

Continuing Education | College Preparation

Improve your knowledge and skills in a small, supportive environment.

Why Choose Columbia?

Our courses are accelerated and specifically designed to focus on what you need to know to upgrade your skills.

Our Course Benefits:

- Those who need academic upgrading to enter post-secondary programs
- Those who have gaps in their learning and need specific instruction
- Those who are trying to meet IELTS or TOEFL scores
- Those who continue to make grammar mistakes
- Those who lack confidence in their academic ability

Discover the Columbia Difference.

For program & admission information: call us, visit our website, or walk in and speak to an advisor today!

403-235-9300
1-888-235-9370





columbia@columbia.ca

802 Manning Road NE
Calgary, AB T2E 7N8

columbia.ab.ca



Course Length

-  **Duration:** 5 weeks (2 evenings/week, 3 hours/day)
-  **Class Time:** 5:30-9:30pm
-  **Instruction Hours:** 40 hours
-  **Semester Intake:** Jun, Aug, Sept, Oct, Nov

Course Fees

\$250
Per course

Courses

ENGL 074 Advanced English Grammar and Writing Fluency

This course focuses on advanced grammatical errors made by writers who are mastering advanced essay writing. It provides a solid background for students who wish to take English102.

ENGL 102 – English for Professional Purposes

This course focuses on advanced grammatical errors made by writers who are mastering advanced essay writing. It provides a solid background for students who wish to take English102.

Math 101 – Foundation Mathematics for Professionals

This course is for students who require a refresher in key mathematical concepts – basic math skills, fractions, decimals, percentages, ratio and proportion, algebra, equations and problem-solving. No calculator is used.

Bio 103 – Human Biology Prep for Nurses

This course focuses on the basic Biology knowledge and skills required by persons employed in a variety of health care contexts. These include a study of human biology including the digestive, respiratory, circulatory, nervous, sensory, endocrine, and reproductive systems. Additional topics may be covered as needed.

Comp 101—Computer Skills and Online Learning

This course is for students who need to improve their ability to deal with the technology used in online learning. It focuses on communicating in an online classroom and completing assignments using Office 365 software: Teams, Word, Excel and PowerPoint. Students also work at improving their typing speed and accuracy.

- * Duration: 3 weeks
- * Class Time: 5:30-8:30pm
- * Instruction Hours: 6-9 hours
- * Course Cost: \$100

How To Register

Students who are provisionally accepted into one of Columbia's professional programs, but need upgrading:

1. Your advisor will make a College Prep plan
2. You may be eligible for a 100% tuition discount

If you are interested in upgrading your skills:

1. Fill out a Registration Form
2. Pay for the course and purchase your books

How to Get Books

Textbooks are available through the Main Office, located in Building 802. Textbooks from other sources can be purchased; however, they must be the correct edition, and online resource codes must be accessible (if applicable). Learners planning to use e-books, must come to class with a fully charged mobile device and have access to the text for in class use.

Please note: Students receive a Certificate of Completion at the end of each course.