

Faculty of Continuing Education and Extension

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Biology 0130

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
<p>Apply appropriate scientific terminology and principles in the explanation of biology concepts in verbal, visual and written formats</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate a thorough understanding of the anatomy, physiology and role of the circulatory, endocrine, nervous and reproductive systems in humans</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate a thorough understanding of the role of the circulatory, endocrine, nervous and reproductive systems in maintaining internal equilibrium in humans</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Describe the processes of mitosis and meiosis</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate a thorough understanding of classical genetics at the molecular level</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate a thorough understanding of the basic rules and processes associated with the transmission of genetic characteristics</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate a thorough understanding of population changes over time expressed quantitatively and qualitatively</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Demonstrate the principles of proper laboratory practices and techniques, including appropriate safety precautions</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Use laboratory equipment for collecting data effectively, safely and accurately</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Apply Workplace Hazardous Materials Information System (WHMIS) standards to handle and dispose of materials properly</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

and safely	
Conduct investigations into and/or experiments examining relationships between and among observable variables using a broad range of tools and techniques to gather and record data and information	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Academic Upgrading - Chemistry

BFERs <ul style="list-style-type: none">• Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program.• Do not include references to Policy 517, accommodations or disability.	Essential Requirements Rationale <ul style="list-style-type: none">• Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Acquire knowledge in basic chemistry concepts	There are many ways the skill/knowledge can be demonstrated
Demonstrate competence in lab and classroom situations by applying the acquired concepts to problem-solving exercises	There are many ways the skill/knowledge can be demonstrated
Obtain a solid basic chemistry background to enter a first-year University chemistry course	There are many ways the skill/knowledge can be demonstrated

Skills

Develop skills in working in small groups	There are many ways the skill/knowledge can be demonstrated
Become competent using the computer to accurately complete chemical lab experiments	There are many ways the skill/knowledge can be demonstrated
Extend competence in problem solving exercises, which in turn may be used for, but not limited to, formative test evaluations	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Academic Upgrading - English

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Skills	
Write a coherent, sufficiently developed paper on a literary subject	There are many ways the skill/knowledge can be demonstrated
Read carefully with attention to both form and content	There are many ways the skill/knowledge can be demonstrated
Think critically about printed and visual materials	There are many ways the skill/knowledge can be demonstrated
Analyze and explain various forms of literature	There are many ways the skill/knowledge can be demonstrated
Present material orally in class	There are many ways the skill/knowledge can be demonstrated
Use correct sentence structure and other grammatical forms	There are many ways the skill/knowledge can be demonstrated
Understand and apply research strategies and principles of documentation	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Academic Upgrading - Mathematics

BFERs

- Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program.
- Do not include references to Policy 517, accommodations or disability.

Essential Requirements Rationale

- Is there only one way in which the required skill/knowledge can be demonstrated?
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If YES, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?

Knowledge

Demonstrate number sense

- Describe mental mathematics strategies and number properties for arithmetic operations on integers and rational numbers
- Describe the relationships between different types of numbers: real, complex, rational, irrational, integer, and whole
- Explain different representations of a particular numerical value
- Describe mental mathematics strategies for estimating and comparing numerical values

There are many ways the skill/knowledge can be demonstrated

Demonstrate spatial sense

- Describe and classify two-dimensional shapes and three-dimensional objects
- Describe the principles of geometry pertaining to basic shapes and objects
- Describe the principles of right triangle trigonometry
- Demonstrate an understanding of the relationship between the algebraic and graphical forms of functions and relations

There are many ways the skill/knowledge can be demonstrated

<p>Demonstrate conceptual understanding of patterns and relationships</p> <ul style="list-style-type: none"> • Describe numerical and non-numerical patterns visually, symbolically, and verbally • Demonstrate conceptual understanding of patterns represented by sequences and series, and demonstrate an understanding of counting methods involving permutations and combinations • Demonstrate conceptual understanding of the relationships between numbers, sets, variables, and functions and describe these relationships visually, symbolically, and verbally 	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate conceptual understanding of properties and principles</p> <ul style="list-style-type: none"> • Demonstrate conceptual understanding of the principles of algebra as the symbolic generalization of the properties of numbers and principles of arithmetic operations • Demonstrate conceptual understanding of the key properties of functions and relations, and the primary calculus concepts of the limit, the derivative, and the integral 	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate effective mathematical literacy by articulating mathematical concepts clearly and concisely in written, verbal, and visual formats, employing the appropriate terminology and symbolic notation</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate an understanding of the concept of uncertainty and an awareness of its importance in making predictions from data</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate an understanding of the relevance of mathematics to the solution of meaningful real-world problems</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Demonstrate fluency with mental mathematics and estimating, without technology</p> <ul style="list-style-type: none"> • Basic multiplication facts up to 9x9 and related division facts • Adding and subtracting integers (up to 18) • Performing arithmetic operations on rational numerators and denominators up to 18 • Applying mental mathematics strategies for estimating and comparing numerical values 	<p>There are many ways the skill/knowledge can be demonstrated</p>

<p>Demonstrate fluency with spatial reasoning</p> <ul style="list-style-type: none"> • Apply the principles of geometry and measurement to solve problems pertaining to basic two-dimensional shapes and three-dimensional objects • Apply the principles of trigonometry to solve problems with right and oblique triangles • Analyze and interpret information represented visually in pictorial or graphical form 	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Acquire competent procedural skills</p> <ul style="list-style-type: none"> • Demonstrate fluency in applying the principles and properties of algebra to simplify expressions, solve equations, and verify identities • Graph functions and relations with and without technology • Find mathematical models from data using technology • Apply fundamental calculus procedures to find derivatives and integrals • Express patterns as sequences and series and use counting methods to solve problems involving permutations and combinations • Apply the concepts of probability to represent uncertainty and the basic principles of statistics to interpret data and make predictions 	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate mathematical reasoning and apply knowledge and skills to problem solving</p> <ul style="list-style-type: none"> • Use qualitative and quantitative reasoning to justify thinking, analyze and synthesize information, create and test conjectures, and deductively reach new conclusions • Demonstrate effective strategies to solving mathematical and contextual problems • Apply knowledge and skills to challenging new settings and more complex problems and demonstrate confidence in taking mathematical risks 	<p>There are many ways the skill/knowledge can be demonstrated</p>

<p>Demonstrate effective mathematical communication skills</p> <ul style="list-style-type: none"> • Present and discuss mathematical concepts clearly and concisely in written, verbal, and visual formats, employing the appropriate terminology and symbolic notation • Extract, evaluate, and interpret relevant information from an application problem setting • Synthesize relevant information from an application problem setting and express this in mathematical form 	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate effective teamwork and collaborative learning</p> <ul style="list-style-type: none"> • Share an understanding of mathematical concepts with peers and respectfully exchange ideas and opinions while working collectively towards the solution of a problem • Provide and accept constructive feedback in a supportive and respectful manner • Demonstrate personal accountability for the completion of tasks in a group project 	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate effective learning strategies</p> <ul style="list-style-type: none"> • Demonstrate general academic success skills appropriate to a university environment, such as independence in learning, academic integrity, and respectful rapport with faculty and peers • Demonstrate active engagement with the university community and utilization of resources • Demonstrate a mature self-awareness and self-motivation as a learner 	<p>There are many ways the skill/knowledge can be demonstrated</p>

SUPPLEMENTARY NOTES ON BFERs FOR ACADEMIC UPGRADING-MATHEMATICS

It should be noted that the academic upgrading mathematics program of studies differs in several significant ways from other credit programs and degrees at Mount Royal University. Academic upgrading is a contiguous sequence of courses, from basic mathematics and introductory algebra to calculus. An extremely diverse group of adult learners enter this stream at various places, depending on their prior preparation, and leave the stream when they have met their academic mathematics goals. The intent is to provide effective remediation so that students will eventually have the mathematics credential to apply for their specific program or degree. The BFER submission reflects this diverse student population in that the knowledge and skills specified are very broad in range.

The specific curriculum is derived from the Alberta Education mathematics program of studies from grades 1 to 12, with the expectation of meeting all curricular goals at the grade 12 level. Importantly, the learning outcomes for this stream of courses are derived from the Learning Outcomes specified by Alberta Education. The Alberta program of studies for mathematics clearly specifies what Learning Outcomes may be achieved using by technology, and what learning outcomes must be achieved without technological assistance. In 2014, Alberta Education posted a document clarifying expectations regarding mastery of basic number facts and mental math strategies for educators. These clarifications pertain to students in grades 1 to 5 and specify that "recall of math facts is when students commit them to memory and retrieve them when needed." The Alberta Learning Expectations can be shown with supporting documentation, if required. The BFERs document is, for this reason, very specific in outlining knowledge and skills around number sense. It is well understood that mastery of basic number facts and development of enhanced number sense is foundational to growth in mathematical understanding. Without basic computational fluency, and without the use of technology, students will not be able to function at the upper levels of the upgrading math course stream. We have an obligation to support students appropriately with their remediation needs so that they will be successful in the upper end of the academic upgrading course sequence and also when leaving the upgrading mathematics stream. Finally, it is important to note that all the BFERs specified in the upgrading mathematics course stream can be demonstrated in multiple ways, even when the knowledge or skill is to be achieved without technology.

It is important to recognize that assessment in this academic upgrading course stream corresponds to the appropriate place of technology in the learning outcomes. Tests and exams are typically done without a calculator and are constructed so that the arithmetic that needs to be done is very basic. Technology is used widely in tutorials, projects, and for some lecture and homework problems, so that authentic real-world problems can be managed. This is different from assessment that takes place in K-12 in the school system. It is assumed that a high school student is already functionally numerate and has mastered basic facts. Parts of the diploma exams, in particular, require the use of technology to answer the questions. Our student population in academic upgrading does not necessarily arrive functionally numerate and the assessment for learning, assessment as learning, and assessment of learning is tailored to their needs.

In addition to ensuring that the mathematics knowledge and skills required for first year university are mastered, some learning outcomes pertain specifically to achieving the general academic success strategies necessary for survival in a university environment. These outcomes relate to developing independence in learning, self-direction, effective collaboration with peers in group work environments, and a mature and self-aware attitude toward their studies. Although this is not unique to academic

upgrading as a BFER specification, particular emphasis is made in outlining the general academic knowledge and skills that should be attained by students leaving the academic upgrading stream.

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Academic Upgrading - Physics

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<p>Knowledge</p>	
<p>Recognize foundational physics concepts such as quantities, theorems and laws at a basic level, and identify the conditions where they apply</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Apply basic graphing, diagram creation and algebraic techniques to make predictions and obtain additional information from given physical problems</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Relate results from problem solving to the physical world and evaluate the reasonableness of these results</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Work in a small team to perform experiments and make careful observations</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Analyze observations using techniques developed in class</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Clearly communicate the significance of the experimental results with respect to core physics concepts and formulate an opinion on the reliability of these results</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Academic Upgrading – Social Science

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Knowledge

Demonstrate, through several forms of evaluation, including written assignments, quizzes, and examinations, a general understanding of pre- and post-Confederation Canadian history

There are many ways the skill/knowledge can be demonstrated

Skills

Apply scholarly research skills

There are many ways the skill/knowledge can be demonstrated

Critically analyze competing historical interpretations

There are many ways the skill/knowledge can be demonstrated

Relate and articulate disparate perceptions regarding the relationship between individualism and the common good

There are many ways the skill/knowledge can be demonstrated

Evaluate factors that may influence individual, collective and liberal beliefs and values by exploring culture, language, media, relationships to land, environment, gender, religion, spirituality and ideology in the Canadian historical context

There are many ways the skill/knowledge can be demonstrated

Analyse, assess and demonstrate respect for multiple points of view, competing ideologies, perspectives and methodologies

There are many ways the skill/knowledge can be demonstrated

Write, speak and listen at levels appropriate to the course tasks

There are many ways the skill/knowledge can be demonstrated

Apply various scholarly research methods to complete written assignments

There are many ways the skill/knowledge can be demonstrated

Employ problem-solving skills and organize materials and templates for tasks

There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Accounting Software Certificate of Completion

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<p>Knowledge</p> <p>Understand basic bookkeeping concepts including: chart of accounts, accounts payable/receivable, the accounting cycle and financial reports</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p> <p>Be able to apply skills in Simply Accounting and QuickBooks software to:</p> <ul style="list-style-type: none">○ Create a chart of accounts and budget, set up the accounts for reconciliation and add security features○ Complete inventory adjustments, receivable and payable discounts and prepayments○ Customize the payroll journal, disburse vacation pay, create fiscal year comparative reports and handle dynamic data exchange	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Addiction Studies Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Explore current practices in the field of addiction treatment and prevention	There are many ways the skill/knowledge can be demonstrated
Acquire an understanding of theories, models of substance abuse, screening and assessment tools, and intervention and treatment strategies	There are many ways the skill/knowledge can be demonstrated
Understand the specific needs of special populations in addressing addiction issues	There are many ways the skill/knowledge can be demonstrated
Define and identify levels of prevention and its importance in the field of addiction	There are many ways the skill/knowledge can be demonstrated
Recognize drug dependence and describe short and long-term physiological effects of major drugs according to their classification	There are many ways the skill/knowledge can be demonstrated
Describe the different ways to define family and examine the stages of the family life cycle	There are many ways the skill/knowledge can be demonstrated
Identify the relationship between concurrent mental health and substance abuse problems	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Adults Educator Seminar Series Certificate of Completion

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Knowledge

Describe the foundations of adult learning	There are many ways the skill/knowledge can be demonstrated
Identify ways to enhance teaching strategies using the Kolb Learning Style Inventory	There are many ways the skill/knowledge can be demonstrated
List clear and concise learning outcomes that guide instructional design and assessment	There are many ways the skill/knowledge can be demonstrated
Expand the repertoire of teaching techniques to achieve instructional goals and meet specialized needs of adult learners	There are many ways the skill/knowledge can be demonstrated

Skills

Employ effective verbal and non-verbal communication techniques for classroom delivery	There are many ways the skill/knowledge can be demonstrated
Use a variety of techniques for ongoing assessment of student learning in relation to instructional effectiveness	There are many ways the skill/knowledge can be demonstrated
Employ various media tools used to enhance instruction and presentations	There are many ways the skill/knowledge can be demonstrated
Use sensitive and practical strategies for working with culturally diverse adult learners to create safe and respectful learning environments	There are many ways the skill/knowledge can be demonstrated
Practice techniques for handling conflict effectively	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Advanced Supply Chain Management Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
<p>Recognize the role and importance of supply chain management to the competitive success of today’s organization</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Define and apply various supply chain concepts and tools related to supply chain activities and practices, including quality assurance, social and environmental sustainability</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Identify and communicate insights on current supply chain trends and issues</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Describe and discuss key components of supply chain including logistics, distribution, transportation management, purchasing, inventory management, demand forecasting, materials and warehouse management, enterprise resource planning (ERP), supply chain information systems, production and operations management, e-commerce, customer and supplier relations, quality assurance, outsources, third-party logistics and global productions</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Apply the wide array of SCM concepts that are presented and applied through lecture and case/problem solving opportunities</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Create and present a comprehensive supply chain case study</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Applied Project Management Extension Certificate

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<p>Knowledge</p>	
<p>Define best practices that assist organizations with fostering an environment of project management excellence</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Demonstrate the application of project management discipline and delivery</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Direct complex project situations</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Apply advanced project management techniques to industry environments</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Synthesize financial metrics such as the payback period and cost/benefit ratios</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Critique the concept of effective leadership</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Behavioural Strategies Extension Certificate

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Knowledge

Identify the goals and intentions that underlie certain behaviour	There are many ways the skill/knowledge can be demonstrated
Enhance observation skills	There are many ways the skill/knowledge can be demonstrated
Recognize issues related to diversity	There are many ways the skill/knowledge can be demonstrated

Skills

Demonstrate proficiency in reporting and documenting observations	There are many ways the skill/knowledge can be demonstrated
Examine how the environment impacts behaviour	There are many ways the skill/knowledge can be demonstrated
Apply effective communication skills and strategies	There are many ways the skill/knowledge can be demonstrated
Construct effective strategies to manage difficult behaviour	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Business Process Management Extension Certificate

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Knowledge	
Understand the foundational concepts of Business Process Management (BPM)	There are many ways the skill/knowledge can be demonstrated
Define the skills and techniques required to institute a BPM approach	There are many ways the skill/knowledge can be demonstrated
Describe the strategic relationship between the business, people and technology components of BPM	There are many ways the skill/knowledge can be demonstrated
Examine various BPM methodologies and best practices	There are many ways the skill/knowledge can be demonstrated

Skills	
Apply measurement systems and analysis to support continuous, iterative improvements to business processes through actionable information	There are many ways the skill/knowledge can be demonstrated
Develop approaches for effective facilitation and change management	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Business Analysis Extension Certificate

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Knowledge	
Recognize the roles and responsibilities of today's business analyst, in accordance with leading industry standards, including the <i>Business Analysis Body of Knowledge* (BABOK* Guide V3)</i> and the <i>Project Management Institute's (PMI) Business Analysis for Practitioners: A Practice Guide</i>	There are many ways the skill/knowledge can be demonstrated
Identify and apply accepted practices in the field of business analysis	There are many ways the skill/knowledge can be demonstrated
Recognize and perform a variety of tasks and techniques related to collaboratively eliciting, analyzing and validating requirements, managing changes to requirements, understanding business needs, defining and recommending solutions, modeling business processes, developing business cases, planning the business analysis work, and evaluating an existing solution	There are many ways the skill/knowledge can be demonstrated

Skills	
Practice and develop underlying competencies of the business analysis role, including analytical thinking and problem solving, interaction skills, using modern business analysis tools and business ethics	There are many ways the skill/knowledge can be demonstrated
Demonstrate understanding of business analysis concepts and techniques through the analysis of a case study	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Canadian Association of Petroleum Production Accounting (CAPPA) Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Gain an overview of oil patch activities, terminology, departmental roles and relationships	There are many ways the skill/knowledge can be demonstrated
Learn oilfield practices and procedures; AER gas well and facility reporting; oil, gas, NGL and sulphur marketing; and gas purchase contract and plant allocation	There are many ways the skill/knowledge can be demonstrated
Understand utilization, volumetric and royalty triggers, allowable costs, and Alberta, BC and Saskatchewan royalties and revenue accounting	There are many ways the skill/knowledge can be demonstrated
Learn field handling and gas processing; joint venture accounting; AER gas well and facility reporting; oil, gas, NGL and sulphur marketing; and gas purchase contract and plant allocation	There are many ways the skill/knowledge can be demonstrated

Skills

Apply previous learning by working through a complete monthly production cycle	There are many ways the skill/knowledge can be demonstrated
Learn utilization, volumetric and royalty triggers, allowable costs, and Alberta, BC and Saskatchewan royalties and revenue accounting	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Contract Management: Business Law Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge	
Review the concepts of liability and reasonableness	There are many ways the skill/knowledge can be demonstrated
Consider how product liability, strict liability and vicarious liability impact a business	There are many ways the skill/knowledge can be demonstrated
Understand the role that contracts play in a business relationship	There are many ways the skill/knowledge can be demonstrated
Make an enforceable contract and understand what obligations can and cannot be contractually enforced	There are many ways the skill/knowledge can be demonstrated
Understand what larger legal obligations affect partners and what happens when a contract is breached	There are many ways the skill/knowledge can be demonstrated
Understand how contracts are breached and how to obtain compensation	There are many ways the skill/knowledge can be demonstrated
Understand the impact of business structures on contract management	There are many ways the skill/knowledge can be demonstrated
Be familiar with some statutes that affect property rights in Alberta	There are many ways the skill/knowledge can be demonstrated
Understand the differences between real property, personal property and fixtures	There are many ways the skill/knowledge can be demonstrated
Understand terminology found in many standard form contracts	There are many ways the skill/knowledge can be demonstrated
Understand how property rights are created, transferred and lost	There are many ways the skill/knowledge can be demonstrated

Skills

Distinguish between intentional and unintentional torts	There are many ways the skill/knowledge can be demonstrated
Apply the necessary steps to support a finding of negligence, differentiate between the different forms of damages and implement defenses to a negligence accusation	There are many ways the skill/knowledge can be demonstrated
Develop a strategy that assists in identifying risks arising in business relationships and develop strategies for dealing with risks	There are many ways the skill/knowledge can be demonstrated
Make an enforceable contract and understand what obligations can and cannot be contractually enforced	There are many ways the skill/knowledge can be demonstrated
Differentiate between the three most common forms of intellectual property	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Cultural Diversity in Professional Practice Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
<p>Explain the basis of our multicultural Canadian society, and current issues presented by cultural diversity and inclusion</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Identify international, national, provincial, and territorial human rights legislation, as well as standards of non-discrimination and inclusion</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Describe cultural competency and its application to the workplace, community and family</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Explain strategies for becoming culturally diverse and inclusive workplaces and communities, as well as working with culturally diverse families</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Apply concepts on cultural diversity to professional practice</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Curriculum Development and Instructional Design Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge	
Understand the foundations of adult learning	There are many ways the skill/knowledge can be demonstrated
Identify ways to enhance teaching strategies using the Kolb Learning Style Inventory	There are many ways the skill/knowledge can be demonstrated
List clear and concise learning outcomes that guide instructional design and assessment	There are many ways the skill/knowledge can be demonstrated
Acquire effective verbal and non-verbal communication techniques for classroom delivery	There are many ways the skill/knowledge can be demonstrated
Skills	
Expand the repertoire of teaching techniques to achieve instructional goals and meet specialized needs of adult learners	There are many ways the skill/knowledge can be demonstrated
Use a variety of techniques for ongoing assessment of student learning in relation to instructional effectiveness	There are many ways the skill/knowledge can be demonstrated
Employ various media tools used to enhance instruction and presentations	There are many ways the skill/knowledge can be demonstrated
Use sensitive and practical strategies for working with culturally diverse adult learners to create safe and respectful learning environments	There are many ways the skill/knowledge can be demonstrated
Practice techniques for handling conflict effectively	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Dementia Care Certificate of Completion

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
<p>Understand the emotional, psychological, social and physical challenges experienced by persons with a dementia and their families</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Understand person-centered relational practice skills required by health care providers working with families and persons experiencing a dementia</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Understand the complex skills required for care of older adults experiencing a dementia</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Canadian Association of Petroleum Production Accounting (CAPPA) Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Gain an overview of oil patch activities, terminology, departmental roles and relationships	There are many ways the skill/knowledge can be demonstrated
Learn oilfield practices and procedures; AER gas well and facility reporting; oil, gas, NGL and sulphur marketing; and gas purchase contract and plant allocation	There are many ways the skill/knowledge can be demonstrated
Understand utilization, volumetric and royalty triggers, allowable costs, and Alberta, BC and Saskatchewan royalties and revenue accounting	There are many ways the skill/knowledge can be demonstrated
Learn field handling and gas processing; joint venture accounting; AER gas well and facility reporting; oil, gas, NGL and sulphur marketing; and gas purchase contract and plant allocation	There are many ways the skill/knowledge can be demonstrated

Skills

Apply previous learning by working through a complete monthly production cycle	There are many ways the skill/knowledge can be demonstrated
Learn utilization, volumetric and royalty triggers, allowable costs, and Alberta, BC and Saskatchewan royalties and revenue accounting	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Child and Youth Human Rights Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p> <p>Describe major themes of the CRC: promotion, protection, participation and provision</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p> <p>Apply rights and principles of the CRC in the advocacy process</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate a familiarity with child and youth human rights enshrined in legislation</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Discuss implications of child and youth rights for professional practice</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Children's Mental Health Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Understand healthy growth and development and the factors that contribute to and impede mental health in children	There are many ways the skill/knowledge can be demonstrated
Understand and recognize current types of childhood mental health problems	There are many ways the skill/knowledge can be demonstrated
Recognize the need for consultation and referral and engage in practices to promote them	There are many ways the skill/knowledge can be demonstrated
Understand legal and ethical issues related to children's mental health	There are many ways the skill/knowledge can be demonstrated

Skills

Assess the needs of children within the context of families and communities	There are many ways the skill/knowledge can be demonstrated
Utilize family strengths, preferences and cultures in working with children and their families	There are many ways the skill/knowledge can be demonstrated
Work effectively in the prevention of children's mental health problems	There are many ways the skill/knowledge can be demonstrated
Support and sustain the mental health of children within the workplace	There are many ways the skill/knowledge can be demonstrated
Assess and establish existing and required community resources	There are many ways the skill/knowledge can be demonstrated
Link children and families with relevant services and resources	There are many ways the skill/knowledge can be demonstrated
Work collaboratively with consultants, professionals and paraprofessionals from a number of related disciplines, as well as non-professional community members	There are many ways the skill/knowledge can be demonstrated
Contribute to the enhancement of existing services and the development of new services that support children's mental health	There are many ways the skill/knowledge can be demonstrated
Evaluate the effectiveness of program planning and implementation	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Computer Skills for the Office Extension Certificate

BFERs	Essential Requirements Rationale
<ul style="list-style-type: none"> Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. Do not include references to Policy 517, accommodations or disability. 	<ul style="list-style-type: none"> Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?

Skills

Create basic and intermediate word processing documents in MS Word	There are many ways the skill/knowledge can be demonstrated
Develop basic and intermediate spreadsheets using MS Excel	There are many ways the skill/knowledge can be demonstrated
Produce effective presentations using MS Power Point	There are many ways the skill/knowledge can be demonstrated
Generate entry-level databases using MS Access	There are many ways the skill/knowledge can be demonstrated
Combine applications and internet knowledge to complete several integrated projects	There are many ways the skill/knowledge can be demonstrated
Gain a sound foundation in file management skills	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Conflict Resolution Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
<p>Identify conflict resolution processes and understand the role of the neutral in each process</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Learn a variety of communication concepts that may be utilized by the mediator to better communicate with participants</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Understand the difference between conflict resolution questioning and therapy questioning</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Demonstrate reflective listening skills</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Digital Communications Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Define key digital communications terms, concepts and principles	There are many ways the skill/knowledge can be demonstrated
Determine how to improve search engine rankings	There are many ways the skill/knowledge can be demonstrated
Learn to manage digital content	There are many ways the skill/knowledge can be demonstrated

Skills

Apply knowledge, tools and strategies to make effective communications decisions and achieve strategic communications goals	There are many ways the skill/knowledge can be demonstrated
Use design principles to create visually compelling and attractive communication pieces	There are many ways the skill/knowledge can be demonstrated
Identify and use digital marketing and social media technologies	There are many ways the skill/knowledge can be demonstrated
Create and adapt marketing content for different online channels	There are many ways the skill/knowledge can be demonstrated
Employ a content management system (WordPress)	There are many ways the skill/knowledge can be demonstrated
Measure and analyze communications results	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Digital Graphic Design Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Understand business principles and key components of a professional portfolio for the graphic design industry	There are many ways the skill/knowledge can be demonstrated
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Skills

Apply concepts and principles of graphic design (composition, layout, colour theory, typography, etc.) to convey specific messages	There are many ways the skill/knowledge can be demonstrated
Create and edit digital images using Adobe Photoshop	There are many ways the skill/knowledge can be demonstrated
Create digital art work using Adobe Illustrator	There are many ways the skill/knowledge can be demonstrated
Apply page layout and design principles using Adobe InDesign to create publications	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Education Assistant Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
<p>Become a certified Education Assistant according to Alberta Provincial Standards</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>List and recall the ethical principles (code of conduct) necessary to work in the classroom</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Identify the differences and relationship between theories of education and practical experience</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Differentiate between the various methods and perspectives in the study of language, numeracy and literacy education</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Understand the social and educational benefits of a diverse and inclusive classroom</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Develop communication skills that encourage the ability to connect with students and fellow educational professionals</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Acquire skills to successfully participate in a variety of classroom environments</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Embalmer Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
<p>Apply a broad-based knowledge of the biological and social sciences</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Interpret and apply the various acts and regulations which govern the funeral service profession in Alberta</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Work effectively with families, government, health and legal agencies</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate reconstruction and restorative art techniques</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Complete the embalming process with appropriate infection control procedures</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Document the arterial injection of 50 individual cases through an embalming log</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Emergency Management and Disaster Recovery Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Describe how recovery fits into the emergency management cycle	There are many ways the skill/knowledge can be demonstrated
Identify how various actors (governments, BGOs, nonprofits and civil society) interplay and interact in recovery efforts	There are many ways the skill/knowledge can be demonstrated

Skills

Assess a person’s or a family’s ability to recover from a disaster	There are many ways the skill/knowledge can be demonstrated
Assess what the broader community needs may be to aid in the recovery of those impacted by a disaster	There are many ways the skill/knowledge can be demonstrated
Analyze how to identify gaps and unmet needs of individuals, families and communities and to plan, act and/or advocate for meeting those needs	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Employment Preparation Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
Knowledge	
Illustrating the competencies necessary for obtaining employment, namely: resume development and interview skills	There are many ways the skill/knowledge can be demonstrated
Skills	
Developing a vocational choice/goal	There are many ways the skill/knowledge can be demonstrated
Developing a positive work ethic related to punctuality, attendance, work pride and motivation for work	There are many ways the skill/knowledge can be demonstrated
Demonstrating an ability to meet work standards regarding: quality of work, quantity of work, identifying errors, and meeting hygiene and dress standards	There are many ways the skill/knowledge can be demonstrated
Demonstrating effective social skills and teamwork skills, namely: respecting supervisors and coworkers, getting along with coworkers, and relating well to customers	There are many ways the skill/knowledge can be demonstrated
Presenting appropriate communication and social skills, namely: listening to instructions attentively, following instructions accurately, asking questions for clarity	There are many ways the skill/knowledge can be demonstrated
Displaying adaptability, namely: learning new duties, handling work distractions, adjusting work pace as required, accepting changes in work routine, showing initiative by completing assigned tasks and seeking additional work, expressing a willingness to try new assignments and assisting coworkers	There are many ways the skill/knowledge can be demonstrated
Managing a more independent lifestyle	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Entrepreneurship Certificate of Completion

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Understanding entrepreneurship as a career and determining if you are suited to the life of an entrepreneur	There are many ways the skill/knowledge can be demonstrated
Identifying entry strategies for purchasing and starting a small business	There are many ways the skill/knowledge can be demonstrated
Understanding contents of a business plan	There are many ways the skill/knowledge can be demonstrated

Skills

Assessing a business idea	There are many ways the skill/knowledge can be demonstrated
Developing a business plan	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Event Management Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
<p>Define the concept of special events</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Recognize and demonstrate the core competencies of an event planner</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Apply the logistical components of a special event</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Develop a comprehensive marketing plan</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate an awareness of the legal issues pertaining to events</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Create a production schedule that demonstrates a synthesis of the key elements of event planning</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Design a comprehensive final project that applies all of the principles, knowledge and skills acquired throughout the Event Management Certificate to a real or fictional event</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Feng Shui Certificate of Completion

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Identify basic design and placement principles	There are many ways the skill/knowledge can be demonstrated
Recognize reciprocal nature and energy exchange in the environment	There are many ways the skill/knowledge can be demonstrated
Understand the bagua map	There are many ways the skill/knowledge can be demonstrated
Understand the nine energy centres and how to apply them to a basic floor plan	There are many ways the skill/knowledge can be demonstrated

Skills

Diagnose chi	There are many ways the skill/knowledge can be demonstrated
Balance the yin and yang energy and the energies of the five elements	There are many ways the skill/knowledge can be demonstrated
Incorporate harmony and balance into outdoor spaces	There are many ways the skill/knowledge can be demonstrated
Develop strategies for identifying and managing clutter	There are many ways the skill/knowledge can be demonstrated
Learn cures by zone	There are many ways the skill/knowledge can be demonstrated
Prepare consultation reports	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Floral Design Certificate of Completion

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Understand appropriate care and handling techniques for tools and for fresh cut flowers	There are many ways the skill/knowledge can be demonstrated
Identify basic flowers	There are many ways the skill/knowledge can be demonstrated
Identify characteristics, line, mass, form and filler	There are many ways the skill/knowledge can be demonstrated
Understand how to use colour in arrangements	There are many ways the skill/knowledge can be demonstrated

Skills

Develop a basic design foundation using the principles and elements of design	There are many ways the skill/knowledge can be demonstrated
Develop an eye for what is right and wrong in a design	There are many ways the skill/knowledge can be demonstrated
Apply the mechanics and techniques in floral design	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Funeral Director Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Understand, interpret and apply the various acts and regulations which govern the funeral service profession in Alberta	There are many ways the skill/knowledge can be demonstrated
Understand the business practices of the funeral profession	There are many ways the skill/knowledge can be demonstrated

Skills

Plan, arrange and direct funeral ceremonies	There are many ways the skill/knowledge can be demonstrated
Incorporate an understanding of the psychology of grief and loss in dealing with clients	There are many ways the skill/knowledge can be demonstrated
Consider and respond to various religious and cultural traditions associated with death	There are many ways the skill/knowledge can be demonstrated
Maintain the integrity and practice of the profession and enhance the lives of families served	There are many ways the skill/knowledge can be demonstrated
Communicate and work effectively with families, government, health and legal agencies	There are many ways the skill/knowledge can be demonstrated
Respect and maintain confidentiality at all times	There are many ways the skill/knowledge can be demonstrated
Complete a provincial regulatory licensing requirement of 1800 hours	There are many ways the skill/knowledge can be demonstrated
Be eligible for licensing as a Funeral Director in the Province of Alberta	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Funeral Service Diploma

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Understand, interpret and apply the various acts and regulations which govern the funeral service profession in Alberta	There are many ways the skill/knowledge can be demonstrated
Understand the business practices of the funeral profession	There are many ways the skill/knowledge can be demonstrated
Demonstrate a broad-based knowledge of the biological and social sciences	There are many ways the skill/knowledge can be demonstrated

Skills

Plan, arrange and direct funeral ceremonies	There are many ways the skill/knowledge can be demonstrated
Incorporate an understanding of the psychology of grief and loss in dealing with clients	There are many ways the skill/knowledge can be demonstrated
Consider and respond to various religious and cultural traditions associated with death	There are many ways the skill/knowledge can be demonstrated
Maintain the integrity and practice of the profession and enhance the lives of families served	There are many ways the skill/knowledge can be demonstrated
Communicate and work effectively with families, government, health and legal agencies	There are many ways the skill/knowledge can be demonstrated
Respect and maintain confidentiality at all times	There are many ways the skill/knowledge can be demonstrated
Complete a provincial regulatory licensing requirement of 1800 hours	There are many ways the skill/knowledge can be demonstrated
Be eligible for licensing as a Funeral Director in the Province of Alberta	There are many ways the skill/knowledge can be demonstrated
Demonstrate reconstruction and restorative art techniques	There are many ways the skill/knowledge can be demonstrated
Complete the embalming process with appropriate infection control procedures	There are many ways the skill/knowledge can be demonstrated
Be eligible for licensing as an embalmer in the Province of Alberta	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Home Staging Certificate of Completion

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Identify steps to stage a room	There are many ways the skill/knowledge can be demonstrated
Understand clutter and how to remove it	There are many ways the skill/knowledge can be demonstrated

Skills

Re-use furniture and items in a new way	There are many ways the skill/knowledge can be demonstrated
Conduct a client consultation	There are many ways the skill/knowledge can be demonstrated
Write invoices, bids and estimates	There are many ways the skill/knowledge can be demonstrated
Effectively use camera, furniture slides, tool kit, scratch cover and hole filler	There are many ways the skill/knowledge can be demonstrated
Create marketing strategies for a home based business	There are many ways the skill/knowledge can be demonstrated
Control inventory	There are many ways the skill/knowledge can be demonstrated
Prepare a staging report	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Human Resource Management Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
<p>Identify current best practices in the human resource industry</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Build knowledge on the human resource Required Professional Capabilities (RPCs) in preparation for CHRP exams</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Network with other industry colleagues as part of continuous professional development</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Develop an effective performance management program while measuring organizational performance</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Interior Decorating Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge	
Understand design principles	There are many ways the skill/knowledge can be demonstrated
Identify materials, soft and hard	There are many ways the skill/knowledge can be demonstrated
Know the business and marketing skills essential to decorators	There are many ways the skill/knowledge can be demonstrated
Skills	
Prepare a scale floor plan	There are many ways the skill/knowledge can be demonstrated
Place furnishings in a room based on principles, customer, budget, and be able to draw them into a floor plan	There are many ways the skill/knowledge can be demonstrated
Create harmonious design using colour and pattern	There are many ways the skill/knowledge can be demonstrated
Create presentations, newly designed space, presentation boards	There are many ways the skill/knowledge can be demonstrated
Prepare scaled elevation drawings, colour and image boards	There are many ways the skill/knowledge can be demonstrated
Prepare lighting and colour schemes	There are many ways the skill/knowledge can be demonstrated
Draw one and two point perspective drawings of an interior space	There are many ways the skill/knowledge can be demonstrated
Apply the design process	There are many ways the skill/knowledge can be demonstrated
Develop client interviewing skills	There are many ways the skill/knowledge can be demonstrated
Prepare a conceptual design, development plan and preliminary proposal	There are many ways the skill/knowledge can be demonstrated
Prepare a budget for a proposed design	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Integrative Health Coach Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

<p>Recognize that optimal wellness is viewed holistically inclusive of mind, body, spirit, emotions and all aspects of lifestyle and is best supported by evidence-based conventional, complementary and alternative medical interventions and practices</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
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Skills

<p>Practice within the International Coach Federation's (ICF) framework of competencies and ethical guidelines</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Co-develop integrative health coaching relationships with clients</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Communicate effectively using a variety of coaching strategies</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Facilitate client's learning process and monitor changing health behaviours</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Utilize integrative health coaching practices</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Implement successful integrative coaching business strategies in one's preferred working environment</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Introduction to the Petroleum Industry Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge	
Explain basic provisions of a petroleum and natural gas lease	There are many ways the skill/knowledge can be demonstrated
Demonstrate a comprehensive understanding of legal concepts around land ownership in Alberta, including the rights and restrictions of owners	There are many ways the skill/knowledge can be demonstrated
Understand the land titles system, Dominion Land Survey system and the nature, types and consequences of estates in land and interests in land	There are many ways the skill/knowledge can be demonstrated
Examine how federal and provincial compliance issues are handed in the oil and gas industry	There are many ways the skill/knowledge can be demonstrated
Acquire a basic understanding of various aspects of the petroleum industry and its terminology	There are many ways the skill/knowledge can be demonstrated

Skills	
Interpret basic concepts of real property law and contract law in business situations	There are many ways the skill/knowledge can be demonstrated
Examine documents of title, contracts, and statutes to determine whether a person has the right to claim an interest in a specific piece of land	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Leadership Development Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Recognize the importance of developing strong emotional intelligence, social intelligence and communication skills to become an effective leader

There are many ways the skill/knowledge can be demonstrated

Skills

Define personal leadership values, purpose, style and strengths

There are many ways the skill/knowledge can be demonstrated

Develop essential leadership skills, competencies and approaches

There are many ways the skill/knowledge can be demonstrated

Model effective communication and interpersonal skills to foster trust, build relationships, and develop others through influence, mentoring, coaching and motivation

There are many ways the skill/knowledge can be demonstrated

Use action plans and apply tools and techniques to effectively lead and manage others

There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Lean Management and continuous Improvement Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
<p>Recognize the value of lean philosophy and continuous improvement for today’s organization at every level</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Define terminology, foundational concepts, and principles in continuous improvement and lean methodologies</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Recognize organizational, cultural and behavioural factors that may impact continuous improvement</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Identify opportunities and real world situations to practically apply lean principles and continuous improvement strategies</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Use problem solving techniques and root cause analysis to assess quality and performance issues, needs and solutions</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Apply specific strategies and techniques to improve, measure, track and sustain organizational performance, quality management and operational effectiveness</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Managing Conflict in Today's Workplace Certificate of Completion

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
Identify and describe conflict resolution processes	There are many ways the skill/knowledge can be demonstrated
Identify and describe a range of third party roles in conflict	There are many ways the skill/knowledge can be demonstrated
Identify and describe key negotiation concepts	There are many ways the skill/knowledge can be demonstrated
Identify and describe negotiation process from preparation to debrief	There are many ways the skill/knowledge can be demonstrated
<p>Skills</p>	
Relate difficult conversation to non-productive patterns	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Marketing and Event Skills Certificate of Completion

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
<p>Define key marketing terms, concepts and principles</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Understand the importance of a strategic approach to marketing and communications, and be able to identify key components of strategic marketing management</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Explore the event industry and its associations and designations</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Discuss various types of events, the 5-phase approach to event planning and the core competencies of event planners</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Gain vocabulary for social media and marketing terms as they apply to business communication</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Utilize the types and most common social media platforms as defined by the Social Media Prism</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Create and maintain a personalized website</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Marketing and Strategic Communications Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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<p>Knowledge</p> <p>Define key marketing terms, concept and principles</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
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<p>Skills</p> <p>Apply knowledge, tools and strategies to make effective marketing decisions and achieve strategic marketing goals</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Design and manage an effective brand strategy</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Use design principles to create visually compelling and attractive communication pieces</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Identify and use digital marketing and social media technologies</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Create and adapt marketing content for different media channels</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Develop a comprehensive integrated marketing plan, including a marketing budget and action plan with strategies and tactics</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Measure and analyze marketing results</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Massage Therapy Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
<p>Demonstrate a thorough knowledge of anatomy, physiology and pathology</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Understand the business and marketing principles involved in becoming a practitioner</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Identify basic lifestyle and preventative measures to maintain health</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Conduct a comprehensive case history</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Perform a full body therapeutic massage treatment within a specific time limit</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate deep tissue massage techniques and incorporate these into massage therapy treatments</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Utilize appropriate body mechanics while performing massage treatments</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Perform relevant orthopedic assessments to identify conditions that are indicated for massage therapy treatments</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Apply appropriate therapeutic treatments to specific areas of the body</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Communicate effectively with individual clients and other health professionals</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Suggest and illustrate appropriate remedial exercise and stretches to enhance the effects of the massage therapy treatment</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Demonstrate ethical and professional practice in all circumstances</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Massage Therapy Diploma

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Demonstrate a thorough knowledge of anatomy, physiology and pathology	There are many ways the skill/knowledge can be demonstrated
Understand the business and marketing principles involved in becoming a practitioner	There are many ways the skill/knowledge can be demonstrated
Identify basic lifestyle and preventative measures to maintain health	There are many ways the skill/knowledge can be demonstrated
Demonstrate a thorough knowledge of pathologies and their treatments	There are many ways the skill/knowledge can be demonstrated

Skills

Conduct a comprehensive case history	There are many ways the skill/knowledge can be demonstrated
Perform a full body therapeutic massage treatment within a specific time limit	There are many ways the skill/knowledge can be demonstrated
Demonstrate deep tissue massage techniques and incorporate these into massage therapy treatments	There are many ways the skill/knowledge can be demonstrated
Utilize appropriate body mechanics while performing massage treatments	There are many ways the skill/knowledge can be demonstrated
Perform relevant orthopaedic assessments to identify conditions that are indicated for massage therapy treatments	There are many ways the skill/knowledge can be demonstrated
Apply appropriate therapeutic treatments to specific areas of the body	There are many ways the skill/knowledge can be demonstrated
Communicate effectively with individual clients and other health professionals	There are many ways the skill/knowledge can be demonstrated
Suggest and demonstrate appropriate remedial exercise and stretches to enhance the effects of the massage therapy treatment	There are many ways the skill/knowledge can be demonstrated
Demonstrate ethical and professional practice in all circumstances	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Medical Terminology Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge	
Explore the origins and components of medical terminology in health care	There are many ways the skill/knowledge can be demonstrated
Describe basic anatomy, body systems and functions	There are many ways the skill/knowledge can be demonstrated
Identify complex medical terms used in health care	There are many ways the skill/knowledge can be demonstrated
Explore common diseases and treatments in health care	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Neonatal Nursing Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Skills

Perform thorough, accurate, systematic assessments of the physiologic, personal and social system of the neonatal population	There are many ways the skill/knowledge can be demonstrated
Analyze information about the patient and the situation to accurately identify and prioritize needs and then determine implications for the patient's care	There are many ways the skill/knowledge can be demonstrated
In a highly stressful and technical environment, plan and implement holistic, humanistic, individualized nursing care in collaboration with the family and other health care providers	There are many ways the skill/knowledge can be demonstrated
Provide nursing interventions that support and promote optimal health and growth of the physiologic, personal and social systems of the patient within the context of the patient's family and environment	There are many ways the skill/knowledge can be demonstrated
Facilitate the integration of the newborn into the family unit and support the family during crisis	There are many ways the skill/knowledge can be demonstrated
Demonstrate effective methods of problem-solving and decision-making that reflect current knowledge of the physiological, psychological, sociological and nursing concepts applicable to the care of the neonatal patient	There are many ways the skill/knowledge can be demonstrated
Evaluate the extent to which goals of care have been achieved and alter plans and priorities accordingly	There are many ways the skill/knowledge can be demonstrated
Demonstrate self-awareness, self-direction and professional growth in the specialty area of neonatal nursing	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Non-profit Management Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
<p>Examine and gain a better understanding of the non-profit sector in Canada</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Identify new trends and issues affecting non-profit organizations</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Explore different components of effective Boards of Governance, including the roles and responsibilities of Board members</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Discover strategies for building successful partnerships and alliances</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

Faculty of Continuing Education, Oil and Gas Skills for the Administrative Professional Certificate of Completion

<p align="center">BFERS</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p align="center">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Summarize the technical and geological aspects of the petroleum industry	There are many ways the skill/knowledge can be demonstrated
Understand the basic concepts of Project Management	There are many ways the skill/knowledge can be demonstrated

Skills

Demonstrate the business acumen required in the petroleum industry	There are many ways the skill/knowledge can be demonstrated
Apply the technical skills acquired in day-to-day roles	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Organizational Change Management Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge	
Understand the process and key stages of change management	There are many ways the skill/knowledge can be demonstrated
Recognize and appreciate change management as a discipline with tangible, value added business results	There are many ways the skill/knowledge can be demonstrated

Skills	
Appropriately apply tools and techniques to respond to the specific needs of organizations or groups when planning and implementing change, including how to respond when change does not go as anticipated	There are many ways the skill/knowledge can be demonstrated
Sustain change management efforts to optimize organizational effectiveness over the long term	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Pillars of Management and Management Development Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Skills

Discuss and apply practical methods to avoid or diminish workplace communication challenges	There are many ways the skill/knowledge can be demonstrated
Examine how financial statements can be used as a decision-making tool in the daily operation of an organization	There are many ways the skill/knowledge can be demonstrated
Prepare a specific training program/project by describing the training design model and identifying the factors that influence training design	There are many ways the skill/knowledge can be demonstrated
Develop an action plan toward becoming a leader within an organization	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Police Studies Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Identify the major components of the Canadian justice system	There are many ways the skill/knowledge can be demonstrated
Understand the various roles of legislative bodies, courts, law enforcement, corrections and aftercare services in the community	There are many ways the skill/knowledge can be demonstrated
Recognize concepts, terminology and nomenclature used in criminology	There are many ways the skill/knowledge can be demonstrated
Examine the interrelationship between policing and other aspects of the criminal justice system	There are many ways the skill/knowledge can be demonstrated
Identify and value the day-to-day responsibilities expected of police officers	There are many ways the skill/knowledge can be demonstrated
Review and reflect on the future trends in policing in Canada and internationally	There are many ways the skill/knowledge can be demonstrated

Skills

Develop and demonstrate broad understanding of alternative paradigms of minority group status and justice	There are many ways the skill/knowledge can be demonstrated
Critically assess the basic assumptions informing current perspectives on the relationship between minority group status and justice in Canada	There are many ways the skill/knowledge can be demonstrated
Critically assess the workings of the Canadian Criminal Justice System in relation to minorities in Canada	There are many ways the skill/knowledge can be demonstrated
Critically assess the basic assumptions informing current policing practices	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Professional Business Communications Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none">• Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program.• Do not include references to Policy 517, accommodations or disability.	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none">• Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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<p>Knowledge</p>	
Recognize and further develop essential knowledge and skills to become an effective communicator in the workplace or professional environments	There are many ways the skill/knowledge can be demonstrated

<p>Skills</p>	
Apply writing skills to prepare and present professional looking documents for various audiences, including through email, reports, proposals, letters or other business correspondence	There are many ways the skill/knowledge can be demonstrated
Demonstrate speaking and presentation skills to deliver clear and persuasive messages	There are many ways the skill/knowledge can be demonstrated
Use techniques and strategies to skillfully engage, interact with and lead others	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Professional Editing Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Skills

Read materials critically and objectively from the point of view of the target audience	There are many ways the skill/knowledge can be demonstrated
Evaluate and revise documents for accuracy, consistency, correctness, completeness, style, structure, visual design and readability	There are many ways the skill/knowledge can be demonstrated
Apply standard editorial skills, key competencies and appropriate editorial approaches to a wide range of documents in the workplace	There are many ways the skill/knowledge can be demonstrated
Model editorial best practices and develop the writing of colleagues through influence and mentoring	There are many ways the skill/knowledge can be demonstrated
Collaborate with others	There are many ways the skill/knowledge can be demonstrated
Manage both small and large editorial projects from start through to completion	There are many ways the skill/knowledge can be demonstrated
Edit for different types of media and recognize how digital media is transforming the nature of editing	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Public Relations Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Recognize the public relations industry and explain its core functions	There are many ways the skill/knowledge can be demonstrated
Identify various public relations stakeholder groups, both internal and external, in order to target communication tools to meet needs	There are many ways the skill/knowledge can be demonstrated

Skills

Create an effective public relations plan/campaign using the public relations planning process	There are many ways the skill/knowledge can be demonstrated
Develop and expand communications skills with an emphasis on producing effective writing to deliver messages	There are many ways the skill/knowledge can be demonstrated
Analyze and integrate effective social media strategies as part of a marketing-communications plan	There are many ways the skill/knowledge can be demonstrated
Design communication plans and strategies that support the objectives of an organization	There are many ways the skill/knowledge can be demonstrated
Implement and manage public relations projects with increasing proficiency	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Private Land Conservation: Fundamentals Certificate of Completion

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
<p>Understand policy and capacity landscape of private land conservation in Alberta</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Identify the key players in private land conservation in Alberta and their existing and potential roles</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Recognize the interplay of the policy, technical and management tools of private land conservation in Alberta</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Explain the role of data and information in supporting private land conservation in Alberta</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Analyze the distinct and collaborative roles for municipalities, land trusts, provincial agencies and researchers in private land conservation</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Project Management Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge	
Become familiar with the overall project management processes and discover how to implement sophisticated project management concepts, techniques and tools	There are many ways the skill/knowledge can be demonstrated
Understand how to integrate quality planning, assurance and control techniques to ensure the necessary processes are in place to meet the project	There are many ways the skill/knowledge can be demonstrated
Gain expertise in risk identification, performing risk qualification and quantification analysis, risk response planning and risk monitoring and controlling	There are many ways the skill/knowledge can be demonstrated

Skills	
Possess the skills and strategies to coordinate project elements effectively and ensure that projects include only critical stages and resources	There are many ways the skill/knowledge can be demonstrated
Plan project development and execution, initiation, as well as scope, verification and change control	There are many ways the skill/knowledge can be demonstrated
Be able to manage, motivate and organize people and to communicate effectively with a team. This includes using proven strategies to maximize staff resources through organizational planning, staff acquisition and team development, as well as effective performance reporting and administrative closure.	There are many ways the skill/knowledge can be demonstrated

Ensure the timely completion of projects while managing costs. This includes defining, sequencing and estimating the duration of activities, developing and controlling schedules and resource planning, as well as estimating, budgeting and controlling costs.	There are many ways the skill/knowledge can be demonstrated
Be able to manage the planning of purchases, acquisitions and contracting, requesting seller responses, selecting sellers, administering contracts and contract closure	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Project Management in Construction Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge	
Understand basic industry concepts and requirements	There are many ways the skill/knowledge can be demonstrated
Know how to develop effective project schedules	There are many ways the skill/knowledge can be demonstrated
Possess scheduling development, assessment and time management skills	There are many ways the skill/knowledge can be demonstrated
Be both safety and environmentally conscious throughout all phases of the construction process, extending throughout the lifetime of a building. Understand and learn to apply current safety and environmental regulations.	There are many ways the skill/knowledge can be demonstrated
Be both a manager and leader by understanding current leadership theory and the difference between leadership and management.	There are many ways the skill/knowledge can be demonstrated

Skills	
Acquire tools and techniques unique to the construction field and apply them to sample projects	There are many ways the skill/knowledge can be demonstrated
Be able to efficiently and effectively schedule construction projects with confidence and rigour. Understand Critical Path Methodology project scheduling.	There are many ways the skill/knowledge can be demonstrated
Be able to set up project metrics, provide accurate forecasts and prioritize project scope for construction projects	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Reiki Certificate of Completion

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
<p>Knowledge</p>	
<p>Understand Reiki hand positions and learn to provide a session through practical application</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Understand Reiki symbols and distance sessions and how to clear unwanted habits, empower personal goals and manifest permanent change</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Skills</p>	
<p>Acquire skills to teach Reiki to others</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Develop one's own practice of Reiki through meditation techniques and learn the benefits of living a spirit-based life</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Strategic Management Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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<p>Knowledge</p> <p>Recognize common issues, challenges, opportunities and success factors that impact strategic management plans or initiatives</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
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<p>Skills</p> <p>Formulate, plan, execute and manage strategy to drive business performance and improvement</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Identify and apply strategies, techniques, and tactics to transform objectives into tangible outcomes</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Identify and create processes and practices to support, foster, manage, increase and improve strategic innovation, problem solving and effective decision making</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Use leadership capacity to influence, cultivate and facilitate strategic thinking, planning and execution</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Social Media Basics Certificate of Completion

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge	
Define key social media terms, concepts and principles	There are many ways the skill/knowledge can be demonstrated
Discover how popular social media platforms can be used to engage the public	There are many ways the skill/knowledge can be demonstrated

Skills	
Apply knowledge, tools and strategies to make effective communications decisions and achieve strategic marketing goals	There are many ways the skill/knowledge can be demonstrated
Manage and create effective social media content	There are many ways the skill/knowledge can be demonstrated
Build a reputation management strategy and toolkit	There are many ways the skill/knowledge can be demonstrated
Employ video effectively using social media	There are many ways the skill/knowledge can be demonstrated
Measure and analyze marketing results	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Social Media for Business Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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<p>Knowledge</p> <p>Understand how to integrate social media within the overall marketing mix</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
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<p>Skills</p> <p>Develop a cohesive, long-term social media marketing strategy</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Build a reputation management strategy and toolkit</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Create an engagement map utilizing the most relevant social media assets</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>
<p>Engage and build brands in online communities</p>	<p>There are many ways the skill/knowledge can be demonstrated</p>

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Supply Chain Management Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state “there are many ways the skill/knowledge can be demonstrated”. <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge	
Describe and discuss the major components of inventory, warehousing and analysis	There are many ways the skill/knowledge can be demonstrated
Understand how decisions in the supply chain affect enterprise resources, including production, distribution facilities and equipment, transportation equipment and inventories	There are many ways the skill/knowledge can be demonstrated
Identify the role of Project Management in Supply Chain Management	There are many ways the skill/knowledge can be demonstrated
Identify the key elements of and a strategy for negotiation	There are many ways the skill/knowledge can be demonstrated

Skills	
Demonstrate an understanding of the major components of supply chain management	There are many ways the skill/knowledge can be demonstrated
Describe, discuss and implement the major components of procurement and the role of the procurement department	There are many ways the skill/knowledge can be demonstrated
Apply the use of technology, e-procurement and e-commerce to enhance an organization’s supply chain business processes	There are many ways the skill/knowledge can be demonstrated
Effectively apply interpersonal communication skills in both group and one-to-one settings	There are many ways the skill/knowledge can be demonstrated
Demonstrate an understanding of the major components for managing a contract to ensure compliance	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Technical Writing Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Identify common types of technical communications, including but not limited to manuals, guides, design specifications and online documents

There are many ways the skill/knowledge can be demonstrated

Skills

Demonstrate skills in using key software programs commonly used by technical writers

There are many ways the skill/knowledge can be demonstrated

Apply a systematic approach to creating technical documents

There are many ways the skill/knowledge can be demonstrated

Identify and apply appropriate styles of writing for specific technical communications purposes

There are many ways the skill/knowledge can be demonstrated

Conduct an audience analysis to organize and present technical information

There are many ways the skill/knowledge can be demonstrated

Evaluate the effectiveness of the content and presentation of technical communication

There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Web Designer Extension Certificate

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Knowledge	
Express firsthand the challenges and solutions in web design	There are many ways the skill/knowledge can be demonstrated
Consider e-business implications to attract repeat visits and complete transactions	There are many ways the skill/knowledge can be demonstrated

Skills	
Integrate all related software to create a website	There are many ways the skill/knowledge can be demonstrated
Analyze what factors determine the success of effective and on-time websites	There are many ways the skill/knowledge can be demonstrated
Assimilate PHP programming into websites	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Wordpress Certificate of Completion

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Knowledge	
Learn to design a site using WordPress's broad range of themes	There are many ways the skill/knowledge can be demonstrated
Understand the marketing, analytics and e-commerce opportunities offered by WordPress	There are many ways the skill/knowledge can be demonstrated

Skills	
Create a functioning, personalized website in WordPress	There are many ways the skill/knowledge can be demonstrated
Choose a site layout that makes content pleasing to the eye and easy for users to read, navigate and interact with	There are many ways the skill/knowledge can be demonstrated

PROGRAM LEVEL Bona Fide Educational Requirements (BFERs)

Faculty of Continuing Education, Yoga Therapy Extension Certificate

<p style="text-align: center;">BFERs</p> <ul style="list-style-type: none"> • Knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the program. • Do not include references to Policy 517, accommodations or disability. 	<p style="text-align: center;">Essential Requirements Rationale</p> <ul style="list-style-type: none"> • Is there only one way in which the required skill/knowledge can be demonstrated? <i>If NO</i>, state "there are many ways the skill/knowledge can be demonstrated". <i>If YES</i>, it is important to state why this is the case and provide evidence that the requirement can only be demonstrated in the way specified. What is the evidence that this requirement is demonstrably necessary?
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Knowledge

Understand the foundational roots and philosophies of yoga	There are many ways the skill/knowledge can be demonstrated
Demonstrate an in-depth knowledge of yoga as it relates to health, healing and wholeness	There are many ways the skill/knowledge can be demonstrated
Demonstrate a basic knowledge of Ayurvedic principles of lifestyle	There are many ways the skill/knowledge can be demonstrated

Skills

Adapt yoga practices to individual client needs	There are many ways the skill/knowledge can be demonstrated
Conduct a comprehensive client intake and assessment to identify conditions that are indicated for yoga therapy	There are many ways the skill/knowledge can be demonstrated
Develop and apply a yoga therapy treatment plan for the clients' physiological, psychological and spiritual well-being	There are many ways the skill/knowledge can be demonstrated
Investigate and critically examine research as it relates to yoga therapy	There are many ways the skill/knowledge can be demonstrated
Establish a therapeutic relationship with clients	There are many ways the skill/knowledge can be demonstrated
Utilize effective business and marketing principles	There are many ways the skill/knowledge can be demonstrated
Demonstrate ethical and professional practices	There are many ways the skill/knowledge can be demonstrated
Define and work within a scope of practice	There are many ways the skill/knowledge can be demonstrated
Collaborate effectively with other health professionals	There are many ways the skill/knowledge can be demonstrated