



EDMONTON PUBLIC SCHOOLS  
**metro** continuing education

# ONLINE LEARNING

**Adult Continuing Education**

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**January 2012 - June 2012**

# ONLINE LEARNING

**Accessible, flexible & affordable ...  
one course at a time.**

**Whether you are looking for personal enrichment or career enhancement, it's easy to learn something new with a Metro online course.** Metro, in partnership with ed2go, is pleased to provide you with a wide selection of online courses designed to give you the flexibility and convenience of learning on your own time.

**Taking an online course doesn't mean you're completely on your own with course materials.** Our Internet-based classes are interactive, with instructor-led sessions and student discussions areas.

**A new online section is offered each month.** Courses are made up of 12 lessons, totalling 24 hours of instruction time. You have up to six weeks to complete all lessons in the course, so you can work at your own pace. You can also register up to two weeks following the release date. Upon successful completion of the course, you will be able to download a certificate of completion.

**Not sure if an online class is right for you?** Visit our website for an online class demo and view some of the engaging, interactive classes available.

**Online Learning courses  
are value-priced at \$139!**

## **Online Learning Refund Policy**

*You have two weeks after enrolment to request a partial refund if you are unable to complete the course due to medical or extenuating circumstances. After two weeks, no refund will be issued. Transfers are not available and no refund will be issued after an online course has finished.*

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# Business & Management

## Administrative Training

### Administrative Assistant Applications (47030089)

Discover how problem-solving and decision-making can increase your efficiency and effectiveness, and explore various organizing principles. Learn the finer points of operations management and determine how to recruit, evaluate, select and train team members.

### Administrative Assistant Fundamentals (47030088)

Discover and master the essentials of managerial and staff support, from information and records management to travel and meeting coordination, office ergonomics and communications technology.

## Business Communications

### Building Teams That Work (47030049)

Learn the components of a successful team and the stages of development. You'll master the skills needed to effectively manage projects, make decisions and solve problems in a team setting.

### Writing Essentials (47030107)

Hone the skills you need to communicate clearly on the job, express yourself fluently online, and show off your creative literary talents. You'll improve your writing skills by learning to pick the right words, punctuate to perfection and avoid common spelling errors. Then you'll learn how to craft well-written sentences, build effective paragraphs and organize your material logically.

## Career Development

### Individual Excellence (47030098)

Master 12 career-enhancing skills including goal setting, time management and personal organization. You'll learn how to improve your creative abilities, gain confidence with financial matters, and how to minimize conflict in your life. Develop a fulfilling career plan and improve relationships with co-workers, friends, and family.

### Resume Writing Workshop (47030086)

Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews.

### Twelve Steps to a Successful Job Search (47030087)

Build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want.

## Management & Leadership

### Leadership (47030099)

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

### Managing Customer Service (47030097)

Become indispensable to any organization by understanding how to identify and meet customer needs. Discover dynamite methods for bringing out the best in your team, measuring customer service, and anticipating the needs of your reps and your customers. Learn how to attract and hire top-notch reps, succeed with teams, and minimize customer complaints.

### Mastering Public Speaking (47030133) **NEW**

Learn how to speak confidently and persuasively to both large audiences and small groups. You'll master the art of verbal and nonverbal communication, find out how to overcome your fear of public speaking, learn how to organize and deliver a short or long speech effectively and practise techniques for communicating with ease and skill in any setting.

### Understanding the Human Resources Function (47030120)

This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labour market. Employee rights and the legal side of the human resource field are also covered.

To register, call **780.428.1111**  
or visit  
**metrocontinuingeducation.ca/online.**

## Project Management

### High Speed Project Management (47030121)

With accelerated schedules driving many technology projects today, the smart project manager must rapidly retool their skill set. This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks.

### Project Management Applications (47030100)

Increase the probability of project success by mastering the tricks of the trade. Become proficient at recruiting project team members and empowering them to succeed. Learn about project software, statistics, change management, processes, and estimating. Gain valuable experience with project planning, control and data analysis tools.

### Project Management Fundamentals (47030101)

Become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control and close any type of project. Learn about project politics and ethics, project measurements, and project closure.

### Six Sigma: Total Quality Applications (47030102)

Learn how to apply the DMAIC (define, measure, analyze, improve, and control) model each step of the way. You'll learn how to define, plan, implement, and close a Six Sigma project. You'll also know how to use process capability and how to apply lean thinking. And you'll understand the basics of advanced Six Sigma tools such as sampling, design of experiments (DOE), analysis of variance (ANOVA), hypothesis testing, control charts, and probability distributions.

### Total Quality Fundamentals (47030103)

Learn how successful organizations apply quality standards to their everyday activities. Increase your value to your company by learning about various motivational models, leadership, and teamwork. Determine how to effectively apply quality standards by creating and implementing internal and external auditing activities.

You may also be interested in *Introduction to Microsoft Project 2007/2010* on page 5.

## Sales & Marketing

### Business & Marketing Writing (47030034)

This course solidifies the relationship between business and marketing principles and written communications by using clear explanations, real-life examples and an animated style. You'll learn how business and marketing objectives affect writing choices. You'll get practical writing instruction in grammar, clarity, structure and more.

### Effective Selling (47030036)

The goal of *'Effective Selling'* is not to teach you how to make a sale today, but to help you discover how to easily convert a potential customer into a long term asset. This class will help you lay the groundwork for repeat business and future success.

### Marketing Your Business on the Internet (47030043)

Learn the secrets of businesses that thrive on the Web. Discover proven methods in developing an Internet presence and how to build an online brand identity. Learn low-cost promotional strategies to drive visitors to your site and how a media kit can earn extra revenue for your site.

### Professional Sales Skills (47030040)

If you've always dreamed of becoming successful in sales, this course is exactly what you need! You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan and more.

### Wow, What a Great Event! (47030071)

Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. At the end of this class, you will become a knowledgeable event planner ready to produce any kind of event.

## Small Business

### Achieving Top Search Engine Positions (47030093)

Discover how search engines and Search Engine Optimization (SEO) work. Master important HTML tags and understand how to use them effectively and ethically. Domain, folder and file naming conventions are also discussed, along with how content layout affects search engine positions.

### Going Green at the Workplace (47030050)

Learn how to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators. Discover how to save energy and money and reduce your carbon footprint to transform your business into a 'green leader'.

### Learn to Buy & Sell on eBay (47030042)

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. As a seller, you'll learn how to create titles that get noticed, how to craft advertising copy that sells items quickly, how to safely conduct financial transactions and more. If you're a buyer, you'll learn how to value items up for auction, how to compete effectively against other bidders and more.

You may also be interested in *Web 2.0: Blogs, Wikis & Podcasts* on page 4.



# Computer & Internet

## Internet & Web Design

### Creating Web Pages (47030072)

Learn the basics of HTML so you can design, create and post your very own site on the Web. You will also learn about low-cost marketing techniques and search engine strategies.

### Designing Effective Websites (47030035)

Master the basics of Web design and learn how to build sites that are better and more effective. You'll examine the tension between form and function, explore the six major states of the Web site development process and learn the basics of user-centered design.

### Introduction to Adobe Acrobat 9 (47030051)

Work with many features, such as backgrounds and bookmarks, to help unify your documents. Discover how to wrap a set of PDF files (and other documents, too) into a PDF Portfolio, complete with a Flash interface and display features.

### Introduction to Dreamweaver CS4 (47030104)

Harness the power of the industry standard tool for Web designers. Learn how to design, create, and maintain user-friendly Web sites that are full of professional-quality Web pages. You'll find out how to insert and format text, work with image files, and see exactly how hyperlinks work as you learn how to build a site from the ground up.

### Introduction to PC Security (47030092)

What you don't know really can hurt you. Learn what you can do to protect your personal and business information. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of computer and network security.

### Introduction to PC Troubleshooting (47030105)

Discover the typical hardware and operating system problems encountered by technicians and learn troubleshooting techniques to diagnose and fix any problem. Also, learn how to maintain and optimize a Windows PC.

### Keyboarding (47030047)

Using the computer software program FasType for Windows, learn the basic skills of touch-typing. For those with keyboarding skills, this course will help improve typing speed and accuracy.

### Navigating the Internet (47030048)

Learn advanced search techniques to find fast answers to virtually any question. Build your own start page, and find out how to get free assistance with technical issues, travel planning and major purchases. Explore social networking, blogs, wikis and social bookmarking. Also learn how to best defend yourself against dangerous hoaxes, viruses, worms and other forms of malware.

### Web 2.0: Blogs, Wikis, & Podcasts (47030045)

Learn how to create, manage and promote your own blog, wiki and audio/video podcast. Through hands-on exercises, you'll discover the benefits of using free Web 2.0 tools like Blogger, Wikispaces, Audacity and YouTube.

You may also be interested in *Achieving Top Search Engine Positions* on page 3.

## Microsoft Applications

### What's New in Microsoft Office 2007 (47030022)

Learn how to use the new features of Microsoft Office 2007. Through easy-to-follow instructions, you'll become comfortable with creating Word documents, Excel spreadsheets, PowerPoint presentations and Access databases.

### Introduction to Microsoft Access 2003 (47030012) / 2007 (47030014)

Learn how to use Microsoft's powerful database program to store, locate and print information. You'll learn how to create tables, relationships, custom data entry forms, queries, reports, mailing labels and macros. You'll also learn how to merge the data in your Access tables with Microsoft Word form letters.

### Intermediate Microsoft Access 2003 (47030013) / 2007 (47030015)

Learn how to create tables that most businesses need to manage customers, products, orders, receipts, invoices, and mailing labels. Avoid the common pitfall of poor table design which leads to endless frustration and errors.

### Introduction to Microsoft Excel 2003 (47030016) / 2007 (47030019)

Work with numbers? Then you need to learn Excel. Set up fully formatted worksheets quickly and efficiently and use the function wizard to calculate statistics, loan payments, future value and more. You'll sort and analyze data, create custom charts and graphs, create three-dimensional workbooks and automate with macros and buttons.

### Intermediate Microsoft Excel 2003 (47030017)

Have you been using Excel 2003 to its fullest potential? Discover how the pivot table and auto filter can help you rapidly create reports and analyses. Learn advanced graphing techniques and how to use Excel 2003 functions to perform complex math calculations.

To register, call **780.428.1111**

or visit

**metrocontinuingeducation.ca/online.**

**Intermediate Microsoft Excel 2007 (47030020)**

Master advanced features of Microsoft Excel 2007, including charting and pivot tables, and discover how this powerful program can boost your productivity. Harness the power of Excel 2007's filtering techniques, and gain further insight into your macros to eliminate repetitive tasks and save you time.

**Advanced Microsoft Excel 2003 (47030018) / 2007 (47030021)**

Become skilled in the use of validation to protect the integrity of your worksheets. Learn how to add functional and eye-catching controls to any worksheet and how to use scenarios and data tables to quickly perform multiple what-if analyses.

**Introduction to Microsoft Outlook 2007 (47030023)**

Take advantage of the communication and personal information management power of Outlook. Learn to organize your messages in ways that make sense to you without having to copy or move them. Work with the built-in personal information management features, including Outlook's calendar and contacts.

**Introduction to Microsoft Outlook 2010 (47030131) NEW**

Explore the ribbon-based interface; how to manage the flood of emails you receive, creating folders and archives so you can always find what you need; how to keep track of your contacts; and use Outlook's Calendar and Alert features. Also, learn how to customize Outlook so it perfectly meets your needs, and how to automate your work with rules.

**Introduction to Microsoft PowerPoint 2003 (47030024)**

Discover how to create dazzling multimedia presentations for just about any audience. You'll create and display slides filled with formatted text, video, audio, special effects and links to the Web.

**Introduction to Microsoft PowerPoint 2007 (47030025)**

Learn how to use Microsoft PowerPoint 2007 – the best presentation program on the market today. This version of PowerPoint is very different from previous versions because of its new interface in which a ribbon replaces the menu bar and toolbars.

**Introduction to Microsoft Project 2007 (47030026) / 2010 (47030122)**

Discover how to effectively plan, implement and control projects using Microsoft Project, the world's most popular project management software. Learn how to use Microsoft Project to think through and organize your project's details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances and revise your project plan. By the end of the course, you'll be able to produce.

**Introduction to Microsoft Publisher 2007 (47030027)**

Learn how Publisher's built-in layouts and templates can help you quickly complete virtually any desktop publishing project. Discover how to modify those templates in order to create impressive works of your own.

**Introduction to Microsoft Word 2003 (47030028) / 2007 (47030031)**

Learn all of the basics, from how to add, move and edit text to margin and tab settings, and save/print options. Also, discover how to work on two or more documents simultaneously.

**Intermediate Microsoft Word 2003 (47030029)**

Take advantage of Word 2003's editing capabilities to easily create flyers, newsletters and other heavily formatted documents. You'll gain an understanding of basic graphic design principles as you set up columns and tables, insert and edit graphic images, use borders, and achieve dramatic effects by varying your text.

**Intermediate Microsoft Word 2007 (47030052)**


This course will teach you how to use Word's more advanced features, making your work simpler and saving you time. Learn to create an index, a list of figures, tables of contents, and how to perform desktop publishing, perform a mail merge and use timesaving macros.

**Advanced Microsoft Word 2003 (47030030)**

Make Word 2003 work for you! Learn how to build time-saving macros, customize your toolbars, create shortcut keys, crank out form letters and mailing labels, perform queries and make your own templates.

**Introduction to Windows 7 (47030123)**

If you're new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. Learn how to use the desktop, icons, gadgets and other Windows 7 features, and work with pictures, text, folders and files. In just a few weeks, you'll master all the skills you need to make the transition from helpless beginner to knowledgeable user!



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# Creative Writing

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## **A Writer's Guide to Descriptive Settings (47030033)**

Learn to tap into the world you know to establish a realistic sense of 'place' in your writing. You'll develop your eye for detail and learn how to collect the information you need to infuse your works with believable characters, memorable settings and detailed descriptions.

## **Advanced Fiction Writing (47030056)**

Explore all the topics a writer needs to create a successful manuscript, including story structure, plot, character, dialogue, setting, suspense, conflict, action, viewpoint, tense and how to get published.

## **Beginning Writer's Workshop (47030057)**

You'll master important concepts by completing enjoyable writing exercises and assignments. Discover professional techniques to develop characters, create a compelling point of view, build interest through dialogue and add meaning to your stories.

## **Breaking Into Sitcom Writing (47030058)**

Discover the artistic and technical considerations that go into making a great sitcom script and creating powerful storylines. Master the art of creating concise, sparkling dialogue and telling your story completely through jokes.

## **Introduction to Internet Writing Markets (47030060)**

Find out how to sell e-zine articles, write for online magazines, create a blog and sell manuscripts to an e-publisher. Learn how to self-publish your own work as an e-book or a traditional book using print-on-demand (POD) publishing.

## **Mystery Writing (47030119)**

Mysteries are hot items on today's bestseller lists. Using vivid examples from bestselling mystery novels, learn the techniques you need to become a successful author. Topics include three-act structure, the difference between plot and story, theme, premise, characters and viewpoint, plus much more.

You may also be interested in *Write Your Life Story* on page 8.

## **The Craft of Magazine Writing (47030061)**

Have you ever thought about writing for magazines? Turn your dreams into by-lines and create a bright future as a magazine writer.

## **The Keys to Effective Editing (47030090)**

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and non-fiction.

## **Travel Writing (47030083)**

Do you have a desire to write and a passion for travel? Discover how to translate what is seen, heard, tasted, touched, smelled and felt while traveling into articles, stories and novels. Learn about popular styles and types of travel writing that are the friendliest to new writers and how to sell material in today's competitive market.

## **Write & Publish Your Non-fiction Book (47030062)**

Whether you dream of becoming a full-time author, writing books to advance your career, or penning your memoir or family history, this fun and information-packed course will teach you how to plan, research, write, edit and publish your masterpiece.

## **Writeriffic: Creativity Training for Writers (47030063)**

Learn lots of tricks from the published writer's toolbox. Whether you're at work now or hoping to write a novel, a non-fiction book, a memoir, short stories or articles, Writeriffic liberates the imaginative, inventive bolts of genius that are inside everyone.

## **Writeriffic 2: Advanced Creativity Training for Writers (47030064)**

Increase your creativity, beat writer's block and learn how to pitch ideas to publishers, agents and editors. Learn about the business side of writing, including contracts, releases, deductions and invoices. You will increase your self-confidence, overcome obstacles, and understand what it takes to be a writer.

## **Writing for Children (47030065)**

A published children's author shows you how to touch the hearts of children by creating books for them. As you explore the changing world of children's literature and understand the various formats, you will begin work on your first fiction or nonfiction manuscript.

# Digital Photography & Video

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## **Discover Digital Photography (47030109)**

Explore the basics of digital photography including: equipment, software, the digital darkroom, printing and using photos on the Internet. You'll learn how to decide what equipment and software is best for your personal digital photography needs, what you can do with digital photography after you've taken the pictures, and what you can expect to invest.

## **Photographing People With Your Digital Camera (47030110)**

Learn how to take beautiful pictures of adults, children, and babies. Discover the best way to shoot faces, fix common close-up problems and use digital photo editing techniques to retouch your photos and make other improvements. Learn how to organize people, which angles to use, and which to avoid.

## **Photoshop Elements 10 for the Digital Photographer (47030130) NEW**

Take your images from so-so to spectacular! As you master this popular software, you'll learn to edit images on your computer, correct flaws, enhance your final product, create simple art projects, prepare images for email and the Web and organize your images so you can keep track of them. Discover how Photoshop Elements 10 gives you room to grow while letting you achieve high-quality results right away.

## **Secrets of Better Photography (47030054)**

Discover the tips and tricks to help you take better photographs. Explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still life, plus receive helpful information on exposure and lighting.

# Health & Wellness

## **Introduction to Natural Health & Healing (47030075)**

Learn about the various stages of health and illness. Explore naturopathy, hydrotherapy, diet, biorhythms, fasting and the power of the mind for healing the body and much more!

## **Lose Weight & Keep It Off (47030074)**

Learn food basics — and beyond! By understanding food composition, portion sizes, and preparation methods, you'll discover how to eat out without jeopardizing your weight loss or disappointing your taste buds. Learn how exercise and other activities can help you meet your weight-loss and weight-maintenance goals.

## **Start Your Own Edible Garden (47030132) NEW**

Grow delicious, nutritious fruit and vegetables in your own backyard! Discover the secrets for growing leafy greens, root vegetables, fruit and herbs, and learn how to spot pests and diseases before they destroy your garden. Find out how to fix pH and drainage problems in your soil, and take the guesswork out of watering as you explore a variety of irrigation options.

# Languages

## **Teaching English as a Second Language**

### **An Introduction to Teaching ESL/EFL (47030076)**

Discover why teaching English is so different from teaching other subjects, and explore innovative approaches like Communicative Language Teaching and the lexical approach.

### **Teaching ESL/EFL Grammar (47030080)**

In this course, you'll come to see English grammar as a three-dimensional process that brings coherence, cohesion and texture to writing and speech.

### **Teaching ESL/EFL Reading (47030081)**

Become a more confident and effective reading teacher by discovering practical techniques and methods for teaching reading in any ESL environment.

### **Teaching ESL/EFL Vocabulary (47030082)**

Discover what the different types of vocabulary are, as well as how to accurately assess what your students already know and what they need to learn. You'll also explore the most powerful ways of teaching ESL vocabulary.

## **Italian**

### **Instant Italian (47030077)**

This dynamic course will teach you how to express yourself comfortably in Italian. You'll learn practical, everyday words and phrases that will make your stay in Italy more enjoyable. You'll read, hear and practice dialogues based on typical situations that you're likely to encounter while staying in Italy.

## **Spanish**

### **Speed Spanish (47030078)**

This course will teach you six easy recipes you can use to form Spanish words into sentences. With the powerful methods taught in this course, you'll engage in conversational Spanish in no time.

### **Speed Spanish II (47030079)**

In this course you will become comfortable in Spanish-speaking situations by learning more recipes you can put to immediate use. When you've completed both this course and its predecessor, you'll be well on your way to fluency.

### **Speed Spanish III (47030126)**

Master your ability to speak, understand and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. In this advanced-level course, you'll learn the final six recipes that will serve as templates to help you create any Spanish sentence you want.



**To register, call 780.428.1111  
or visit  
[metrocontinuingeducation.ca/online](http://metrocontinuingeducation.ca/online).**

# Personal Enrichment

## **Assisting Aging Parents (47030127)**

Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques and insights to handle challenges while coming to appreciate and cherish the privilege of the journey.

## **Drawing for the Absolute Beginner (47030116)**

Have you always been interested in drawing, but never really knew how to get started? Gain a solid foundation and understanding of the basics to drawing and become the artist you've always dreamed you could be! You'll become familiar with paper types, drawing styles, rendering techniques and the basic principal of perspective, layout, design, lighting, volume, and space.

## **Genealogy Basics (47030128)**

Who will you discover? What new branch of your family will you find? If you're a newcomer or an amateur genealogist, this course will help guide you to the most useful Web sites where you can search for family names. Learn where to look, who to contact and how to make your family history come alive.

## **Get Assertive! (47030113)**

Find out how you can stop others from intimidating you or treating you poorly. Get the assertiveness training you need in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people and even total strangers.

## **Going Green at Home (47030129)**

Step into a green lifestyle! Discover simple, cost-effective ways to make your home green and keep your community healthy. From shopping and cooking to decorating and cleaning, you'll find hundreds of eco-friendly ideas you can put to work instantly.

## **Listen to Your Heart, & Success Will Follow (47030038)**

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

## **Merrill Ream Speed Reading (47030039)**

Are you struggling to keep up with a flood of emails, articles and reports? Save yourself oodles of time by learning to read faster and with better comprehension from acclaimed speed reading expert Dr. Merrill Ream.

## **Music Made Easy (47030115)**

Discover the fundamentals of music theory. You'll gain a complete understanding of rhythm, melody, and harmony, and you'll be able to recognize pitches on the musical staff and on the keyboard. By the end of the course, you'll be able to read, write and even play simple musical pieces on a keyboard.

## **Skills for Making Great Decisions (47030114)**

Learn how to make excellent everyday decisions. Master techniques for achieving your goals, managing risk, dealing with crises, and making decisions – big and small – with knowledge and confidence. Find out how to avoid many types of mistakes and how to recover from others.

## **Write Your Life Story (47030055)**

Have you thought about writing your story and sharing life-altering events? Does your family really know about their heritage? This course walks you step-by-step through the process of writing your life story.

You may also be interested in *Mastering Public Speaking* on page 2.

**To register, call 780.428.1111  
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# ONLINE LEARNING

## Important Factors

Learning online is different from learning in a classroom. Online learning allows you the flexibility to learn on your own time, from the comfort of your own home. However, there are several factors that should be considered before you choose an online course over a classroom course.

### Computer Skills & Access

You should have basic computer knowledge before you begin an online course. You should be comfortable using your computer tools as well as software such as Microsoft Word as well as accessing the internet. You will also need access to a computer, printer and internet connection for the duration of your course. Please read the requirements for the course you are interested in to ensure you have the software and hardware needed.

### Self-Direction

It is up to you to create a schedule that you can stick to. You will need to allot time to review lessons, complete assignments and meet deadlines. Unlike a traditional classroom course, it is up to you to monitor your own progress as your instructor will not check that you have read or completed a lesson.

### Time Commitment

Courses are made up of 12 lessons, totaling 24 hours of instruction time in a six week period. Following each lesson, you should allot a half hour to an hour to review the lesson and complete the assignment or do further practice.

**To register, call 780.428.1111**  
**or visit**  
**[metrocontinuingeducation.ca/online](http://metrocontinuingeducation.ca/online).**



# IT'S EASY TO LEARN SOMETHING NEW WITH A **METRO ONLINE COURSE.**

## **Your education is coming to you.**

With Metro's online classes, you can finally take that class you've always wanted. With the ability to learn from the comfort of your own home while setting your own pace, your education is guaranteed to fit your lifestyle.

To register for a course, please call **780.428.1111**  
or visit [metrocontinuingeducation.ca/online](http://metrocontinuingeducation.ca/online).