

MSA

**MacEwan Staff
Association**

2023 Winter Term MSA Professional Development Course Offerings

Register for winter term courses now! Registrations for the following School of Continuing Education courses are covered by MSA Professional Development funds and are offered at no cost to MSA members. MSA PD funded-seats are limited to 15 per course; registration is on a first-come, first-served basis.

Cancellations must be made no later than five (5) days prior to the course. Registrants must have their manager or supervisor's scheduling approval to attend in order to take time from regular job tasks. Questions can be directed to msa@macewan.ca.

Winter Term 2023

[Bookkeeping Basics](#), ACCT 0201

[Advancing Equitable and Inclusive Strategies Within your Organization](#), IDEA 0102

[Meeting Management: Agendas and Minute Taking](#), PRDV 0779

[Communication in the Digital Age](#), PRDV, 0903

Changes/Cancellations
Contact:
MSA@macewan.ca

Bookkeeping Basics

This foundational course will introduce you to basic financial accounting principles, concepts and applications with a focus on developing basic double-entry bookkeeping skills, including day-to-day journal entries, adjusting journal entries, closing entries and financial statements. Through an integrated three-step approach (analyze, record and summarize), you will learn to demonstrate full-cycle accounting job duties, from the initial recording of transactions to the preparation of financial statements and reports. You will gain experience navigating real life business challenges through a Task-Based Simulation (TBS) case study and will learn how to shorten the accounting close cycle while reducing errors. Required textbook: AACT 0201 - KAP 1 Custom Digital textbook (can be purchased directly from the publisher at <https://www.amelearning.com/product/key-accounting-principles-macewan-university/>)

Date: Tuesdays & Wednesdays, Jan 10-25

Time: 6:30AM - 9:30PM

Location: Online via Meskanas

Get full details and register here:

https://macewanstaff.ca/evrplus_registration/?action=evrplusegister&event_id=89

Advancing Equitable and Inclusive Strategies within your Organization

This course will examine the critical elements needed in order to develop and advance equity and inclusion strategies within your organization. Whether you are developing a policy to support members of your organization or are creating an equity and inclusion action plan, this course will provide learners with existing frameworks that will support their organizational and personal equity and inclusion goals. Prerequisites [IDEA 0110](#) (offered Jan 18 through SCE), [IDEA 0120](#) (offered Jan 25 through SCE) are recommended but not mandatory.

February 17, 2023; 10:00AM – 5:00PM

11-520A, Allard Hall

Get full details and register here:

https://macewanstaff.ca/evrplus_registration/?action=evrplusegister&event_id=90

Meeting Management: Agendas and Minute Taking

Learn how best to help your team by developing meeting management skills: create concise agendas and develop minute-taking skills that include listening, critical thinking and organization. You will learn to produce agendas and minutes that include essential and accurate information for informal and formal meetings. When you know how to manage a meeting, you know how to keep track of business.

February 27 – March 12, 2023; Self-Paced

Online via meskanas

Get full details and register here:

https://macewanstaff.ca/evrplus_registration/?action=evrplusegister&event_id=91

Communication in the Digital Age

Digital communication is essential in the workplace. Your career success relies on your ability to convince and motivate colleagues and customers often at a distance. How frequently have you received a digital message that was unclear, too abbreviated, too wordy, or worse yet, not even intended for you? How do you break through the message overload in today's fast-paced work environment? Learn tips and techniques for successful communication in the digital age.

May 2, 2023 8:30AM – 4:30PM

11-520A, Allard Hall

Get full details and register here:

https://macewanstaff.ca/evrplus_registration/?action=evrplusegister&event_id=92

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