

# Alberta Senior Citizens Housing Association Certificate Programs

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## Site Manager Certificate

Red Deer College and the Alberta Senior Citizens Housing Association are pleased to announce that starting Fall 2011 the Site Manager Certificate will be delivered online. The required courses for the Site Manager Certificate and upcoming course offerings are listed below:

- ASHA 120 – Communications and Conflict Management
- ASHA 121 – Leadership Skills
- ASHA 122 – Site Operations – Mar 12 – Apr 9 – CRN 2497/2498
- ASHA 123 – Site Governance and Management
- ASHA 124 – Human Resource Management – Feb 1 – 29 – CRN 2495/2496
- ASHA 125 – Aging Processes
- ASHA 126 – Management Principles – Apr 12 – May 10 – CRN 2499/2500

Each course will have 1 hour of scheduled online virtual classroom per week (i.e. every Tuesday 7:00pm-8:00pm); with an expectation that extra hours outside of the classroom time will be required.

Because of the nature of online delivery, students should be independent learners who use time management skills to accomplish tasks. Unlike the classroom program, attendance during online classroom time is not graded. However, each course will include a participation grade. Students will be expected to contribute to the online classroom environment in a productive and meaningful way, including participation in online chats, discussion boards and assignments.

Specific details regarding the online program will be provided after you have registered. Each course contains an online tutorial to help guide you through the online learning experience!

## Online Classroom Environment

- Access to a suitable personal computer with high speed internet, webcam, microphone and required software (Detailed software requirements and corresponding system requirements will be provided; students will not be required to purchase software)
- Because of the nature of online delivery, students should be independent learners who use good time management skills to accomplish tasks
- Students will be required to attend virtual online classrooms each week at assigned time. In addition, students will be required to participate in online discussions boards and assignments on their own during the week
- Each course will have assigned instructor hours where instructors will be online and available to students for questions and assistance where required

## Activity Coordinator Certificate

The Activity Coordinator Certificate will continue to be offered in both the traditional classroom format as well as the online classroom. The required courses for the Activity Coordinator Certificate and upcoming course offerings are listed below; we have also indicated the delivery method:

Online:

- ASHA 120 – Communications and Conflict Management
- ASHA 121 – Leadership Skills
- ASHA 125 – Aging Processes

The remaining courses will be continued in the traditional classroom format:

- ASHA 127 – Program Development – Apr 12 - 27 – CRN 2501/2502
- ASHA 128 – Principles of Recreation and Leisure – May 31 – June 15 - CRN 1530/1531
- ASHA 129 – Personal & Professional Development
- ASHA 130 – Older Adult Certification Course – See ASCHA's website for course information

For more information please visit [www.rdc.ab.ca](http://www.rdc.ab.ca) or call 403-356-4900