Dynamics	<b>Joalee Zanidean,</b> Medicine Hat & Brooks, AB <b>Email:</b> jzanidean@mhc.ab.ca	

# LEARNING SUPPORTS

Students have access to all MHC learning services. See [Academic Calendar](#) for more information.



## REGISTRATION INFORMATION

### PAYMENT

Payment in full must be received at the time of registration. There are no exceptions. Additionally, there are no payment plan options available.

### REFUND

You have the option to withdraw from a course up to seven (7) business days before its start date and receive a refund (minus a \$35 administration fee) or transfer the full fee to another course. Refunds or transfers are not available for withdrawals within seven (7) business days of the course start date. Should you need to withdraw within this timeframe, please contact us directly.

### WITHDRAWAL

Students may withdraw from a course up to seven (7) business days before the courses start date.

### CANCELLATIONS

We are sometimes forced to cancel courses due to insufficient enrolment or other reasons. If this happens, we offer a full refund and send it to the student automatically.

### TUITION FEES

Refer to specific learning offerings for tuition amount details.

# HOW TO REGISTER OR APPLY

Register for our courses online, by telephone or in person.

\*Some programs require pre-requisite coursework. Please review the program details for more information.

## ONLINE

Register online 24 hours a day, seven days a week via our Lumens system using your Visa®, Visa® Debit, Mastercard® or American Express®. Before registering for a course online, you must create a profile for yourself or your child.

To do so, follow these steps:

- Click on LOGIN/CREATE ACCOUNT
- Click on CREATE NEW PROFILE

There are two different options for a profile:

- If you are registering yourself and are over the age of 18, select STUDENT PROFILE (single user).
- If you are a parent registering your child, select HOUSEHOLD PROFILE.

(Note, the creation process for the student profile is the same as the first step in the household profile.)

After you have logged in or created a new account, follow the steps in the cart to complete your purchase.

Add items to your shopping cart.

Click on the shopping cart icon to review items and begin the checkout process.

## TELEPHONE

(403) 529-3844

Registration Services is available by telephone from 8:30am to 4:30pm MST, Monday to Friday.

# WHAT HAPPENS AFTER I REGISTER FOR A COURSE?

After processing your registration, we email you a printable confirmation receipt. If you do not receive your receipt by the start date of your course or program, please contact us at [cstudiesmedicinehat@mhc.ab.ca](mailto:cstudiesmedicinehat@mhc.ab.ca)

If you're taking an online course, we also send you an email with instructions on how to access and log in to your course on or before the course start date. We recommend logging in before the first session to become familiar with the learning application.

## CREDENTIALS

Our non-credit offerings are noted in the Credentials and Parchment Policy below:

**Institution-Approved Credentials: courses associated with these institution-approved credentials are recorded on the MHC standard transcript.**

- Certificate of Proficiency: a program of study in which courses are graded (Computerized Bookkeeping, Medical Office Assistant and Hospital Unit Clerk)
- Certificate of Achievement: courses related to an institution-approved certificate program where a formal evaluation is required.

**Non-credit courses: no formal evaluation of learning outcomes and courses are recorded on a MHC non-credit record.**

- Certificate of Attendance: Individual or cluster of learning activities – attendance only
- Certificate of Completion: courses or workshops – proof of attendance and hours
- Certificate of Completion with Badge: courses or workshops – proof of attendance and hours

**Learning Delivery Options:**

- In-person brings people together at the same physical place and time. Student experience may include face-to-face lectures, labs, online resources, community engagement and more.
- Online learning makes it possible to access classes without visiting the campus. Your experience may include live and/or recorded teaching and learning activities, digital learning, digital labs, group work and more.
- Flexible learning provides options to fit a preferred form of participation. Classes are delivered in a way that allows you to take advantage of in-person and/or online learning and delivery methods, but they're also typically recorded to be available when students are.

# FUNDING OPTIONS

**Our learning offerings are not eligible for student loans.**

## MHC GRASSROOTS BURSARY: ACCESS TO EDUCATION FUND

For eligible students with financial needs, taking credit or non-credit courses to increase education or career-enhancing opportunities. This tuition credit may assist with your course fees (up to a maximum of \$500). Eligible CS courses and programs include:

- MHC Certificate Programs
- Business / Leadership
- Computers & Technology
- Industry & Trades
- Online Courses & Certificates

The application form is found online (the [fillable PDF application](#) ) and emailed to [finaidinfo@mhc.ab.ca](mailto:finaidinfo@mhc.ab.ca)

# FUNDING OPTIONS FOR EMPLOYERS

## CANADA-ALBERTA JOB GRANT

Eligible employers can get government funding to help employees and unemployed Albertans access training opportunities. This is a beneficial program where the government pays two-thirds of the training costs and up to 100% for unemployed trainees. The application process is easy and completely online.

[Canada-Alberta Job Grant | Alberta.ca](#)





# LEADING INDUSTRY AND BUSINESSES

Extended learning works with regional employers to ensure all learning is accessible in our region. Effective training programs align employee skills with organizational goals, leading to increased productivity, efficiency, and job satisfaction. The investment not only equips employees with skills and knowledge but fosters a culture of continuous learning and adaptability.

We work directly with businesses to determine specific organizational problems and desired outcomes to create learning that reflects the company's strategic goals.

## Current Partnerships and Programs 2024 – 2025:

- JBS Canada – Foundations of Leadership
- JBS Canada – Total Quality Management
- St. Mary's Irrigation – Quick-Fix Welding
- Special Areas Board – Mastering Interpersonal Communications and Team Dynamics
- Medicine Hat Accommodation Association – Front Desk Fundamentals
- Medicine Hat Police Services – Cadet and Recruit Training

### For more information contact:

Joalee Zanidean - Regional Training Strategist

[jzanidean@mhc.ab.ca](mailto:jzanidean@mhc.ab.ca)

(403) 504-3530



**“Commit yourself to lifelong learning. The most valuable asset you’ll ever have is your mind and what you put into it.”**

BRIAN TRACY



# **EMPLOYABILITY & ENTREPRENEURSHIP** COURSES AND PROGRAMS

\*Please note that some of the following courses are currently under development, and details may be incomplete or subject to change. For additional information, reach out to the program administrator listed at the bottom of the course description.



# Agri-Business

## CERTIFICATE

Participants will emerge with a well-rounded skill set, ready to navigate the dynamic landscape of agricultural business. This certificate provides a forward-looking perspective by addressing important business management and financial concepts and combining it with practical technological applications for business decision-making and operations.

## OUTCOMES

Learn knowledge essential for the agriculture sector like agricultural economics and finance, business management skills, data analytics, and agriculture-based trends and technologies. Learn financial management, budgeting, and cost analytics, alongside business planning, risk management, and human resources.

## COURSES

**Agri -Business: Business Management Skills** (28 hours): \$599 + GST

**Agri-Business: Agricultural Economics and Finance** (28 hours) : \$599 + GST

**Agri Business: Data Analytics** (21 hours): \$450 + GST

**Agri-Business: Trends & Technologies** (7 hours): \$150 + GST

## DETAILS

**Location:** Available at Medicine Hat Campus and Brooks Campus

**Delivery Mode:** In-person & Online

**Length of Course:** 84 hours

**Credential:** Certificate of Achievement

**Cost:** Full Certificate 'Combine and Save': \$1695 + GST (all four courses) - Price does not include textbooks

**Program Administrator:**

Shannan Hurlbut - Medicine Hat

Email: [shurlbut@mhc.ab.ca](mailto:shurlbut@mhc.ab.ca)

**\*Prices are subject to change.**



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[cstudiesmedicinehat@mhc.ab.ca](mailto:cstudiesmedicinehat@mhc.ab.ca)



# Computerized Bookkeeping

## CERTIFICATE

Learn essential skills that are needed for entry-level positions in accounts receivable and accounts payable departments, payroll units, and financial services organizations. Participants will learn how to use accounting software programs like QuickBooks, Sage 50, and Microsoft Excel.

## OUTCOMES

You will learn the functions of Sage 50 and QuickBooks Online, while learning to handle financial transactions efficiently, create financial statements, and manage essential bookkeeping tasks. From basic entry to advanced functions like payroll and inventory management, this course provides a comprehensive path to bookkeeping proficiency.

## COURSES

Courses can be taken individually or together as a certificate

**Introduction to Bookkeeping:** \$765.00 + GST

**Sage 50: Level 1:** \$575 + GST

**Sage 50: Level 2:** \$685 + GST

**QuickBooks – Level 1:** \$415 + GST

**QuickBooks – Level 2:** \$455 + GST

**Microsoft Excel Level 1:** \$215 + GST

**Microsoft Excel: Formulas & Functions:** \$215 + GST

## DETAILS

**Location:** Available at Medicine Hat Campus and Brooks Campus

**Delivery Mode:** In-person

**Length of Course:** About 5 months

**Credential:** Certificate of Proficiency

**Cost:** Full Certificate 'Combine and Save': \$3,190 + GST

### Program Administrator:

Medicine Hat: Shannan Hurlbut - shurlbut@mhc.ab.ca

Brooks Campus: Angela Lunn - alunn@mhc.ab.ca

**\*Prices are subject to change.**



@mhc.cstudies

www.mhc.ab.ca

cstudiesmedicinehat@mhc.ab.ca



# Critical Thinking and Complex Problem Solving

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This course provides a comprehensive exploration of critical thinking and its applications across various domains. Students will develop an understanding of critical thinking as a vital skill for effective decision-making, problem-solving, and navigating complex situations.

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## OUTCOMES

Participants will be able to explore critical thinking and its role in decision-making, describe systems thinking, and explain the major fallacies. They will learn to use design thinking for planning and examine the impact of critical thinking in various areas. Additionally, students will have the opportunity to explore their own critical thinking skills and develop a personalized learning plan.

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## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-person, online, self-paced & asynchronous

**Length of Course:** 21 hours

**Credential:** Certificate of Achievement

**Cost:** \$650 + GST

**Program Administrator:**

Angela Lunn - Medicine Hat & Brooks Campus

Email: [alunn@mhc.ab.ca](mailto:alunn@mhc.ab.ca)

**\*Prices are subject to change.**



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[cstudiesmedicinehat@mhc.ab.ca](mailto:cstudiesmedicinehat@mhc.ab.ca)



# Cross Culture and Generational Teams

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This course explores the dynamics of cross-cultural and multigenerational teams, examining how geographic, linguistic, and societal factors influence communication across cultures and generations. Students will analyze the impact of cultural differences on organizational dynamics, communication styles, and team performance, applying theories to develop strategies for effective intercultural collaboration. The course also covers practical approaches for adapting to diverse cultures, overcoming stereotypes, and creating an inclusive environment that empowers all team members.

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## OUTCOMES

Participants will describe how geographic, linguistic, and societal factors influence intercultural communication and analyze culture's impact on organizational dynamics. They will examine cultural differences in communication styles and apply cross-cultural theories to develop effective strategies. Practical approaches for adapting to different cultures and enhancing intercultural competence will be learned. Recognizing and overcoming communication barriers, students will develop strategies for diverse work styles and create inclusive environments.

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## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-person, online, self-paced & asynchronous

**Length of Course:** 4 hours

**Credential:** N/A

**Cost:** \$150 + GST

**Program Administrator:**

Angela Lunn - Medicine Hat & Brooks Campus

Email: [alunn@mhc.ab.ca](mailto:alunn@mhc.ab.ca)

**\*Prices are subject to change.**



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[www.mhc.ab.ca](http://www.mhc.ab.ca)

[cstudiesmedicinehat@mhc.ab.ca](mailto:cstudiesmedicinehat@mhc.ab.ca)



# Cross-Functional Teams and Collaboration: Bridging Silos

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This course explores the critical role of cross-functional teams in driving organizational success through effective collaboration, communication, and conflict resolution strategies. Participants will gain insights into group dynamics, team development stages, and leadership approaches to foster cohesion and trust within high-performing teams. They will learn to identify and overcome common team challenges, leveraging opportunities for enhanced teamwork and efficiency. The course also covers best practices for conducting productive team meetings and utilizing technology tools.

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## OUTCOMES

Participants will be able to describe the importance of group dynamics, cross-functional teams, high-functioning teams, and their impact on organizational success. They will identify the stages of team development, recognize the team leader's role in managing dynamics, and apply strategies for fostering team cohesion and trust. Additionally, students will identify opportunities for effective teamwork, recognize common team challenges, and propose strategies to overcome them for success. They will enhance their communication skills, collaborate for team efficiency, describe effective team meeting characteristics, emphasize agenda setting, and learn technology tools to boost collaboration.

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## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-person, online, self-paced & asynchronous

**Length of Course:** 21 hours

**Credential:** Certificate of Achievement

**Cost:** \$650 + GST

**Program Administrator:**

Angela Lunn - Medicine Hat & Brooks Campus

Email: [alunn@mhc.ab.ca](mailto:alunn@mhc.ab.ca)

**\*Prices are subject to change.**



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[www.mhc.ab.ca](http://www.mhc.ab.ca)

[cstudiesmedicinehat@mhc.ab.ca](mailto:cstudiesmedicinehat@mhc.ab.ca)





# Enhancing Your Organizational Culture™

CERTIFICATE

This course equips you with the essential skills to create a profitable and positive culture within your organization, learn the tools to boost morale, and learn strategies to increase productivity and performance while lowering employee attrition.

## OUTCOMES

Learn the fundamentals of organizational culture. Explore strategies for assessing your company's current culture, crafting a positive work environment, and implementing policies that promote wellness and productivity. Discover methods for boosting employee engagement, navigating change, and resolving conflicts effectively. With actionable insights and practical tools, you'll be equipped to drive lasting cultural transformation within your organization.

## DETAILS

**Location:** Available at Medicine Hat Campus and Brooks Campus

**Delivery Mode:** In-person

**Length of Course:** 21 hours (3 days)

**Credential:** Certificate of Completion

**Cost:** \$1,495 + GST

### Program Administrator:

Medicine Hat: Shannan Hurlbut - shurlbut@mhc.ab.ca

Brooks Campus: Angela Lunn - alunn@mhc.ab.ca

**\*Prices are subject to change.**



@mhc.cstudies

www.mhc.ab.ca

cstudiesmedicinehat@mhc.ab.ca



# Entrepreneurship in Agri-Tourism

CERTIFICATE

This course offers a comprehensive exploration of entrepreneurship within the context of agritourism in Southeastern Alberta. Learners will explore the fundamentals of the tourism and hospitality industry, entrepreneurial essentials, effective marketing strategies, operational excellence, and the importance of collaboration and strategic alliances.

## OUTCOMES

Learners will be equipped to navigate challenges and capitalize on opportunities within the agritourism market by exploring industry evolution, current trends, and essential entrepreneurial skills. Additionally, the course offers insights into operational excellence, crisis management, and collaboration dynamics, providing learners with the knowledge and skills necessary to succeed in this rapidly evolving industry.

## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-Person & Online

**Length of Course:** 21 hours

**Credential:** Certificate of Completion

**Cost:** \$650 + GST

**Program Administrator:**

Shannan Hurlbut - Medicine Hat

Email: [shurlbut@mhc.ab.ca](mailto:shurlbut@mhc.ab.ca)

**\*Prices are subject to change.**



@mhc.cstudies

[www.mhc.ab.ca](http://www.mhc.ab.ca)

[cstudiesmedicinehat@mhc.ab.ca](mailto:cstudiesmedicinehat@mhc.ab.ca)



# Embracing Change

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This course is designed to equip individuals with the knowledge and skills necessary to navigate life's transitions with resilience and a growth mindset. Through interactive lessons and practical exercises, participants will explore strategies for understanding change, developing a growth-oriented perspective, coping with challenges, and proactively initiating positive transformations. This course empowers individuals to embrace change as a catalyst for personal and professional growth, fostering adaptability and a commitment to continuous self-improvement.

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## OUTCOMES

Participants will be able to describe the nature of change, its various types, and the psychological barriers and benefits associated with embracing change. They will develop a growth mindset by learning techniques for reframing challenges, using empowering self-talk, and celebrating effort over innate abilities. Additionally, students will be able to explain practical coping mechanisms, including mindfulness practices, self-care strategies, and cognitive techniques, to manage stress and emotions during times of change. Finally, they will create a personalized action plan for embracing a specific change or goal, integrating the concepts and strategies learned throughout the course.

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## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-person, online, self-paced & asynchronous

**Length of Course:** 4 hours

**Credential:** N/A

**Cost:** \$150 + GST

**Program Administrator:**

Angela Lunn - Medicine Hat & Brooks Campus

Email: [alunn@mhc.ab.ca](mailto:alunn@mhc.ab.ca)

**\*Prices are subject to change.**



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# Entrepreneurship at Work

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This course explores the world of entrepreneurship and intrapreneurship, covering key concepts, types, and societal impacts. Students will evaluate the role of entrepreneurs, reflect on essential skills for success, and learn how design thinking drives innovation in the entrepreneurial process. The course also delves into the critical business documents that guide entrepreneurs from ideation to execution.

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## OUTCOMES

Students will be able to define key concepts related to entrepreneurship and intrapreneurship. They will explain different types of entrepreneurship and their impacts, evaluating the role of entrepreneurs in society. Reflecting on entrepreneurial skills and abilities, students will also explain what leads to entrepreneurial success. They will describe how design thinking is used in entrepreneurship and understand the entrepreneurial process and the related business documents. The topics covered include Entrepreneurship and Intrapreneurship, Entrepreneurial Characteristics, and the Entrepreneurial Process.

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## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-person, online, self-paced & asynchronous

**Length of Course:** 9 hours

**Credential:** N/A

**Cost:** \$400 + GST

**Program Administrator:**

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# Hospital Unit Clerk

## CERTIFICATE

This program suits those who wish to gain an entry-level position working in a fast-paced medical environment including hospitals, long-term care facilities and various other health-related institutional settings. Unit Clerks play a vital role in hospital nursing units by managing the coordination of activity and information so the needs of the medical staff, patients and families are met in an effective manner. Our program prepares you for this position with classroom instruction and preceptor work experience in a hospital setting with working unit clerks.

## OUTCOMES

Learn medical terminology, productivity, and workplace specific communication skills. Understand the basic functions of Microsoft Office Applications and become proficient in the duties and role of a Unit Clerk. Practice the daily duties through a practicum experience.

## COURSES

### Courses:

**Medical Terminology:** \$695 + GST (price does not include textbook)

**The Role of the Unit Clerk :** \$995 + GST

**Hospital Unit Clerk Practicum:** \$175 + GST

**Productivity and Workplace Communication:** \$395 + GST

**Intro to Microsoft Office Applications:** \$215 + GST

**Keyboarding/Skill building I:** FREE

**Standard First Aid with Level C CPR:** \$150 (approx) \*Not delivered through MHC, can be taken through any authorized training provider

**Full Certificate:** \$2475 + GST (Does not include textbooks, or first aid)

## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-Person

**Length of Course:** September - June, part-time

**Credential:** Certificate of Proficiency

**Cost:** \$2475 + GST (Does not include textbooks, or first aid)

### Program Administrator:

Shannan Hurlbut - Medicine Hat

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# Interpersonal Communications

## CERTIFICATE

Develop communication skills and forge stronger relationships in all aspects of life. Participants in this course will gain essential tools and strategies for effective communication to thrive in personal and professional settings. Courses can be taken individually but are most effective when taken together.

### OUTCOMES

Designed for success in any field, this program improves your interpersonal skills, including active listening, conflict resolution, empathy, and assertiveness. Our expert instructor brings real-world experience to courses covering verbal and nonverbal communication, active listening, conflict resolution, and effective feedback.

### COURSES

- Managing Behaviours
- Practical & Effective Communication
- Conflict Resolution and Negotiation
- Dealing with Difficult People

### DETAILS

**Location:** Available at Medicine Hat Campus and Brooks Campus

**Delivery Mode:** In-person

**Length of Course:** 4 days (24 hours)

**Credential:** Certificate of Completion

**Cost:** \$849 + GST (Or \$225 per course)

**Program Administrator:**

Medicine Hat: Shannan Hurlbut - [shurlbut@mhc.ab.ca](mailto:shurlbut@mhc.ab.ca)

Brooks Campus: Angela Lunn - [alunn@mhc.ab.ca](mailto:alunn@mhc.ab.ca)

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# Intrapreneurial Leadership

## CERTIFICATE

This course is designed to inspire and cultivate a culture of intrapreneurship within organizations. Intrapreneurship involves embodying an entrepreneurial mindset and behaviours within a company's existing structure, encouraging employees to take initiative, think creatively, and drive innovation. In this course, you will explore the principles, strategies, and tools necessary to foster intrapreneurial thinking and create an environment that supports and nurtures intrapreneurs.

## OUTCOMES

Participants will learn to describe intrapreneurial concepts and principles and demonstrate an intrapreneurial mindset. They will also be able to explain the steps involved in the innovation process, generate and evaluate ideas, and effectively communicate as intrapreneurs. Additionally, they will implement leadership strategies to empower and motivate intrapreneurs.

## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** Online, self-paced & asynchronous

**Length of Course:** 21 hours

**Credential:** Certificate of Achievement

**Cost:** \$1250 + GST

**Program Administrator:**

Angela Lunn - Medicine Hat & Brooks Campus

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# Management Skills

## CERTIFICATE

Learn essential and effective supervisory skills and responsibilities all supervisors and managers must acquire to effectively lead the team while driving results for the organization.

### OUTCOMES

You will gain insights into the responsibilities of a supervisor and the process of transitioning into this role. You'll develop strategies for building trust within your team, fostering effective communication, and mastering problem-solving techniques. Additionally, you will acquire skills in employee motivation, performance management, and team development to create a productive and cohesive work environment.

### DETAILS

**Location:** Available at Medicine Hat Campus and Brooks Campus

**Delivery Mode:** In-person

**Length of Course:** 4 sessions (24 hours)

**Credential:** Certificate of Completion

**Cost:** \$1,595 + GST

**Program Administrator:**

Medicine Hat: Shannan Hurlbut - shurlbut@mhc.ab.ca

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# Medical Office Assistant

## CERTIFICATE

This program prepares graduates to work in the fast-paced field of health professionals and perform administrative duties in medical offices and clinics, hospitals, health and chiropractic centers, insurance agencies, and private businesses.

## OUTCOMES

Learn the essential skills of medical terminology, procedures and ethics for the medical office, productivity, and workplace communication, learn the functions of Microsoft Office Applications, and become certified with First Aid level C CPR. This program provides entry-level healthcare office administration training and can be completed in just five months part-time.

## COURSES

**Medical Terminology:** \$695 + GST (price does not include textbook)

**Procedures and Ethics of the Medical Office:** \$995 + GST

**Productivity and Workplace Communication:** \$395 + GST

**Intro to Microsoft Office Applications:** \$215 + GST

**Microsoft Word Level 1:** \$215 + GST

**Keyboarding/Skill building I:** FREE

**Standard First Aid with Level C CPR:** \$150 (approx) \*Not delivered through MHC, can be taken through any authorized training provider

**Full Certificate: \$ 2515 +GST (Does not include textbooks or first aid)**

## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-person

**Length of Course:** 5 months/part-time

**Credential:** Certificate of Proficiency

**Cost:** Full Certificate \$2,515 + GST

(does not include textbooks or First Aid. First Aid is not delivered through MHC)

**Program Administrator:**

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# Modern Work Cultures

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This course provides a comprehensive exploration of contemporary workplace dynamics, focusing on the key drivers and characteristics that shape today's organizational environments. Participants will delve into various types of organizational cultures, learn techniques to foster creativity and innovation, and develop essential skills for effective collaboration and communication. The course also emphasizes the importance of emotional intelligence, resilience, and ethical decision-making, equipping learners with the tools needed to thrive in a modern, inclusive work culture. By the end of the course, participants will be prepared to navigate and contribute to the evolving landscape of the modern workplace.

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## OUTCOMES

Students will be able to describe the key characteristics and drivers shaping today's workplace environments. They will also be able to explain different types of organizational cultures and their impact. Additionally, students will learn techniques to foster creativity, innovation, and idea generation. They will develop skills for effective collaboration, communication, and conflict resolution. Furthermore, students will cultivate emotional intelligence, resilience, and ethical decision-making abilities.

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## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** Online, self-paced & asynchronous

**Length of Course:** 21 hours

**Credential:** Certificate of Achievement

**Cost:** \$1250 + GST

**Program Administrator:**

Angela Lunn - Medicine Hat & Brooks Campus

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# Operations and Production Management

CERTIFICATE

This course will create an awareness and fundamental understanding of practices and fundamentals of operations and production management. This course should inspire managers and leaders to pursue further investigation of management sciences, their wide range of applications, and their necessity in developing a competitive advantage.

## OUTCOMES

Participants will gain an increased awareness of the tools, frameworks, and methods that are being used to increase efficiencies in businesses as well as increased quality, productivity, and management techniques.

## DETAILS

**Location:** Available at Medicine Hat Campus & Brooks

**Delivery Mode:** In-person and online, self-paced & asynchronous

**Length of Course:** 21 hours

**Credential:** Certificate of Achievement

**Cost:** \$1250 + GST

**Program Administrator:**

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# Performance Management

## CERTIFICATE

Learn how to develop employees and handle on-going communication provide feedback and support for employees. Participants learn how to coach, how to communicate effectively, how to conduct an appraisal meeting, how to help others to set goals in line with business objectives and how to motivate them to operate at peak performance.

### OUTCOMES

You will learn how to perform the role of an appraiser and as a coach who needs to effectively communicate and interact with employees, co-workers, team members, or others to provide feedback to them. You'll learn how to ask the right questions, help employees to set goals and targets, how to motivate them, how to deliver difficult messages, and how to help them to increase their productivity.

### DETAILS

**Location:** Available at Medicine Hat Campus and Brooks Campus

**Delivery Mode:** In-person

**Length of Course:** 3 days (21 hours)

**Credential:** Certificate of Completion

**Cost:** \$1,495 + GST

**Program Administrator:**

Medicine Hat: Shannan Hurlbut - shurlbut@mhc.ab.ca

Brooks Campus: Angela Lunn - alunn@mhc.ab.ca

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# Project Management Fundamentals

CERTIFICATE

Learn how to initiate and plan a project, how to successfully capture a customer's project requirements, how to effectively engage and communicate with stakeholders, how to build a vibrant project team, and how to manage risks and quality through the project life cycle.

## OUTCOMES

Participants will learn the fundamentals of project management, distinguishing between projects and operations, defining the project life cycle stages, and selecting projects in organizations. They'll understand the importance of the project charter, stakeholder management, and the triple constraint. Additionally, they'll explore project management plans, risk, communication, and human resource management. They'll also learn budgeting, scheduling, and capturing lessons learned for future projects.

## DETAILS

**Location:** Available at Medicine Hat Campus and Brooks Campus

**Delivery Mode:** Online, real-time

**Length:** 3 sessions (21 hours)

**Credential:** Certificate of Completion

**Cost:** \$1,495 + GST

**Program Administrator:**

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# Tourism & Hospitality Management

MICRO-CREDENTIAL

Learn operational skills for managing restaurants and hotels. Understand the business and management essentials to succeed in a leadership role within the hospitality industry.

## OUTCOMES

Students in hospitality learn leadership basics, covering guest service, GM roles, HR, and finances. They also study revenue management, forecasting, and operations oversight. Restaurant management focuses on procurement, menu creation, cost control, marketing, and layout planning. Graduates are ready for leadership roles in hospitality and restaurants.

## COURSES

**Hotel Operations: Guest Service, Leadership, HR, and Accounting:** \$250 + GST (20 hrs - students have 12 weeks to complete online)

**Hotel Operations: Revenue Management, Sales & Marketing, and Housekeeping:** \$250 + GST (20 hrs - students have 12 weeks to complete online)

**Restaurant Leadership, Cost Control & Menu Development:** \$250 + GST (20 hrs - students have 12 weeks to complete online)

**Restaurant Marketing & Service:** \$250 + GST (20 hrs - students have 12 weeks to complete online)

**Tourism & Hospitality Management Capstone Project:** \$250 + GST (20 hrs - students have 12 weeks to complete online)

## DETAILS

**Location:** Online

**Delivery Mode:** Online

**Length of Course:** Length varies based on course

**Credential:** Micro-Credential

**Cost:** Full Micro-Credential \$1250 + GST

**Program Administrator:**

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# **WORKPLACE TECHNOLOGY & UPSKILLING** COURSES AND PROGRAMS

\*Please note that some of our courses are currently under development, and details may be incomplete or subject to updates. For additional information, reach out to the program administrator listed at the bottom of the course description.



# Beyond Posts: Building an Impactful Digital Presence

CERTIFICATE

Learn best practices and the essential tools to establish an effective online presence. Gain an understanding on social media platform use and functions while becoming proficient in Canva to create brand-centered graphics. Participants learn through video lectures and participate in weekly group coaching sessions.

## OUTCOMES

This course will help participants learn best practices and the essential tools to establish an effective online presence. It will assist them gain insights into analytics to measure impact and refine engagement strategies and become proficient in Canva to create compelling graphics. Use reels and other social media tools. It will increase participants' digital proficiency to manage their social media presence more effectively and with purpose.

## DETAILS

**Location:** Available at Medicine Hat Campus and Brooks Campus

**Delivery Mode:** Online (15 hours of asynchronous content, 7 hours of virtual coaching)

**Length of Course:** 22 Hours

**Credential:** Certificate of Completion

**Cost:** \$749.00 + GST

**Program Administrator:**

Medicine Hat: Shannan Hurlbut - [shurlbut@mhc.ab.ca](mailto:shurlbut@mhc.ab.ca)

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# Drones/UAV Training

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Learn drone flying and landing functions and safety and regulations. Discover flying techniques, aerial photography and navigating complex airspace and exploring industry applications in real-world settings.

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## OUTCOMES

Understand drone operation, Transport Canada's guidelines, and industry insights. Modules within this Micro-credential is aimed to prepare students to challenge the necessary Transport Canada's drone operating exams.

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## COURSES

**Drone/RPAS Flight Tutorial:** \$185 + GST (2 hours)

**Drone/RPAS Ground School for Basic Operations:** \$200 + GST (20 hrs - students have 12 weeks to complete online)

**Drone/RPAS Advanced Pilot: Ground School:** \$300 + GST (25 hrs - students have 12 weeks to complete online)

**Drone/RPAS Introduction to Industry Application:** \$150 + GST (10 hrs - students have 8 weeks to complete online)

**Drone/RPAS Maintenance:** \$125 + GST (6 hrs - students have 8 weeks to complete online)

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## DETAILS

**Location:** Drone Flight Tutorial - Medicine Hat Campus/RPAS series - Online

**Delivery Mode:** Drone Flight Tutorial - In-person/RPAS Series - Online

**Length of Course:** Length varies based on course

**Credential:** N/A

**Cost:** Priced as Individual Courses

**Program Administrator:**

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# File Maintenance

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This course explores the fundamentals of organizing files effectively for modern businesses. Participants will gain insights into the importance of maintaining easily accessible and usable files, along with an overview of common file types used in corporate environments. Topics include efficient file organization strategies, selecting appropriate storage locations, and implementing contingency plans for file protection. Additionally, the course addresses the development of tailored file management rules and procedures to suit organizational needs, as well as methods for training teams to adhere to these protocols. It is recommended for small business owners or students seeking to enhance their competence in computer file management. Participants should have basic proficiency in opening, saving, and closing common computer files.

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## OUTCOMES

Participants will learn to recognize the benefits of keeping files organized and the problems that arise from poor file maintenance. They'll compare different types of files used in businesses—like paper, electronic, and databases—and implement best practices for naming files and organizing folders to make them easier to find and use. They'll also evaluate options for storing files securely and develop rules and tips for managing files that can be applied company-wide.

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## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-person, Online, (Hyflex)

**Length of Course:** 3 hours

**Credential:** N/A

**Cost:** \$100 + GST

**Program Administrator:**

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# Google Docs for Collaboration

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This workshop will provide participants with essential skills in using Google Drive and Google Docs. Participants will learn how to organize and manage files, create and format documents, and collaborate in real-time. The workshop covers basic functionalities and advanced features. Recommended for users of all levels, from beginners to those with some familiarity with Google Apps, looking to enhance their productivity and collaboration skills.

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## OUTCOMES

Participants will learn to discuss the benefits of Google Drive, such as cloud storage and real-time collaboration. They'll also master creating, organizing, and managing files and folders. Students will gain skills in securely sharing files with appropriate permissions and using Google Docs for real-time collaboration. They'll be able to create and format documents in Google Docs, including text formatting, inserting elements, and using templates. Advanced topics like add-ons, smart chips, and building blocks will also be explored to enhance productivity and document management skills.

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## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-person, Online (Hyflex)

**Length of Course:** 3 hours

**Credential:** N/A

**Cost:** \$100 + GST

**Program Administrator:**

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# Job Search Using AI

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Participants will learn to harness AI tools and strategies to optimize every aspect of their job search, from resume tailoring and online branding to interview preparation and networking. Gain practical insights and hands-on experience to accelerate your career growth in the digital age of job hunting.

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## OUTCOMES

Participants will gain an increased awareness of the tools, frameworks, and methods that are being used to increase efficiencies in businesses as well as increased quality, productivity, and management techniques.

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## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-person, Online (Hyflex)

**Length of Course:** 4 hours

**Credential:** N/A

**Cost:** \$100 + GST

**Program Administrator:**

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# Microsoft Applications

---

Microsoft Office skills are essential for workplace productivity. Offering a selection of courses to support any skill level, these courses can provide you with the knowledge and functions of Microsoft software like Word and Excel.

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## OUTCOMES

Our Microsoft Applications training courses cater to both beginners and advanced learners, offering comprehensive instruction in Word, Excel, and PowerPoint. Beginners will grasp essential functions, formatting, and document creation of Word, Excel, and PowerPoint., while advanced users delve into more advanced functions. Become more efficient and elevate your skills for increased productivity and career advancement.

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## COURSES

Prerequisites are suggested for you to feel comfortable with the material and get the most from the class. It is assumed that you have the suggested knowledge in the prerequisite course material in each class.

**Introduction to Microsoft Office Applications:** \$215+ GST

**Fundamentals of Microsoft Word:** \$195 + GST

**Microsoft Word Level 1:** \$215 + GST

**Microsoft Word Level 2:** \$195 + GST

**Microsoft Word Level 3:** \$195 + GST

**Fundamentals of Microsoft Excel:** \$195 + GST

**Microsoft Excel Level 1:** \$215 + GST

**Microsoft Excel Level 2:** \$195 + GST

**Microsoft Excel Level 3:** \$195 + GST

**Microsoft Excel: Formulas and Functions:** \$215 + GST

**Power BI:** \$900 + GST

**OneDrive:** \$100 + GST

**SharePoint:** \$125 + GST

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## DETAILS

**Location:** Available at Medicine Hat Campus and Brooks Campus

**Delivery Mode:** In-person

**Length of Course:** Length varies with each course

**Credential:** Varies on individual courses

**Cost:** Priced as individual courses

### Program Administrator:

Medicine Hat: Shannan Hurlbut - shurlbut@mhc.ab.ca

Brooks Campus: Angela Lunn - alunn@mhc.ab.ca

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# MS 365 Applications

CERTIFICATE

This course explores the functions of Microsoft 365 Applications like Word, Excel PowerPoint, Outlook, and Teams. Participants will gain proficiency in document creation, data analysis, presentation design, email management, and collaborative teamwork using Microsoft's powerful software solutions.

## OUTCOMES

Participants will develop a solid foundation in navigating these applications, mastering essential features, and optimizing workflows. Learners will learn document formatting, spreadsheet manipulation, creating impactful presentations, managing emails efficiently, participants will enhance their productivity and organizational skills.

## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-person, Online (Hyflex)

**Length of Course:** 29 hours

**Credential:** Certificate of Completion

**Cost:** \$700 + GST

**Program Administrator:**

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# Power BI

## CERTIFICATE

This course introduces Microsoft's Power BI. Participants will learn how to navigate the Power BI interface, import data from various sources, create interactive visualizations, and generate insightful reports and dashboards.

## OUTCOMES

Participants will learn how to transform raw data into meaningful insights, enabling them to make informed decisions and drive business performance.

## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-person, Online (Hyflex)

**Length of Course:** 15 hours

**Credential:** Certificate of Completion

**Cost:** \$650 + GST

**Program Administrator:**

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# Remote Team Collaboration

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This course explores the unique challenges faced by remote teams and provides strategies for effective collaboration across distances. Students will learn best practices, communication methods, and tools for virtual teamwork, including creative agile concepts and team-building techniques. Experience with platforms like Slack and Microsoft products will prepare learners to thrive in remote collaborative environments.

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## OUTCOMES

Students will learn to recognize and address challenges unique to remote teams, understand essential practices for effective collaboration, and identify various communication tools suitable for different needs. They will gain skills in selecting appropriate communication methods, explore creative agile team collaboration strategies, and practice remote team building techniques. Additionally, students will develop proficiency in using Slack and Microsoft products for online collaboration.

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## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-person, online, self-paced & asynchronous

**Length of Course:** 4 hours

**Credential:** N/A

**Cost:** \$150 + GST

**Program Administrator:**

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Email: [alunn@mhc.ab.ca](mailto:alunn@mhc.ab.ca)

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# Scheduling and Operations Applications

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In this workshop, you will learn how to use Monday.com to make scheduling and managing teams or projects easier. It's perfect for professionals looking to improve their project management skills and team collaboration. You'll discover how to tailor Monday.com to your needs, handle projects and schedules efficiently, and meet deadlines using automation and special reporting. Recommended for users with experience using Microsoft Excel spreadsheets.

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## OUTCOMES

Participants will gain proficiency in utilizing Monday.com for scheduling and operations management software, exploring its benefits extensively. They will learn to customize boards to meet specific project needs, incorporating custom columns, views, and automation for enhanced functionality. Advanced scheduling techniques, including setting up timelines, dependencies, and deadlines, will be covered to ensure efficient task management. Additionally, students will enhance team collaboration through features like updates, mentions, and file sharing, fostering effective communication within project teams. They will also develop skills in generating comprehensive reports to track project performance and analyze progress effectively.

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## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-person, Online (Hyflex)

**Length of Course:** 4 hours

**Credential:** N/A

**Cost:** \$125 + GST

**Program Administrator:**

Angela Lunn - Medicine Hat & Brooks Campus

Email: [alunn@mhc.ab.ca](mailto:alunn@mhc.ab.ca)

**\*Prices are subject to change.**



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# SharePoint

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In this course, you'll learn how to use SharePoint to help your team work better together. You'll learn how to manage documents, automate tasks, and improve communication. By the end of the course, you'll be able to use SharePoint to make your organization more productive and innovative. Recommended for business teams new to using SharePoint or who wish to maximize the potential of their Team Site.

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## OUTCOMES

Students will learn essential skills in SharePoint for effective team collaboration. They will understand the key features and benefits of SharePoint, create collaborative workspaces, manage project information and documents centrally, collaborate on documents in real-time, and automate tasks to boost teamwork efficiency.

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## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-person, Online (Hyflex)

**Length of Course:** 4 hours

**Credential:** N/A

**Cost:** \$125 + GST

**Program Administrator:**

Joalee Zanidean - Medicine Hat & Brooks Campus

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# Tools for Tomorrow

## AI in the Workplace & Academics

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This course will help businesses and individuals learn how to use AI technology in their work and studies. It combines theory and practical examples to show how AI can boost productivity, improve decision-making, and drive innovation. By the end of the course, participants will know how to choose the right AI tools, use them effectively, and understand the ethical issues involved. Recommended for users who are comfortable with using different software applications and online tools such as search engines to find information and resources.

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### OUTCOMES

Students will learn to define artificial intelligence, machine learning, and deep learning and understand their relevance in today's workplaces and schools. They will identify different AI tools and their practical applications in businesses and educational settings. Additionally, students will develop skills to evaluate and implement AI technologies in various tasks and projects. They will also explore ethical issues related to AI usage, ensuring a well-rounded understanding of its societal impacts.

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### DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-person, online, self-paced & asynchronous

**Length of Course:** 4 hours

**Credential:** N/A

**Cost:** \$125 + GST

**Program Administrator:**

Angela Lunn - Medicine Hat & Brooks Campus

Email: [alunn@mhc.ab.ca](mailto:alunn@mhc.ab.ca)

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**“When you learn, teach.  
When you get, give.”**

MAYA ANGELOU



# **COMMUNITY VITALITY & WELLBEING** COURSES AND PROGRAMS



\*Please note that some of our courses are currently under development, and details may be incomplete or subject to updates. For additional information, reach out to the program administrator listed at the bottom of the course description.



# Resilience Coach

## MICRO-CREDENTIAL

Participants will gain a theoretical understanding and practical skills to help create positive conditions for a successful recovery in individuals and families dealing with addiction and adverse childhood experiences.

### OUTCOMES

Learn the fundamentals of empathetic listening, how to ask open-ended questions, support self-discovery and motivation. Participants will learn how to facilitate goal-setting and action-planning conversations. Discover techniques for promoting self-care and resilience building such as stress reduction exercises, self-reflection, and self-compassion practices.

### DETAILS

**Location:** Available at Medicine Hat Campus and Brooks Campus

**Delivery Mode:**

**Length of Course:** TBA

**Credential:** Micro-Credential

**Cost:** TBA

**Program Administrator:**

Shannan Hurlbut - Medicine Hat

Email: [shurlbut@mhc.ab.ca](mailto:shurlbut@mhc.ab.ca)

**\*Prices are subject to change.**

**\*Note this course is currently under development.**



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# Resiliency in Death and Dying Related Trauma Workshop

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Participants will discover resilience, self-care, and compassionate support for self and others. Explore societal attitudes on death and promote a deeper understanding of this complex topic.

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## OUTCOMES

Learn about the feelings and challenges tied to death, know how to handle them, and use tools to become stronger in tough times. Discover how to take care of yourself and support others in grief. Understand how death affects families, friends, caregivers, and first-responders. Apply learned techniques to help others explore loss, death, and dying.

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## DETAILS

**Location:** Available at Medicine Hat Campus

**Delivery Mode:** In-Person

**Length of Course:** 6.5 hours

**Credential:** N/A

**Cost:** \$185 + GST

**Program Administrator:**

Shannan Hurlbut - Medicine Hat

Email: [shurlbut@mhc.ab.ca](mailto:shurlbut@mhc.ab.ca)

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**“Tell me and I forget. Teach me and I remember. Involve me and I learn.”**

BENJAMIN FRANKLIN






# TRADES

## COURSES AND PROGRAMS

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# Quick Fix Welding: Practical Welding Techniques for Agriculture

CERTIFICATE

Learn practical agricultural welding techniques tailored specifically to the short-term repair and maintenance of agricultural equipment with our hands-on Practical Agricultural Welding Techniques course. This specialized program is designed for individuals in the agricultural sector, such as ag producers, ranchers, agricultural employees, and equipment operators, who require essential welding skills to ensure agricultural machinery uptime.

## OUTCOMES

Develop skills to use a wide range of welding tools and equipment used for equipment maintenance while learning how to repair common issues affecting agricultural equipment. Explore and practice different welding techniques and equipment like gas metal arc welding, flux cored arc welding, shielded metal arc welding, oxyacetylene cutting, carbon arc cutting with air/gouging and plasma arc cutting. Learn the prioritization of following safety protocols to minimize hazard and maintain quality.

## DETAILS

**Location:** Available at Medicine Hat Campus and Brooks Campus

**Delivery Mode:** In-Person

**Length of Course:** 21 Hours

**Credential:** Certificate of Completion

**Cost:** \$499.00 + GST

**Program Administrator:**

Angela Lunn - Medicine Hat & Brooks Campus

Email: [alunn@mhc.ab.ca](mailto:alunn@mhc.ab.ca)

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**“I think the best way to learn  
about anything is to try it.”**

MAE JEMISON

**MEDICINE HAT  
COLLEGE**



CONTINUING STUDIES