



MEDICINE HAT  
COLLEGE

# CONTINUING STUDIES

COURSE CATALOGUE **MEDICINE HAT & BROOKS**  
**2013 WINTER/SPRING**



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AND LEARNING**



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MEDICINE HAT  
COLLEGE



CONTINUING STUDIES



MEDICINE HAT  
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CONTINUING STUDIES

CONNECTING LIFE AND LEARNING



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## Computers & Technology

Continuing Studies at Medicine Hat College offers you the very best in computer and technology training. Our instructors have a wealth of knowledge and many years of experience in providing high quality education to our community.

### We are dedicated to your success!



**Nancy Koenig**  
Computer Coordinator  
and Lead Instructor

Nancy has been a computer and business instructor for over 20 years and is a designated Microsoft Office Master Instructor. Nancy's goal is to help each and every one of our students gain a sense of understanding and accomplishment while discovering the tools to reach their professional and personal goals more easily.

### Get Personally Connected!

Check out our NEW iPad courses on page 5

### Advance Your Career!

Improve your workplace software skills.

In the Computers and Technology section of this Winter/Spring calendar, you will find many courses in the following areas:

- » Certificate Programs
- » Introductory Courses for PC and Mac
- » Microsoft Office Applications
- » Bookkeeping
- » Digital Cameras & Photography
- » AutoCAD

**COURSES AVAILABLE DAYTIME,  
EVENINGS, ON WEEKENDS OR ONLINE!**  
EVEN MORE ONLINE COURSES AVAILABLE!

Take a peek at [www.ed2go.com/mhc](http://www.ed2go.com/mhc)



Watch for this symbol  
indicating online ed2go courses

## COMPUTERS & TECHNOLOGY

### Certificate Programs

Put your computer training and experience to work for you. Earn Certification that recognizes your level of skill and expertise in office, bookkeeping or workplace computing.

**To complete a Certificate Program, students must:**

- » register in each course individually
- » successfully complete the 'certificate exam' or 'challenge exam' for each course required to earn the certificate.
- » apply for the Certificate upon successful completion of all of the required courses by contacting Maira Devin at 403.529.3874.

#### ► Computer Office Certificate

Students must complete the following prescribed courses:

- » Take Charge of your Files and Photos
- » MS Word Level 1A: Fundamentals
- » MS Word Level 1B: Formatting for Clarity
- » MS Excel Level 1A: Fundamentals
- » MS Excel Level 1B: Spreadsheet Solutions
- » MS Access 2010 Level 1A: Fundamentals
- » MS Access 2010 Level 1B: Forms, Queries and Reports
- » Microsoft Outlook: Calendars, Contacts & Meetings
- » Dynamic PowerPoint Presentations (2010)

#### ► Advanced Computer Office Certificate

After successful completion of the Computer Office Certificate, students must complete the following prescribed courses:

- » MS Word Level 2: Adding Visual Impact and Clarity
- » MS Word Level 3: Maximized Efficiency
- » MS Excel Level 2: Dynamic Spreadsheets
- » MS Excel Level 3: Power Tools
- » MS Access 2010 Level 2: Database Management

#### ► Computerized Bookkeeping Certificate

Students must complete the following prescribed courses:

- » Introduction to Bookkeeping
- » Take Charge of your Files and Photos
- » MS Word Level 1A: Fundamentals
- » MS Word Level 1B: Formatting for Clarity
- » MS Excel Level 1A: Fundamentals
- » MS Excel Level 1B: Spreadsheet Solutions
- » MS Excel: Formulas and Functions
- » Simply Accounting 1
- » Simply Accounting 2
- » Simply Reconciliations

## Certificate Examinations

Exams may be booked on the exam dates below.

In some instances, two or more courses are tested on one exam.

- » Take Charge of Your Files and Photos
- » Introduction to MS Office Applications
- » MS Word Level 1A & MS Word Level 1B
- » MS Word Level 2
- » MS Word Level 3
- » MS Excel Level 1A & MS Excel Level 1B
- » MS Excel Level 2
- » MS Excel Level 3
- » MS Excel Formulas & Functions
- » MS Access Level 1A & MS Access Level 1B
- » MS Access Level 2
- » MS PowerPoint
- » MS Outlook
- » Simply Accounting Levels 1, 2 & Reconciliations

### COURSE ID: CT 0401

Exam Dates:

#### DAYTIME

A: THUR, FEB 7, 1:00 AM - 4:00 PM; B252  
 B: SAT, MAR 16, 9:00 AM - 12:00 PM; B252  
 C: WED, MAR 20, 9:00 AM - 12:00 PM; B252  
 D: WED, APR 10, 9:00 AM - 12:00 PM; B252  
 E: SAT, MAY 11, 9:00 AM - 12:00 PM; B252  
 F: THUR, MAY 23, 9:00 AM - 12:00 PM; B252  
 G: WED, JUN 19, 9:00 AM - 12:00 PM; B252  
 H: SAT, JUN 22, 9:00 AM - 12:00 PM; B252

One exam sitting fee is included with enrolment in the related course. Pre-registration is a requirement. Re-tests will be treated as challenge exams.

## Challenge Exams

Exams may be challenged if the student has the pre-requisite knowledge and does not wish to take the course but receive the credit toward the certificate program.

To challenge a computer exam, students must register in one of the above exam dates.

### COURSE ID: CT 0400

THE CHALLENGE EXAM FEE IS \$50 + GST PER EXAM.

## Jumpstart Your Re-Entry to the Workforce



### ► Click Ahead: Computer Skills Training for Today's Workforce

Are you planning a return to the workforce or pursuing new career opportunities? Many people are seeking employment after taking time off to raise a family or pursue other interests. Others are looking for a career change but lack the computer skills that are required in the workplace. Update your skills to compete in today's job market!

In response to current job descriptions in the Medicine Hat area, the most common skills required include: keyboarding skills, computer skills concentrating on Microsoft Word and Excel, and the ability to use the internet and e-mail.

In order to prepare you for these positions, our program will offer:

- » Keyboarding—learn how to touch type and/ or improve your current typing speed
- » Microsoft Word—become familiar with the 2010 version
- » Microsoft Excel—apply functions and formulas and become familiar with Excel 2010
- » Microsoft Outlook—send and receive e-mails and attachments
- » The Internet—use the Internet as a powerful research tool (and to seek employment)
- » Job Search Skills—find positions that are open in the area, prepare for interviews & discover how to sell yourself to employers
- » Resume Preparation—use your updated computer skills to produce an impressive resume

### COURSE ID: CT 0012

#### EVENING:

MON, FEB 4 - APR 15 (NO CLASS FEB 18), 6:00 PM - 9:30 PM  
 10 EVENINGS, \$459 + GST; B252

**LEARN**  
 LIFELONG EDUCATION AND RESOURCE NETWORK

## EMPLOYERS AND ORGANIZATIONS...

We encourage you to contact us for more information on courses that can be offered specifically to meet your employees' needs. We have a number of clients in and around Medicine Hat who return to us time and again for convenient, customized training – for MS Computer Applications, MS Project, Adobe Acrobat and other workplace skills.

### NEED MORE INFORMATION?

Contact Shannan Hurlbut at **403.529.3849**, or **shurlbut@mhc.ab.ca**

## Computers & Technology

### Introductory Courses

#### ► Basics of Personal Computers

New to computers? A little nervous? Don't know where or how to start? This course is for you! You will learn the very basics from turning the computer on to controlling the mouse and running basic programs. No previous experience is necessary. You will be introduced to the machine at a comfortable and easy pace, and leave the class with much more confidence using the computer. There will be class time for practice and experimenting with your new skills. Instructors: Nancy Koenig/Joan Fleckenstein

**COURSE ID: CT 0002**

**DAYTIME:**

A: MON, JAN 21, 8:30 AM - 4:00 PM - 1 DAY, \$99 + GST; B252

B: MON, MAR 11, 8:30 AM - 4:00 PM - 1 DAY, \$99 + GST; B252

**EVENING:**

C: MON, FEB 4 & 11, 6:00 PM - 9:00 PM - 2 EVENINGS, \$99 + GST; B252

D: MON, APR 22 & 29, 6:00 PM - 9:00 PM - 2 EVENINGS, \$99 + GST; B252

**COURSE ID: CT 0005**

**SAVINGS!** Take both Basics of Personal Computers and Introduction to Microsoft Office Applications 2010 for only \$179 + GST.

#### ► Introduction to Microsoft Office Applications for the PC

You can learn more about computers, even if you aren't sure of your next step. Together, we will cover the basics of Microsoft Word, Excel and PowerPoint so that each student can decide which program will work for them. Recognize the purpose of the applications, the look of each program, and create basic documents. Prerequisite: Basics of Personal Computers or equivalent knowledge and experience. Instructors: Nancy Koenig/Joan Fleckenstein

**COURSE ID: CT 0013**

**DAYTIME:**

A: MON, JAN 28, 8:30 AM - 4:00 PM - 1 DAY, \$99 + GST; B252

B: MON, MAR 18, 8:30 AM - 4:00 PM - 1 DAY, \$99 + GST; B252

**EVENING:**

C: WED, FEB 27 & MAR 6, 6:00 PM - 9:00 PM - 2 EVENINGS, \$99 + GST; B252

D: MON, MAY 6 & 13, 6:00 PM - 9:00 PM - 2 EVENINGS, \$99 + GST; B252

*The instructor made everyone feel at ease and comfortable. Great learning atmosphere with humour too!*

— Laurie Hausauer

#### ► Computer Maintenance



Taking care of your computer and routinely doing preventive maintenance are critical to protecting your computer. We will explore how to maintain your computer, inside and out. This is a hands-on introduction in the basics of customizing settings, how to clean your computer, and basic upgrade installations. Learn about viruses and other harmful programs and how to protect your PC. We will also cover basic troubleshooting and address common problem solutions. Instructor: Angela Guest

**COURSE ID: CT 0010**

**DAYTIME:**

SAT, MAY 4, 9:00 AM - 4:00 PM - 1 DAY, \$169 + GST; B252

#### ► Introduction to PC Security



What you don't know about PC security really can hurt you! Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. You'll learn the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks.

**COURSE ID: E2G001**

**ONLINE COURSE (6 WEEKS) - REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**

VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### Email and the Web

#### ► Take Charge of Your Files and Photos

Both business professionals and personal users can now effectively organize all of their files, whether they are data, photos, videos or music. You will learn to (1) customize folders and organize your files by copying, moving, deleting, and renaming files, (2) download files from the Internet or your digital camera, (3) save the files attached to e-mails, (4) copy or move files to portable storage devices like CDs or flash drives, (5) archive files for storage or backup. Students are encouraged to bring cameras or flash drives. Prerequisite: Basics of Personal Computers, Microsoft Office Applications or equivalent knowledge and experience. Instructors: Nancy Koenig/Joan Fleckenstein

**COURSE ID: CT 0091**

**DAYTIME:**

A: MON, MAR 25, 8:30 AM - 4:00 PM - 1 DAY, \$169 + GST; B252

B: WED, MAY 8, 8:30 AM - 4:00 PM - 1 DAY, \$169 + GST; B252

**EVENING:**

C: WED, MAR 13 & 20, 6:00 PM - 9:00 PM - 2 EVENINGS, \$169 + GST; B252

D: MON, MAY 27 & JUN 3, 6:00 PM - 9:00 PM - 2 EVENINGS, \$169 + GST; B252

*The instructor was very informative, relaxed and made our day enjoyable.*

— former student

### ► Explore E-Mail and the Internet

The days of sending letters and reading reference books are drawing to a close. Today you can send a message or research a topic instantly. This hands-on class will give you the confidence and skills to send and receive e-mails and “surf the net.” You will learn by doing and be surprised at how easy it is to join the digital world. Prerequisite: Basics of Personal Computers or equivalent knowledge and experience. Instructor: Joan Fleckenstein

**COURSE ID: CT 0003**

**EVENING:**

MON, MAR 25, 6:00 PM – 9:00 PM – 3 HOURS, \$89 + GST; B252

### ► Microsoft Outlook: Calendars, Contacts & Meetings

Are you using Microsoft Outlook to its full extent? There are many powerful features of Outlook beyond sending and receiving e-mail. The calendar can be your interactive day-planner. You can easily create appointments from e-mails, schedule meetings and invite attendees, and reschedule with a few keystrokes. Calendars can be shared so that you, and the people you work with, can check availability or even make appointments for each other. The tasks feature will help you keep track of progress, send reminders, or assign a task to someone else. Maintaining your contacts will save you hours of searching for addresses and information. This course is designed for people who are familiar with e-mail and want to make Outlook a more valuable office tool. Prerequisite: Explore Email and the Internet or equivalent knowledge and experience. Instructor: Nancy Koenig

**COURSE ID: CT 0093**

**DAYTIME:**

WED, MAY 15, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

### ► Creating Web Pages

Learn how to design, create, and post your very own site on the Internet's World Wide Web using HTML. Discover low-cost marketing techniques and search engine strategies.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**

VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ► Designing Effective Web Pages

These days, creating a Web site is so easy almost anyone can do it. But with all the competition on the Web, creating a site that's effective is more challenging than ever. To do that, you need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you'll master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level!

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**

VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ► Advanced Web Pages

Take your Web design skills to the next level! Whether you want to work as a freelance Web designer, join a Web development team, or build websites for your organization, this course will give you the advanced tools you need. You'll learn to present content with HTML (including new HTML5 elements) and define styles with CSS, using style sheets to create pages that work in both full-sized media and mobile devices. You'll also build forms that collect information and embed video that works in all browsing environments. Along the way, you'll explore aesthetics, color scheming, and accessible Web page design. As a bonus, you'll learn the most cost-effective ways to set up your sites. Even if you're a beginner, this course will fully prepare you to build websites using state-of-the-art techniques.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**

VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ► Introduction CSS & XHTML

Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros. CSS and XHTML not only make it easier for you to build and manage large Web sites, these powerful languages can also give you more precise control over the appearance of every page you build.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**

VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ► Creating WordPress Websites

Want to build an attractive, sophisticated blog or website—without having to learn any special coding? WordPress is the answer you're looking for! WordPress is one of the world's most popular Web design tools because it's free, it's easy to use, and it produces professional results.

In these lessons, you'll get hands-on experience with this powerful tool as you create your own WordPress site and blog. As you walk through the process from start to finish, you'll find out how to use WordPress to create pages and posts, add images and videos, change a site's look and feel, and include user-friendly features.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**

VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

## Mac Computers

### ► Basics of Mac Computers

Get the most from your Mac! If you are new to Apple Computers, or if you are a PC user who has just switched to the Mac, this course will help you develop foundational skills that will allow you to tap into the full power of your Mac. In this course you will learn how to (1) navigate your Mac, (2) create and store the files where you can find them (3) customize your Mac so it works and looks the way you like it. Max: 6 participants. Instructor: Randle Gold

**COURSE ID: CT 0011**

**EVENING:**

TUE, MAY 7 & 14, 6:00 PM - 9:00 PM - 2 EVENINGS, \$199 + GST; B227

**COURSE ID: CT 0130**

**SAVINGS!** Take both Basics of Mac Computers and Introduction to Mac Applications for only \$359 + GST.

### ► Introduction to Mac Applications

Get your work done quickly and easily using your Mac as a tool in accomplishing your daily tasks. Explore the Mac Applications that come with your Mac computer, like Safari, Address Book, Mail, iCalendar, Quicktime and many more. Learn how to use these applications to effortlessly set up and configure your email, manage your contacts & calendars, and even surf the web like you invented it! Also, gain knowledge of other applications that can enhance your Mac experience. Max: 6 participants. Instructor: Randle Gold

**COURSE ID: CT 0132**

**EVENING:**

TUE, MAY 21 & 28, 6:00 PM - 9:00 PM - 2 EVENINGS, \$199 + GST; B227

## Wireless Communication

### ► Introduction to Your iPhone

This little device can be used for business or entertainment. Designed for those who have been iPhone users for six months or less, or for those who are thinking about getting one, this course will introduce you to the applications that will become essential to your new, more organized life! Making calls, sending and receiving emails, browsing the internet, using it as an iPod, keeping track of your appointments and taking pictures and videos are just some of the features that will be addressed. Once you learn all your iPhone can do, you will never want to be without it. Instructor: Randle Gold

**COURSE ID: CT 0083**

**DAYTIME:**

SAT, MAR 9, 1:00 PM - 4:00 PM - 3 HOURS, \$89 + GST; F1006

### ► Mac, iPhone, and iPad Programming



The fastest-growing software market today involves mobile applications (or apps). In this course, you'll learn to use the free Xcode compiler and the Objective-C programming language to program your own apps that you can sell through Apple's App Store, reaching millions of potential customers around the world.

You'll start with the basic steps to writing any program, then progress to using Xcode—the same compiler that Apple, Microsoft, Adobe, and many other companies use to write programs and applications. Along the way, you'll explore examples and perform simple coding exercises to build your confidence using Xcode and Objective-C.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

Learn More

## Online Learning Anytime, Anywhere... Just a Click Away!

The ed2go network consists of more than 1,800 top colleges, universities, and other organizations, including Medicine Hat College. ed2go offers hundreds of engaging online courses, covering every topic from Accounting to Web Design. Each course comes equipped with a patient and caring instructor, lively discussions with your fellow students, and plenty of practical information that you can put to immediate use.

You can take all of our courses from the comfort of your home or office at the times that are most convenient to you. A new section of each course starts monthly. All courses run for six weeks and are composed of 12 lessons, representing 24 hours of instruction. You can ask questions and give or receive advice at any time during the course. Upon successful completion of the course, you will be able to download a certificate of completion from ed2go.

## iPad Courses

Take one or all three of these short courses to get the most from your iPad. Each 3 hour session focuses on a different way to use your iPad. From finding the best apps to a discussion of handy accessories, you're sure to walk away with lots of new ideas. Please don't forget to bring your iPad with you, so you can test it all out! It may also be useful to bring your charger along.



### ► Using Your iPad – Getting Started

Did you receive your iPad as a gift? Did a family member set it up for you? Do you want to take advantage of the world of apps but don't know how? Bring your iTunes username and password to class if you have it, otherwise we'll show you how to set up a new account. You will learn how to configure your iPad so it works for you. You will receive a \$15 iTunes card, so you can learn how to download apps and music for your iPad right away.

**NEW!**

**COURSE ID: CT 0061**

**EVENING:**

A: WED, JAN 30, 6:00 PM – 9:00 PM – 3 HOURS, \$99 + GST; B252  
B: WED, MAY 29, 6:00 PM – 9:00 PM – 3 HOURS, \$99 + GST; B240

**COURSE ID: CT 0085**

**SAVINGS!** Take iPad for Recreation, Travel, and Business for only \$269 + GST.

### ► Using Your iPad for Recreation

The number of fun things that you can do with your iPad is exploding daily! We'll look at some of the more popular activities, including reading on your iPad, manipulating photographs, enjoying music and appreciating art! The possibilities are limitless and hopefully some of your classmates will share some of their best applications too! You will receive a \$15 iTunes App Card when you attend this class, so that you can start enjoying yourself right away. Instructor: Catharine Richardson

**COURSE ID: CT 0086**

**EVENING:**

A: WED, FEB 6, 6:00 PM – 9:00 PM – 3 HOURS, \$99 + GST; F1006  
B: WED, JUN 5, 6:00 PM – 9:00 PM – 3 HOURS, \$99 + GST; F1006

### ► Using Your iPad for Travel

The portability of the iPad is a large part of its appeal. So let's take it on the road! From researching your trip ahead of time to using it along the way – not to mention helping you (and the kids) quietly pass your time – we'll look at apps and accessories that can turn travelling into a whole new experience.

You will receive a \$15 iTunes App Card when you attend this class, so that you can start planning your next trip right away. Instructor: Catharine Richardson

**COURSE ID: CT 0087**

**EVENING:**

A: WED, FEB 13, 6:00 PM – 9:00 PM – 3 HOURS, \$99 + GST; F1006  
B: WED, JUN 12, 6:00 PM – 9:00 PM – 3 HOURS, \$99 + GST; F1006

### ► Using Your iPad for Business

We already know the iPad is fun – but it can work too! We'll discuss the business suite options for the iPad, syncing to your Outlook Account and the details of configuring your email. Be better prepared for your meetings and presentations, with all of the information that you need right at your fingertips. Make your iPad work harder, so that you don't have to! You will receive a \$15 iTunes App Card when you attend this class, so that you can start "working" right away. Instructor: Catharine Richardson

**COURSE ID: CT 0088**

**EVENING:**

A: WED, FEB 27, 6:00 PM – 9:00 PM – 3 HOURS, \$99 + GST; F1006  
B: WED, JUN 19, 6:00 PM – 9:00 PM – 3 HOURS, \$99 + GST; F1006

*I enjoyed being able to view the various apps and hear their uses, advantages & disadvantages so I can decide what I want to obtain.*

— Arlette Spencer

## Education & Technology

### ► Teaching Smarter with SMART Boards

SMART Boards are revolutionizing today's classroom and boardroom. Using these exciting interactive whiteboards, you can create multimedia presentations that engage your audience. In this class, you'll discover how to create outstanding presentations with SMART Board technology and SMART Notebook software. You'll explore the basics of using these tools and discover how to blend text, videos, and graphics. Finally, you'll get some simple trouble-shooting tips that will come in handy if your SMART Board isn't acting as smart as it should. By the time you're done with this course, you'll be an expert at using your new high-tech tools. Prerequisite: Basics of Personal Computers or equivalent knowledge and experience. Instructor: Paul McCluskey

**COURSE ID: CT 0082**

**DAYTIME:**

SAT, MAR 9, 9:00 AM – 12:00 PM – 3 HOURS, \$89 + GST; B252

## Microsoft Office Applications

### ► Microsoft Word 2010 Level 1A: Fundamentals

An introduction to Microsoft Word 2010 you will discover the basics of creating Word documents including (1) the MS Word 2010 window, (2) entering and editing text, (3) creating, saving, and editing Word files, (4) formatting your text, (5) spelling and grammar checks. Prerequisite: Basics of Personal Computers or equivalent knowledge and experience. NOTE: This course will also benefit those individuals who are operating Microsoft Office 2007. Instructors: Nancy Koenig/Joan Fleckenstein

**COURSE ID: CT 0016**

**DAYTIME:**

A: MON, FEB 4, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252  
B: MON, APR 15, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

**EVENING:**

C: MON, FEB 25 & MAR 4, 6:00 PM – 9:00 PM – 2 EVENINGS, \$169 + GST; B252

*Great class size, nice atmosphere, spontaneous learning topics from class questions.*

— Michele Melham

**COURSE ID: CT 0024**

**SAVINGS!** Take BOTH Microsoft Word 2010 Level 1A: Fundamentals and Microsoft Word 2010 Level 1B: Formatting for Clarity for only \$269 + GST.

### ► Microsoft Word 2010 Level 1B: Formatting for Clarity

After mastering the fundamentals of Microsoft Word, you will want to use formats that will add clarity and improve the appearance of your documents. After this class, you will be proficient in (1) setting, using and modifying tabs, (2) aligning paragraphs, (3) adjusting spacing, (4) adding bullets or numbers to your text, (5) using page numbers, headers and footers, (6) adjusting margins, orientation and page layout. Prerequisite: Microsoft Word Level 1A – Fundamentals or equivalent knowledge and experience. NOTE: This course will also benefit those individuals who are operating Microsoft Office 2007. Instructors: Nancy Koenig/Joan Fleckenstein

**COURSE ID: CT 0017**

**DAYTIME:**

A: MON, FEB 11, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252  
B: MON, APR 22, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

**EVENING:**

C: TUE, MAR 19 & 26, 6:00 PM – 9:00 PM – 2 EVENINGS, \$169 + GST; B252

### ► Microsoft Word Level 2: Adding Visual Impact and Clarity

Using Word, you can give your documents a professional appeal that delivers information in exciting ways. After this class, your documents may contain (1) pictures, illustrations or diagrams, (2) tables, (3) columns, (4) mail merges, (5) styles, Quick parts + Themes. Prerequisite: Microsoft Word Level 1A – Fundamentals & Microsoft Word Level 1B – Formatting for Clarity, or equivalent knowledge and experience. Instructors: Nancy Koenig/Joan Fleckenstein

**COURSE ID: CT 0020**

**DAYTIME:**

A: MON, FEB 25, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252  
B: MON, APR 29, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

*Instructor moved at a good pace. She made sure everyone understood the current material before proceeding to the next.*

— former student

### ► Microsoft Word Level 3: Maximized Efficiency

Word has many features that can save you time, effort and improve your documents. After covering these features, you can (1) control text flow, (2) use section breaks for custom formats, (3) use Master and subdocuments, (4) share documents and track revisions, (5) create indexes, tables of contents, footnotes, cross references and bibliographies, (6) create templates. This course assumes that students have completed all other Microsoft Word classes (Level 1A - Fundamentals, Level 1B - Formatting for Clarity and Level 2 – Adding Visual Impact and Efficiency) or have extensive Word knowledge and experience. Instructor: Nancy Koenig

**COURSE ID: CT 0025**

**DAYTIME:**

WED, MAY 29, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

### ► Building PowerPoint (2010) Presentations

Learn the basics of creating dynamic PowerPoint presentations, as we cover topics such as (1) creating and editing presentations, (2) applying templates, (3) working with text, graphics and tables, (4) manipulating slides, (5) preparing and delivering the presentation, (6) adding sound and animation. Prerequisite: Introduction to Microsoft Applications or comfort and experience with computers. Instructors: Nancy Koenig/Angela Guest

**COURSE ID: CT 0045**

**DAYTIME**

A: WED, APR 17 & 24, 8:30 AM - 4:00 PM - 2 DAYS, \$269 + GST; B252  
B: THUR, JUN 6 & 13, 8:30 AM - 4:00 PM - 2 DAYS, \$269 + GST; B252  
C: SAT, MAR 30 - APR 20, 1:00 PM - 4:00 PM - 4 AFTERNOONS \$269 + GST; B252

### ► Microsoft Excel 2010 Level 1A: Fundamentals

An introduction to Microsoft Excel. You will discover the basics of creating Excel spreadsheets including (1) the MS Excel 2010 window, (2) entering and editing cell contents, (3) building spreadsheets, (4) saving and editing spreadsheet files, (5) creating basic formulas. Prerequisite: Basics of Personal Computers or equivalent knowledge and experience. NOTE: This course will also benefit those individuals who are operating Microsoft Office 2007. Instructors: Nancy Koenig/Joan Fleckenstein

**COURSE ID: CT 0031**

**DAYTIME:**

A: TUE, JAN 22, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

B: TUE, MAR 5, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

C: TUE, APR 30, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

evening

D: MON, MAR 11 & 18, 6:00 PM – 9:00 PM – 2 EVENINGS, \$169 + GST; B252

E: WED, MAY 8 & 15, 6:00 PM – 9:00 PM – 2 EVENINGS, \$169 + GST; B252

*Course material was easy to follow and presented in a way that was effective for various levels of participants.*

— Connie Kornelson

**COURSE ID: CT 0026**

**SAVINGS!** Take BOTH Microsoft Excel 2010 Level 1A: Fundamentals and Microsoft Excel 2010 Level 1B: Spreadsheet Solutions for only \$299 + GST.

### ► Microsoft Excel 2010 Level 1B: Spreadsheet Solutions

After mastering the fundamentals of Excel, you can improve the function and appearance of your spreadsheets by (1) attractively formatting your spreadsheets, (2) creating formulas and functions, (3) understanding relative and absolute addresses, (4) using multiple sheets, (5) preparing your spreadsheets for printing. Prerequisite: Microsoft Excel Level 1A – Fundamentals or equivalent knowledge and experience. NOTE: This course will also benefit those individuals who are operating Microsoft Office 2007. Instructors: Nancy Koenig/Joan Fleckenstein/Eugene Mastel

**COURSE ID: CT 0032**

**DAYTIME:**

A: TUE, JAN 29, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

B: TUE, MAR 12, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

C: TUE, MAY 7, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

**EVENING:**

D: WED, MAR 27 & APR 3, 6:00 PM – 9:00 PM – 2 EVENINGS, \$169 + GST; B252

E: WED, MAY 22 & 29, 6:00 PM – 9:00 PM – 2 EVENINGS, \$169 + GST; B252

### ► Microsoft Excel Level 2: Dynamic Spreadsheets

Formulas, charts, illustrations and diagrams will enhance the clarity and efficiency of your spreadsheets. After this class, you will be proficient in (1) creating math, statistical, financial, and logical functions, (2) applying text functions to eliminate retyping data, (3) using cell formats and worksheet styles for improved worksheet appearance, (4) inserting graphic elements and interactive charts. Prerequisite: Microsoft Excel Level 1A – Fundamentals & Microsoft Excel Level 1B – Spreadsheet Solutions or equivalent knowledge and experience. Instructors: Nancy Koenig/Joan Fleckenstein/Eugene Mastel

**COURSE ID: CT 0035**

**DAYTIME:**

A: TUE, FEB 5, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

B: TUE, MAR 19, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

C: TUE, MAY 14, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

**EVENING:**

D: WED, APR 10 & 17, 6:00 PM – 9:00 PM – 2 EVENINGS, \$169 + GST; B252

**COURSE ID: CT 0048**

**SAVINGS!** Take BOTH Microsoft Excel Level 2: Dynamic Spreadsheets and Microsoft Excel: Forms and Templates for only \$299 + GST.

### ► Microsoft Excel: Forms and Templates

Create Excel templates that will easily streamline all of your financial documents and allow you to protect areas of your spreadsheets from changes. Forms and templates can add all kinds of efficiency to your Microsoft Excel documents. This course assumes that students have completed Microsoft Excel Levels 1A, 1B and 2; otherwise students must have extensive Excel knowledge and experience. Instructor: Catharine Richardson

**COURSE ID: CT 0037**

**DAYTIME:**

FRI, MAR 29, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

### ► Microsoft Excel Level 3: Power Tools

Using powerful features of Excel, you can eliminate many repetitive tasks and get valuable information from your existing worksheets. Topics include (1) sort and extract information from lists, (2) custom cell formats and conditional formats, (3) templates and validating cell input, (4) protect your data from changes, (5) pivot tables and pivot charts. This course assumes that students have completed all other Microsoft Excel classes (Level 1A – Fundamentals, Level 1B – Spreadsheet Solutions & Level 2 – Dynamic Spreadsheets) or have extensive Excel knowledge and experience. Instructor: Nancy Koenig

**COURSE ID: CT 0036**

**DAYTIME:**

A: TUE, FEB 12, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

B: TUE, APR 9, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

C: TUE, MAY 21, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

## Computers & Technology

### ► Microsoft Excel: Formulas and Functions

Increase your Excel skills by reviewing the most common formulas and calculations used in creating business spreadsheets. This course will improve your formula writing skills so that you can create more efficient worksheets. You will polish your skills in the following (1) calculating percentages, (2) changing order of operations, (3) calculating financial statements, (4) creating seemingly complex formulas for Excel with ease. Prerequisite: Microsoft Excel Level 1A – Fundamentals & Microsoft Excel Level 1B – Spreadsheet Solutions or equivalent knowledge and experience. Instructor: Eugene Mastel

**COURSE ID: CT 0041**

**DAYTIME:**

A: FRI, MAR 15 & 22, 1:00 PM – 4:00 PM – 2 AFTERNOONS, \$169 + GST; B252

**EVENING:**

B: WED, APR 24 & MAY 1, 6:00 PM – 9:00 PM – 2 EVENINGS, \$169 + GST; B252

*Excellent instructor and well organized. Enjoyed the class very much and learned a lot.*

— Cherie George

### ► Microsoft Excel: Macros & Customization

Excel is one of the most popular and powerful spreadsheet programs. One of the reasons for its popularity is the ability to automate repetitive functions with macros and VBA (Visual Basic for Applications). In this one day course, you will learn how to use Excel's Macro Recorder to create simple macros to save time. We will create a suite of additional tools that you can add to the Quick Access Toolbar and use every day. Handouts will be provided. Prerequisite: MS Excel Level 2 – Dynamic Spreadsheets, or equivalent knowledge and experience. Instructor: Catharine Richardson

**COURSE ID: CT 0040**

**DAYTIME:**

FRI, APR 12, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

### ► Introduction to MS Project 2010



Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world's most popular project management software. In these lessons, you'll learn how to use Microsoft Project to think through and organize your project's details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. By the end of the course, you'll be able to produce a project plan that wows your audience and empowers you to achieve your business goals.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ► Microsoft Access 2010 Level 1A: Database Fundamentals

Access relational databases store and retrieve vast quantities of data. The topics included will give you the Access skills to (1) create and modify tables, (2) add, delete and modify data within tables, (3) design databases efficiently using Access "normalization", (4) select and sort data. Prerequisite: Introduction to MS Office Applications or equivalent knowledge and experience. NOTE: This course will also benefit those individuals who are operating Microsoft Office 2007. Instructor: Nancy Koenig

**COURSE ID: CT 0056**

**DAYTIME:**

A: WED, MAR 6, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST, B252

B: WED, JUN 5, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST, B252

**COURSE ID: CT 0058**

**SAVINGS!** Take BOTH Microsoft Access 2010 Level 1A: Database Fundamentals and Microsoft Access 2010 Level 1B: Forms, Queries and Reports for only \$299 + GST.

### ► Microsoft Access 2010 Level 1B: Forms, Queries and Reports

Once you have created tables, it is important to be able to display, extract and print the information stored in your tables in an efficient and meaningful way. Using the following features, you will be very comfortable using Access to manipulate data: (1) extract data using queries, (2) create forms for data entry, (3) use reports for printed documents, (4) create lookup fields to eliminate extra typing and data storage. Prerequisite: Microsoft Access Level 1A – Database Fundamentals or equivalent knowledge and experience. NOTE: This course will also benefit those individuals who are operating Microsoft Office 2007. Instructor: Nancy Koenig

**COURSE ID: CT 0057**

**DAYTIME:**

A: WED, MAR 13, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

B: WED, JUN 12, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

### ► Microsoft Access Level 2: Database Management

The power of an Access database is its ability to relate all tables in an efficient and logical way. We will cover the nature of these relationships and logical solutions to managing large amounts of data in simple ways. Topics include (1) creating and customizing relationships, (2) building queries that extract information, summarize or perform actions on data in multiple tables, (3) creating and using forms that allow entry into multiple tables and control the quality of data stored in the tables, (4) reporting information that summarizes data and includes report enhancements, (5) creating calculated fields to eliminate redundant data storage. Prerequisite: MS Access Level 1A and 1B or equivalent knowledge and experience. Instructor: Nancy Koenig

**COURSE ID: CT 0060**

**DAYTIME:**

WED, MAR 27, 8:30 AM – 4:00 PM – 1 DAY, \$169 + GST; B252

## Bookkeeping Courses

### ► Introduction to Bookkeeping

This is an introductory theory-based course in bookkeeping designed for individuals who will be doing books for small businesses. Preparing those students who wish to use computerized bookkeeping software to handle accounts, this course delivers the necessary theory and fundamentals. Topics include: the recording process, ledgers and trial balance, the worksheet, financial statements and closing entries, cash, accounts receivable, accounts payable, inventory and payroll. Max: 14 participants. Instructors: Nancy Koenig/Anna Marie Clark

**COURSE ID: CA 0001**

**DAYTIME:**

A: THUR, JAN 24 - MAR 28, 9:00 AM - 12:00 PM - 10 MORNINGS, \$289 + GST; B252

**EVENING:**

B: TUE & THUR, JAN 22- FEB 21, 6:00 PM - 9:00 PM - 10 EVENINGS, \$289 + GST; B252

**COURSE ID: CT 0071**

**SAVINGS!** Take BOTH Introduction to Bookkeeping and Simply Accounting Level 1 for only \$525 + GST.

### ► Simply Accounting - Level 1

This course is presented as a hands-on business simulation in which students will actually create and post a complete set of books. Topics covered include general journal, payables, receivables, payroll, and inventory. Prerequisite: Basic knowledge of double entry bookkeeping or Introduction to Bookkeeping. Instructors: Nancy Koenig/Anna Marie Clark

**COURSE ID: CT 0065**

**DAYTIME:**

A: THUR, FEB 28 - MAR 21, 1:00 PM - 4:00 PM - 4 AFTERNOONS, \$289 + GST; B252

B: THUR, APR 25 & MAY 2, 8:30 AM - 4:00 PM - 2 DAYS, \$289 + GST; B252

**EVENING:**

C: THUR, MAR 7 - 28, 6:00 PM - 9:00 PM - 4 EVENINGS, \$289 + GST; B252

D: THUR, MAY 9 - 30, 6:00 PM - 9:00 PM - 4 EVENINGS, \$289 + GST; B252

### ► Simply Accounting - Level 2

Energetically paced. Learn the tips and tricks of Simply Accounting. Topics covered include program security, saving and using recurring entries, making CCRA payments for payroll and GST, setting up budgets, job costing, customizing the program, selling service items, using and accepting credit cards, managing your payroll and business year end, and much more. Prerequisite: Simply Accounting Level 1 or equivalent knowledge and experience with Simply Accounting software. Instructors: Nancy Koenig/Anna Marie Clark

**COURSE ID: CT 0066**

**DAYTIME:**

A: THUR, MAR 28 & APR 4, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$179 + GST; B252

B: THUR, MAY 9, 8:30 AM - 4:00 PM - 1 DAY, \$179 + GST; B252

**EVENING:**

C: THUR, APR 4 & 11, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + GST; B252

D: THUR, JUN 6 & 13, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + GST; B252

**COURSE ID: CT 0063**

**SAVINGS!** Take BOTH Simply Accounting Level 2 and Simply Reconciliations for only \$250 + GST.

### ► Simply Reconciliations

The bank reconciliation in Simply Accounting is a very useful bookkeeping tool, but one of the most underused features in the program. Users may find it confusing to work with if there is an error, corrections or outstanding entries from previous periods. This class will explain how to use the bank reconciliation feature as well as the tips, tricks and traps associated with it. Prerequisites: Simply Accounting Level 2 or equivalent knowledge and experience, and familiarity with the basics of bookkeeping. Instructors: Nancy Koenig/Anna Marie Clark

**COURSE ID: CT 0067**

**DAYTIME:**

A: THUR, APR 11, 1:00 PM - 4:00 PM - 3 HOURS, \$99 + GST; B252

B: THUR, MAY 16, 9:00 AM - 12:00 PM - 3 HOURS, \$99 + GST; B252

**EVENING:**

C: THUR, APR 18, 6:00 PM - 9:00 PM - 1 EVENING, \$99 + GST; B252

## Customized Corporate Computer Training.

New software can increase productivity within your organization, but it can also increase frustrations.

Our instructors have the expertise to deliver training that meets your organization's specific needs. Whether it is Microsoft Project; Adobe Illustrator; Using Your iPad for Business or anything in between, our instructors can customize training for your staff.

Let us teach your staff at a time and place that is convenient for you.

To set up a customized computer training session or to book our state-of-the-art computer lab to accommodate your organization's internal training needs, please call Shannan at 403.529.3849

*Catharine altered pacing and delivery to meet our needs. Clearly she is a pro.*

— Kent Ertman

## Computers & Technology

### ► Simply Accounting: Managing Payroll

Take advantage of the full power of the Simply Accounting Payroll module! Topics include customizing Simply Accounting to meet your company's needs, including different pay periods and pay types, manual and automatic deductions, payroll adjustments, records of employment, and year end reports, including T4s and T4 summaries. Several complete payroll cycles will be completed during the class to give students experience with many of the different scenarios that they will meet in the business environment. Students will learn the steps required to pay Canada Revenue Agency, work with WCB, and calculate employee benefits and taxable benefits. Prerequisites: Simply Accounting Level 2 or equivalent knowledge and experience, and familiarity with the basics of bookkeeping. Instructor: Nancy Koenig

**COURSE ID: CT 0070**

**DAYTIME:**

A: THUR, APR 18, 8:30 AM – 4:00 PM – 1 DAY, \$179 + GST; B252

**EVENING:**

B: THUR, APR 25 & MAY 2, 6:00 PM – 9:00 PM – 2 EVENINGS, \$179 + GST; B252

### ► Introduction to QuickBooks 2012



Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates and generate reports.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2GO.COM/MHC**

VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ► Intermediate QuickBooks 2012



QuickBooks is a popular way for small and mid-sized businesses to keep track of their accounting, but many users aren't aware of the software's powerful advanced features. In this course, you'll find out how to get the most out of this feature-packed program. You'll learn how to manage multiple company files, as well as how to export and import list data from one file to the next. You'll also learn how to enter price levels and track discounts and credits. If your business handles inventory, you'll learn to enter units you've purchased and track them all the way through to sale. You'll even see how to handle tasks such as entering mileage for business vehicles, tracking loans, and using the budgeting feature to better plan for expenses. By the end of the course, you'll know how to get the most value from your overall QuickBooks experience so you can maximize your company's productivity.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2GO.COM/MHC**

VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

## Digital Cameras & Photography

These fun and practical courses are designed to help you understand your digital camera and the images that you photograph. The first course introduces digital images and helps the photographer understand files produced by digital cameras. This course paves the way for understanding your own camera and how to use the camera's features. After discovering your camera, the Digital Photography courses will help photographers use the camera's features to compose and shoot better pictures.

### ► Introduction to Digital Cameras

Gain the knowledge to make an informed choice about the camera you choose to buy, or recognize the potential and limitations of the camera you currently own. Whether you have, or want, the most basic camera or a professional model, you will benefit from this course. Topics include (1) basic features of digital cameras and digital images, (2) capturing, downloading, saving and deleting images, (3) basic image editing, (4) camera features - image quality, zoom, exposure settings, flash, and more. Students will need to bring a digital camera with fully charged batteries and their camera manual to the course. Maximum: 15 participants. Instructor: Darin Clisby

**COURSE ID: CT 0110**

**DAYTIME:**

A: SAT, FEB 16, 9:00 AM – 4:00 PM – 1 DAY, \$169 + GST; F1008

B: SAT, APR 20, 9:00 AM – 4:00 PM – 1 DAY, \$169 + GST; F1007

*Taught me how to use functions and menus I hadn't explored as yet.*

— Steve Greene

**COURSE ID: CT 0137**

**SAVINGS!** Take BOTH Introduction to Digital Cameras and Digital Photography Fundamentals for only \$299 + GST.

### ► Digital Photography: Fundamentals

Why is it that some of the photographs you take just seem "better" than others? You will learn compositional theory and how to apply those theories to your photographs. Explore concepts that will give strength and interest to your photographs such as symmetry and asymmetry, depth of field, understanding light and more. Instructor: Darin Clisby

**COURSE ID: CT 0106**

**DAYTIME:**

A: SAT, JAN 19, 9:00 AM – 4:00 PM – 1 DAY, \$169 + GST; F1007

B: SAT, MAR 16, 9:00 AM – 4:00 PM – 1 DAY, \$169 + GST; F1007

C: SAT, MAY 18, 9:00 AM – 4:00 PM – 1 DAY, \$169 + GST; F1007

*Very informative and conducive to questioning in a comfortable environment.*

— Kaila Fischer

### ► Intermediate Photography: Beyond the Basics

Learn how to get the best images from your camera as we move beyond the basics. We will review introductory theory, and include practical demonstrations and application, as well as some discussion of specific problems encountered by the amateur photographer. You will have the opportunity to learn creative techniques with exposure using manual mode for shutter, aperture and ISO settings. We will also discuss the most common post-processing software programs and their advantages. As well as learning to shoot specific subjects, you will have the opportunity to tailor the course toward your particular interests. A full evening will be devoted to lighting specifics and camera flashes. This course is most suitable for DSLR users; however, those who shoot with compact cameras will also benefit from the course. Don't forget to bring your camera! Prerequisite: "Introduction to Digital Cameras" and "Digital Photography Fundamentals" (or a basic understanding of – and some experience with – digital cameras and digital photography). Instructor: Tyson Josey

#### **COURSE ID: AC 0083**

TUE, JAN 22, 29 & FEB 5, 6:00 PM – 9:00 PM – 3 WEEKS, \$199 + GST; F2003

*I learned a lot about the manual modes and how to use them to make my photos better.*  
— Dagmara Szulski

### ► Photoshop Elements

Learn the fundamental skills necessary to capture, enhance and edit images in Photoshop Elements. Adobe's low-cost high-performance editing software is designed specifically for home use. Topics covered include (1) importing images, (2) file size & formats, (3) image size & orientation, (4) selection techniques, layers, retouching, painting, artistic filters. Students are encouraged to bring their own photographs to work on. Prerequisite: Basics of Personal Computers or equivalent knowledge and experience. Instructors: Daytime - Nancy Koenig / Evening – Tyson Josey

#### **COURSE ID: CT 0115**

##### **DAYTIME:**

A: TUE, APR 16 & 23, 8:30 AM – 4:00 PM – 2 DAYS, \$269 + GST; B252

##### **EVENING:**

B: TUE, APR 9 – 30, 6:00 PM – 9:00 PM – 4 EVENINGS, \$269 + GST; B252

### ► Adobe Photoshop CS 5

This Adobe Photoshop CS5 course is designed for students new to Photoshop CS5. The more serious photographer will learn to use the tools to touch up and modify existing photos and create graphics using the higher-end version of Photoshop. Topics include: Photoshop CS5 work area, different selection tools, working with colors, painting and retouching, and using Photoshop layers effectively. Prerequisite: Basics of Personal Computers or equivalent knowledge and experience. Instructor: Darin Clisby

#### **COURSE ID: CT 0138**

##### **EVENING:**

TUE, MAY 7 – 28, 6:00 PM – 9:00 PM – 4 EVENINGS, \$289 + GST; B234

## Digital Design

### ► Introduction to AutoCAD 2013

Designed for the AutoCAD user with little or no experience who wishes to produce high quality, accurate drawings. This course takes you through the basics of the AutoCAD interface and the various ways of using AutoCAD commands. Examples and practice exercises help to build your skills to create drawing entities, apply dimensions, and annotate your drawings. You will learn to organize AutoCAD through the use of layers, blocks and a variety of styles, as well as file maintenance and plotting drawings to paper or electronic format such as PDF. Instructor: Ben Weir

#### **COURSE ID: CT 0200**

##### **EVENING:**

TUE & THUR, FEB 26 – APR 2, 6:30 PM – 9:30 PM (33 HOURS) - 11 CLASSES, \$359 + GST; B204

### ► Mastering Adobe Acrobat Pro X - Create and Modify PDF Files

Even if you've been using Adobe Acrobat, you'll be surprised when you open Adobe Acrobat X! New menus and task panes mean familiar tools have moved to new locations. This course provides students with a comprehensive knowledge of the features of Adobe Acrobat, including creating user friendly forms. Upon completion, students will have the knowledge to efficiently create and edit PDF files. Topics include navigating Acrobat documents, editing PDF documents (text vs. object), PDF security and passwords (master and user passwords), bookmarks, thumbnails, actions, accessibility, redaction, watermarks, creating and editing comments and advanced tips and tricks. Prerequisite: Introduction to MS Office Applications 2007/10 or equivalent knowledge and experience. Instructor: Catharine Richardson

#### **COURSE ID: CT 0145**

##### **DAYTIME:**

FRI, APR 19 & 26, 8:30 AM – 4:00 PM – 2 DAYS, \$289 + GST; B252

**REGISTRATION DEADLINE: FRI, APR 5**

*Hands-on learning - lots of information - didn't know the program had so many features.*  
— former student



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[facebook.com/MHC.ConEd](https://www.facebook.com/MHC.ConEd)

## BUSINESS & LEADERSHIP

### ▶ Reading & Analyzing Financial Statements

You pay all kinds of money to your accountant to prepare annual financial statements for your business, but do you really know how to read them?

This workshop goes through the sections of basic financial statements including balance sheets, income statements and supporting documents to give you a thorough understanding of the information they contain. You will learn how to use common ratios used by lenders and investors to determine the health of your business, as well as ways to thoroughly analyze the information contained in the statements. This will allow you to manage your business through better use of your financial statements. Instructor: Heather Lyon

**COURSE ID: CA 0036**

WED, MAY 22, 8:30 AM – 4:30 PM – 1 DAY, \$279 + GST; F1007  
**REGISTRATION DEADLINE: MAY 16**

### ▶ Advanced Narrative Minute Taking

This half-day course is for people who have taken the Basic Minute Taking course or have some experience in taking minutes. The course will focus on the techniques used in taking minutes using the narrative style and will provide ample opportunity for participants to get practical experience in the process of taking notes, editing for style and content, and proof reading. Instructor: Heather Lyon

**COURSE ID: CA 0037**

THUR, MAY 23, 8:30 AM – 12:00 PM – 1 MORNING, \$145 + GST; F1007  
**REGISTRATION DEADLINE: MAY 16**

**COURSE ID: CA 0039**

**Savings!** Take Advanced Narrative Minute Taking and E-mail Etiquette for only \$269 + GST.

### ▶ E-mail Etiquette

Electronic mailing has become a big part of our lives, at home and at work. People appreciate the ease and convenience with which they can communicate with others, and e-mailing has become the preferred method of communication in many offices. This half-day course is designed to give participants the basics in the proper use of email in business and includes such things as how to correctly format your email messages, correct grammar and punctuation usage and some Dos and Don'ts about email. Instructor: Heather Lyon

**COURSE ID: CA 0038**

THUR, MAY 23, 1:00 PM – 4:30 PM – 1 AFTERNOON, \$145 + GST; F1007  
**REGISTRATION DEADLINE: MAY 16**

### ▶ Get in There! Marketing for Small Business – Marketing Where It Counts

How do you find customers? How do you get them to find you, buy your services and products and then give you positive word-of-mouth?

Learn how to attract the clients you want. Learn the top key factors you need to establish and maintain to gain the trust of your customers. Create those factors that lead to long term mutually beneficial relationships. You want to use your money and resources on marketing techniques that are going to pay off. Create a marketing plan that truly works and is workable for your small business.

This session includes a strategic one hour discussion on implementing and engaging social media in a way that is integral to achieving your marketing goals by an expert in Social Media Marketing techniques. Instructor: Laurel Scharfenberg/Jace Anderson

**COURSE ID: CA 0228**

THUR, JAN 31, 9:15 AM – 4:15 PM – 1 DAY, \$165 + GST; B356  
**REGISTRATION DEADLINE: JAN 24**

### ▶ Marketing your Business on the Internet

Find out how you can affordably market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, an e-commerce expert will show you how search engine optimization (SEO) works and how to track your site's performance using Web analytics. You'll understand how to use online advertising, email marketing, and social media (including blogs) to drive business to your Web site.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
 VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST



### ▶ Managing 'Techies'

Learn how to motivate and direct the computer experts of your organization. 'Techies' can be a tremendous asset to your company but there are different challenges to managing their work methods. Learn how 'Techies' think, and why certain management styles do or don't work. Instructor: Tyler Elkins

**COURSE ID: CA 0032**

SAT, FEB 23, 8:30 AM – 4:30 PM – 1 DAY, \$169 + GST; F1007  
**REGISTRATION DEADLINE: FEB 15**

### ▶ S.O.S. WorkLife Skills Presents: WorkSmart - Working Smarter Not Harder

Get more return on your time and energy. This course will provide you with proven strategies to take control of your time, pre-plan your day, establish work priorities, deal with time wasters, establish, "SMART" goals, and handle interruptions. You will learn numerous time saving tips. Discover how to double your productivity without doubling your stress. Instructor: Laurel Scharfenberg

**COURSE ID: CA 0257**

SAT, JAN 26, 9:15 AM – 4:15 PM – 1 DAY, \$165 + GST; F1007  
**REGISTRATION DEADLINE: JAN 17**

### ► Conflict Resolution for People Who Hate Conflict!

These days, conflict comes at us from every angle: work, personal relationships, family issues, community issues, etc., and it can be very challenging to deal with. We try to cope or we avoid and make it worse. We worry, experience anxiety and it can damage our lives. What we really want is to fix it and we often don't know how. There is a process and a number of skills we can learn to help us effectively and successfully deal with conflict. This process can be used in virtually any situation and, learning about conflict and the process can help us prevent conflict in the future, and reduce our stress now.

Please note: This course has similar content to Conflict Resolution in the Workplace and includes work and non-workplace examples. Instructor: Laurel Scharfenberg

#### **COURSE ID: CA 0223**

TUE, FEB 5, 9:15 AM – 4:15 PM – 1 DAY, \$165 + GST; B356  
REGISTRATION DEADLINE: JAN 29

### ► Discover Yourself! Understanding Yourself and Others

Discover your true self. Identify where and why job / life frustrations and satisfactions come from for you. Uncover and learn how to make the most of your strengths and those you need to be successful. Clearly identify your talents, gifts and skills and find out how to put them to use. Build your self esteem and improve your relationships. Understanding yourself and others is highly rewarding and can help you get on the best path for you. Instructor: Laurel Scharfenberg

#### **COURSE ID: CA 0210**

FRI, FEB 15, 9:15 AM – 4:15 PM – 1 DAY, \$165 + GST; B356  
REGISTRATION DEADLINE: FEB 8

### ► Personality Profiles for Better Work Performance and Success on the Job!

People who are successful at work have developed specific personal behavioural styles to assist them in being successful. People with certain behavioural styles or personality profiles are more successful in certain types of work. You can develop your personal behavioural skills to maximize success on the job. Find out what you or your staff need to do, what to look for and how to bring out the best in people and yourself for more success on the job. Complete a personal profile analysis and learn how to use the results effectively. Instructor: Laurel Scharfenberg

#### **COURSE ID: CA 0207**

WED, MAR 6, 9:15 AM – 4:15 PM – 1 DAY, \$165 + GST; F131  
REGISTRATION DEADLINE: FEB 27

### ► Shiftwork, Safety and Sanity

Explore the impact of shiftwork in this seminar which focuses on performance and safety issues and presents useful activities and approaches for managing your sanity while being productive when scheduled for shiftwork. In this course you will learn to improve sleep quality, manage fatigue, and increase job alertness. Instructor: Laurel Scharfenberg

#### **COURSE ID: WH 0051**

THUR, FEB 28, 9:15 AM – 4:15 PM – 1 DAY, \$349 + GST; B356  
REGISTRATION DEADLINE: FEB 14

### ► Teambuilding for Success!

The "Teamwork" concept – upgraded! Do you know what it really takes for a team to be successful? Most of us have some idea of what teambuilding might include, however; we need to find out which teambuilding actions truly are effective and how to implement them. Find out what high performance teams do to succeed and how to create your own High Performance Team. Learn what a High Performance Team needs to do to achieve that performance on an ongoing basis. Learn what not to do! Find out what makes a team fail and how to avoid that and how to re-generate a team to achieve High Performance. Instructor: Laurel Scharfenberg

#### **COURSE ID: CA 0206**

FRI, MAR 22, 9:15 AM – 4:15 PM – 1 DAY, \$165 + GST; F1007  
REGISTRATION DEADLINE: MAR 14

### ► Mastering Your Time: Time, Information and Productivity Management That Works!

The latest on time management. Are you struggling to get enough done every day? There is always too much to do and not enough time for those important things. Find out how to master your time for peak productivity – get the right things done with less stress. We've done the research for you. Learn tools and skills that work and that can be applied to any part of your life where you want to accomplish the right stuff and get more done every day. Instructor: Laurel Scharfenberg

#### **COURSE ID: CA 0226**

TUE, APR 9, 9:15 AM – 4:15 PM – 1 DAY, \$165 + GST; F1007  
REGISTRATION DEADLINE: MAR 27

### ► Anger Management

There are numerous factors and situations that we encounter daily that can be frustrating and that can lead to us feel angry and hostile. Do you work or associate with someone who is very difficult to get along with, find your expectations not being met, feel that people don't listen, or take their anger out on you? Find out how to reduce anger in these situations and how to turn those angry people and situations into cooperation and win-win. Find out what to do and how to do it. Learn positive techniques for managing anger and hostility and for dealing with those people and situations that push our buttons. The objective of this course is to not only help you manage your anger effectively and to put it to good use, but to manage these situations and to deal successfully with the anger of others and help them manage their anger as well. Instructor: Laurel Scharfenberg

#### **COURSE ID: CA 0227**

TUE, APR 23, 9:15 AM – 4:15 PM – 1 DAY, \$165 + GST; F131  
REGISTRATION DEADLINE: APR 16



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# WHEN YOU'RE READY

## **ADULT BASIC EDUCATION - PREPARE FOR YOUR FUTURE**

If you don't read or write as well as you want, or if you need better skills for your job, Adult Basic Education (ABE) can help. ABE is a great choice for adults who need to work on their basic reading, writing, math, and computer skills to increase their job options or prepare for college and apprenticeship programs.

## **COLLEGE PREPARATION**

College Preparation is a highly flexible group of courses and services designed to help you complete high school courses and establish a positive career path. The opportunities we offer are very unique. You may enter College Preparation to complete the subjects you need to enter other college and degree programs. This program is also a great option if you have dropped out of high school and are looking to make a change in your life or establish a new career.

## **ENGLISH AS A SECOND LANGUAGE**

This program will help you gain the English skills you need to work or learn in Canada. Meet others who have recently come to Canada, make connections with Canadians, and improve your English in a friendly atmosphere.

## **OPEN LEARNING CENTRE**

If you require flexibility while taking upgrading courses, our Open Learning Centre will provide you with an alternative to traditional classroom instruction. Through open learning, you can create a schedule that works for your situation, and still get the support you need.

For more information about these programs and services, please contact the Division of Adult Development at 403.529.3862.



**MEDICINE HAT  
COLLEGE**

[www.mhc.ab.ca](http://www.mhc.ab.ca)



### GED PREPARATION

This course will prepare you to write the GED (General Educational Development) exams. The GED exams are a way to obtain an Alberta Education High School Equivalency Diploma. Instruction will be given in five subject areas: Language Arts (Writing), Language Arts (Reading), Social Studies, Science and Math. This course is suitable for those who are 18 years or older, have a minimum Grade 10 in the last 10 years and need to brush up on their reading, writing and math skills in preparation for sitting the GED exam.

### GED EXAMINATION

People often write the GED to improve their employment opportunities or to qualify for further study. You may register to write the GED exam if you are an Alberta resident, 18 years of age or older, and have been out of school for at least 10 consecutive months.

For more information on the GED Diploma, including upcoming dates and fees, please visit [www.mhc.ab.ca/continuingstudies](http://www.mhc.ab.ca/continuingstudies) or contact Continuing Studies at 403.529.3874.



## Certificate Programs



## Register Early for Your Chance to Win an Apple iPad Mini!

Register by February 15, 2013 in any of the following programs to be eligible to win!

- Program Management Extension Certificate
- Management Seminars for Supervisory Personnel
- Occupational Health & Safety Certificate
- YouGotClass Online Certificates and Courses

\* Only one Apple iPad Mini to be won. Prize must be accepted as awarded.

\*\* The prize will be awarded to the payee upon completion of the program.

PROJECT MANAGEMENT CERTIFICATE

# Information Evening

Thursday, March 6  
6:00 pm – 7:00 pm  
Medicine Hat College, Room F1007

## Project Management Extension Certificate

Offered in Partnership with  
Mount Royal University, Faculty of Continuing Education & Extension



Continuing Education  
and Extension

**NEW!**

**Who should take this program?** For most industries you never start out as a project manager. Instead you must first learn about business processes and gain the experience of completing a project as part of a team. Knowledgeable and skilled project managers are critical to the success of any organization.

In partnership with Mount Royal University, we are delighted to offer this esteemed certificate program, which provides an introductory to this highly employable profession and helps prepare you for the Project Management Professional (PMP®) certification from the Project Management Institute (PMI®).

For more info visit [www.pmi.org](http://www.pmi.org).

### Who Should Enrol?

- » individuals who wish to develop introductory level project management skills and/or who want to pursue a formal role of project management in the workplace
- » employees who are assigned to work on project team(s) and task force(s) for defined projects
- » individuals who want to begin preparing for the Project Management Professional (PMP)® credential in the future

**What you need to know:** Upon successful completion of this program, you will receive a Mount Royal University Certificate. To earn this certificate you must complete six two-day courses (a total of 90 hours) plus the Final Assessment with a minimum of 75% attendance and active participation in each course.

**You may also register in individual courses for general interest.**

### ► Project Management: An Overview

Ensure the success of your next project with this comprehensive course, designed to familiarize you with the overall project management process. Discover how to implement sophisticated project management concepts, techniques and tools. We strongly recommend completion of Project Management: An Overview before registering in the other five classroom courses.

#### COURSE ID: CA 0040

MON & TUE, APR 15 & 16, 8:30 AM – 5:00 PM – 2 DAYS, \$539 + GST; F1007

*Instructor was awesome! Made the course concepts easy & clear to understand. He was fun and had passion. I really enjoyed this course and can now apply this to my job!*

### ▶ Project Management: Integration and Scope

Acquire skills and strategies to coordinate project elements effectively and ensure that your project includes only critical stages and resources. Explore project plan development and execution, initiation, as well as scope planning, verification and change control.

**COURSE ID: CA 0041**

MON & TUE, APR 22 & 23, 8:30 AM – 5:00 PM – 2 DAYS, \$539 + GST; F1007

### ▶ Project Management: Quality

Quality management ensures that the necessary processes are in place to meet project goals. Explore how to integrate quality planning, assurance and control techniques into your projects to ensure their success.

**COURSE ID: CA 0042**

MON & TUE, APR 29 & 30, 8:30 AM – 5:00 PM – 2 DAYS, \$539 + GST; F1007

### ▶ Project Management: Human Resource and Communications

Manage, motivate, organize people and communicate effectively with your team. Acquire proven strategies to maximize staff resources through organizational planning, staff acquisition and team development.

**COURSE ID: CA 0043**

MON & TUE, MAY 6 & 7, 8:30 AM – 5:00 PM – 2 DAYS, \$539 + GST; F1007

### ▶ Project Management: Time and Cost

Ensure the timely completion of your next project while managing project costs. Discuss the defining, sequencing and duration estimating of activities, the developing and control of schedules and resource planning, as well as estimating, budgeting and controlling costs.

**COURSE ID: CA 0044**

MON & TUE, MAY 13 & 14, 8:30 AM – 5:00 PM – 2 DAYS, \$539 + GST; F1007

### ▶ Project Management: Risk and Procurement

Explore the planning of purchases, acquisitions and contracting, requesting seller responses, selecting sellers, contract administration and contract closure. In addition, gain insight into risk identification, performing risk qualification and quantification analysis, risk response planning and risk monitoring and controlling.

**COURSE ID: CA 0045**

MON & TUE, MAY 27 & 28, 8:30 AM – 5:00 PM – 2 DAYS, \$539 + GST; F1007

### ▶ Preparing for the Final Assessment

Are you enrolled in the Project Management Extension Certificate program and preparing to write your Final Assessment Paper? This workshop is designed to provide additional support beyond what is offered in the certificate courses. Work with the instructors who mark the final assessment papers and find out what is required to be successful.

Please bring a copy of the PMBOK® Guide - Fourth Edition (available at MHC Bookstore – approx. \$70+GST) as it will be used extensively.

Students should register for the Final Assessment Paper in the semester immediately following completion of their last course.

**COURSE ID: CA 0046**

WED, MAY 29, 5:30 PM – 8:30 PM – 1 EVENING, \$125 + GST (INCLUDES MATERIALS); F1007

### ▶ Project Management - Final Assessment Paper

Apply the project management principles and practices you have acquired either through the six classroom-based courses or the three online modules to a real-life project. Successful completion of this course is required for you to receive your Project Management Extension Certificate. For more information about the Final Assessment and to register, please contact the Faculty of Continuing Education & Extension, Mount Royal University at 403.440.8937 or toll-free 1.888.392.3655 or check the web at [www.mtroyal.ca](http://www.mtroyal.ca), Continuing Education and follow the links to Project Management Extension Certificate. Students should register for the Final Assessment Paper in the semester immediately following completion of their last course.



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**Information:** 1.866.775.2673 or [conted@mtroyal.ca](mailto:conted@mtroyal.ca) **Registration:** 1.877.287.8001

**MOUNT ROYAL**

[www.mtroyal.ca/conted](http://www.mtroyal.ca/conted)

## Certificate Programs

### Computerized Bookkeeping Certificate

#### Program Overview:

Today's bookkeeping practices have been transformed by the use of computers. More and more businesses are moving away from paper ledger books and journals and are now using computerized bookkeeping software. Certification in Computerized Bookkeeping assures employers that you have successfully completed a program of courses covering traditional bookkeeping techniques plus the computerized Simply Accounting bookkeeping software. Earning a Certificate in Computerized Bookkeeping is a great way to enter the bookkeeping profession or update your skills as a bookkeeper.

#### Who Should Participate:

Love numbers? If so, Bookkeeping may be the career for you! Bookkeepers are responsible for handling the financial records of a company or organization including recording financial transactions, organizing files and maintaining accounting software programs. This program will prepared students for entry level positions in accounts receivable and accounts payable departments, payroll units, income tax firms, and financial services organizations.

#### Participant Benefits:

Bookkeeping is a service that is in demand by corporate and small business, industry and non-profit groups alike. This program will put you in a good position to work as a bookkeeper, either in your own business or for employment in entry-level bookkeeping positions. Positions include Accounting Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Audit Clerk, Billing Clerk, Finance Clerk, Invoice Clerk, Tax Clerk, Tax Return Preparer.

According to the 2011 Alberta Wage and Salary Survey, Albertans in the Accounting Technician occupational group earned a starting wage from \$15.00 to \$37.50 an hour. The average wage was \$24.37 an hour. ([www.alis.alberta.ca/wageinfo](http://www.alis.alberta.ca/wageinfo)).

#### Courses:

With 75% achievement on all required courses a Computerized Bookkeeping Certificate will be earned; otherwise, a Certificate of Participation will be awarded. All classes will have a minimum attendance requirement. Where no prerequisite is identified, individual courses of interest may be taken.

#### To complete a certification program, students must:

- » Register in each course individually
- » Successfully complete the 'certificate exam' or 'challenge exam'.
- » Apply for the certificate upon successful completion of all of the required courses by contacting Maira Devin at 403.529.3874

#### Students must complete the following prescribed courses:

- » Introduction to Bookkeeping
- » Take Charge of your Files and Photos
- » MS Word Level 1A: Fundamentals
- » MS Word Level 1B: Formatting for Clarity
- » MS Excel Level 1A: Fundamentals
- » MS Excel Level 1B: Spreadsheet Solutions
- » MS Excel: Formulas and Functions
- » Simply Accounting 1
- » Simply Accounting 2
- » Simply Reconciliations

### For detailed course information, please refer to Computers and Technology/Bookkeeping

#### ► Introduction to Bookkeeping

##### COURSE ID: CA 0001

##### DAYTIME:

A: THUR, JAN 24 - MAR 28, 9:00 AM - 12:00 PM - 10 MORNINGS, \$289 + GST; B252

##### EVENING:

B: TUE & THUR, JAN 22- FEB 21, 6:00 PM - 9:00 PM - 10 EVENINGS, \$289 + GST; B252

COURSE ID: CT 0071

**SAVINGS!** Take BOTH Introduction to Bookkeeping and Simply Accounting Level 1 for only \$525 + GST.

#### ► Simply Accounting - Level 1

##### COURSE ID: CT 0065

##### DAYTIME:

A: THUR, FEB 28 - MAR 21, 1:00 PM - 4:00 PM - 4 AFTERNOONS, \$289 + GST; B252

B: THUR, APR 25 & MAY 2, 8:30 AM - 4:00 PM - 2 DAYS, \$289 + GST; B252

##### EVENING:

C: THUR, MAR 7 - 28, 6:00 PM - 9:00 PM - 4 EVENINGS, \$289 + GST; B252

D: THUR, MAY 9 - 30, 6:00 PM - 9:00 PM - 4 EVENINGS, \$289 + GST; B252

#### ► Simply Accounting - Level 2

##### COURSE ID: CT 0066

##### DAYTIME:

A: THUR, MAR 28 & APR 4, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$179 + GST; B252

B: THUR, MAY 9, 8:30 AM - 4:00 PM - 1 DAY, \$179 + GST; B252

##### EVENING:

C: THUR, APR 4 & 11, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + GST; B252

D: THUR, JUN 6 & 13, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + GST; B252

COURSE ID: CT 0063

**SAVINGS!** Take BOTH Simply Accounting Level 2 and Simply Reconciliations for only \$250 + GST.

#### ► Simply Reconciliations

##### COURSE ID: CT 0067

##### DAYTIME:

A: THUR, APR 11, 1:00 PM - 4:00 PM - 3 HOURS, \$99 + GST; B252

B: THUR, MAY 16, 9:00 AM - 12:00 PM - 3 HOURS, \$99 + GST; B252

##### EVENING:

C: THUR, APR 18, 6:00 PM - 9:00 PM - 1 EVENING, \$99 + GST; B252



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## Management Seminars For Supervisory Personnel

### foundations for Management Excellence

**Program Overview:** We live in an environment where the only constant is change. Accepting and dealing effectively with the many changes in assignments and projects is simply a part of life. The way in which managers supervise and coach their employees under these conditions will significantly affect their performance and job satisfaction. These seminars focus on people, work, communication, motivation and teamwork.

**Who Should Participate:** Suitable for those currently working in supervisory positions and aiming to produce better results in their performance; employees aspiring to move to a supervisor or management position; and Diploma recipients or current program students in business, retail or administration.

#### Participant Benefits

- » Identify and use the necessary tools to make the most of interpersonal interactions.
- » Be able to discuss problems and challenges with others, and take advantage of the opportunities that lie ahead.
- » Reduce the potential for misunderstanding and miscommunication.
- » Increase your level of job satisfaction.
- » Define roles, objectives, responsibilities and assignments.

**Courses:** Although participants may take individual courses of interest, this program is designed to be taken as a complete series of five offerings.

**SAVINGS!** Take all 5 sessions for \$995 + GST

#### ► Management Foundations

- » People make the significant difference
- » The principle of the slight edge
- » Understanding the individual
- » A new approach to motivation
- » Job enrichment
- » Re-engineering management

#### COURSE ID: CA 0101

WEDNESDAY, MARCH 6, 9:00 AM - 4:00 PM, \$249 + GST; F1006/F1007

#### ► The Challenge of Leadership

- » Managerial styles
- » Your leadership profile
- » Which kind of leadership is best?
- » What makes an effective leader?
- » Improving your leadership ability

#### COURSE ID: CA 0102

WEDNESDAY, MARCH 13, 9:00 AM - 4:00 PM, \$249 + GST; F1006/F1007

#### ► Managing for Results

- » How to set clear goals
- » How to develop people
- » How to intervene positively
- » How to keep performance and resources on track

#### COURSE ID: CA 0103

WEDNESDAY, MARCH 20, 9:00 AM - 4:00 PM, \$249 + GST; F1006/F1007

#### ► Effective Communications

- » Communications and the leadership process
- » Communications breakdown
- » Giving and receiving instructions
- » Ten commandments for effective listening
- » Upward, downward and lateral communication
- » Communication foundations for team building and effective decision making

#### COURSE ID: CA 0104

WEDNESDAY, MARCH 27, 9:00 AM - 4:00 PM, \$249 + GST; F1006/F1007

#### ► Supervising People: Special Techniques

- » Maintaining effective discipline
- » Handling complaints and preventing grievances
- » Delegating
- » Introducing the new employee to the job
- » Making the job easier to learn and to teach
- » The win/win agreement

#### COURSE ID: CA 0105

WEDNESDAY, APRIL 3, 9:00 AM - 4:00 PM, \$249 + GST; F1006/F1007

*Allowed me as a manager to understand my style and to challenge myself to work on different styles. Great ideas for improving my managing skills.*

—Cathy Barnes



Wally Evdokimoff is a facilitator and management consultant to private industry, business and government. He is a specialist in organizational behaviour and teaches seminars in management, supervision, leadership, motivation, communications and teambuilding. In the public sector, he facilitates workshops on Agenda Building, Mission Statement Development, Board/Staff Relations, Consensus Building and Strategic Planning.

## Certificate Programs

# CERTIFICATES IN HEALTH CARE

### ► Medical Terminology

By studying rules, word roots, prefixes, suffixes and combining forms, students will be able to build, use and spell medical words related to body systems and organization. Students learn anatomical, physiological and pathological terms and develop a solid foundation for medical terms related to the biology and language of each specific body system studied. Instructor: Jami Osadczuk, RN, BN.

**Successful completion of Medical Terminology is a prerequisite to entering the Medical Office Assistant and Hospital Unit Clerk certificate programs. NOTE: The 'Medical Terminology' course offered through ed2go is not an acceptable prerequisite to the Medical Office Assistant Certificate or Health Unit Clerk Certificate.**

#### COURSE ID: CA 0005

A: CLASSES: TUE, JAN 22 - APR 9, 7:15 PM - 10:15 PM - 42 HOURS, \$595 + GST; F1007  
 \*EXAMS: MIDTERM: THUR, FEB 28 AND FINAL EXAM: THUR, APR 11  
 B: REQUIRED TEXTBOOK - MEDICAL TERMINOLOGY SYSTEMS (6TH EDITION),  
 AUTHOR: BARBARA A. GYLYS & MARY ELLEN WEDDING, \$75 + GST  
**REGISTRATION DEADLINE: JAN 22**

*Learned valuable knowledge that would be useful on the job and in real life. All concepts clearly defined.*

—Jaide Sanderson

## Medical Office Assistant Certificate

The Medical Office Assistant program prepares graduates to work in the fast-paced field of health professionals and perform administration duties in a medical agency. Graduates may find work in medical offices and clinics, hospitals, health and chiropractic centres, insurance agencies, and private businesses. Duties can include: front desk reception, making patient/client appointments, preparing charts, record keeping, Alberta Health Care billing, basic medical transcription and working with different departments within hospitals. An in-depth foundation in medical terminology provides a base for working in the medical field.

Medical Assistants demonstrate the following characteristics:

- » the ability to maintain patient confidentiality
- » excellent oral and written communication skills
- » good organizational and time management skills
- » strong computer skills and confidence in operating other office equipment
- » the ability to maintain accuracy while multi-tasking or working under pressure
- » a mature attitude toward the human body, wellness and disease processes
- » the ability to follow directions closely and accurately

- » the ability to establish a professional rapport with and instill confidence in patients
- » the ability to deal effectively with the difficult behaviours sometimes exhibited by people in distress
- » the ability to work independently or as part of a team.

According to the 2011 Alberta Wage and Salary Survey, Albertans in the Medical Secretaries occupational group earned a starting wage from \$16.63 to \$30.03 an hour. The average wage was \$22.50 an hour. ([www.alis.alberta.ca/wageinfo](http://www.alis.alberta.ca/wageinfo)).

### Certification

To earn the Medical Office Assistant Certificate, students must achieve a grade of 75% on each of the required courses. All classes will have a minimum attendance requirement and class participation and presentation will be graded.

Upon successful completion of the required courses, students must apply for the certificate by contacting Maira Devin at 403.529.3874.

### ► Procedures and Ethics for the Medical Office

This course focuses on learning the skills necessary to be a vital and important part of the medical office. Topics covered include: proper telephone etiquette, communicating with patients and physicians, organizational skills, records management, and appointment scheduling, Alberta Health Care billing, WCB claims, transcribing/typing of medical letters, and understanding confidentiality within the medical field. Instructor: Betty Szondi has been employed as a Medical Office Assistant for over 20 years. Prerequisite: Medical Terminology.

To ensure that course materials are available on the first night of class, please register no later than 3 business days prior to course commencement.

#### COURSE ID: CA 0006

A: TUE & THUR, JAN 29 - MAR 7, 6:30 PM - 9:30 PM - 6 WEEKS, \$495 + GST; B301 (JAN 29- FEB 7); B241 (FEB 12-MAR 7)  
 B: TUE & THUR, APR 16 - MAY 23, 6:30 PM - 9:30 PM - 6 WEEKS, \$495 + GST; B301 (APR 16-25); B241 (APR 30-MAY 23)

### ► Keyboarding/Skillbuilding I

Student self-directed study: [www.typingweb.com](http://www.typingweb.com). After an initial assessment, students practice to master the touch typing technique and improve speed and accuracy on timed writings. Proof of typing a minimum of 30 wpm with 90% accuracy is required to pass this course and earn the Certificate.

### ► Introduction to Microsoft Office Applications 2010

For upcoming dates and times see Computers & Technology. Students who feel they have the prerequisite computer skills, may challenge the exam for Introduction to Microsoft Office Applications 2010. For exam dates, see Computers & Technology, page 3.

### ► Standard First Aid with Level C CPR

Standard First Aid courses are ongoing. Please refer to Workplace Health & Safety section for dates and times. NOTE: The Standard First Aid course must be successfully completed before the Medical Office Assistant Certificate will be awarded.

## What is the difference between the Medical Office Assistant and the Hospital Unit Clerk programs?

The Hospital Unit Clerk is prepared to work in a hospital setting. The program includes skills in processing medical orders, operating hospital information system software, and general skills for a hospital nursing unit. Some health regions will specify that a Hospital Unit Clerk Certificate is a job requirement. However, Hospital Unit Clerk graduates have transferable skills that enable them to find employment in other health settings.

The Medical Office Assistant is prepared to work in a medical or private office or clinic. The program includes training in specific clinical skills for the medical office or clinic, basic financial skills, medical billing, and the use of health care software for medical offices or clinics.

There are several courses that are identical in the two programs. If a student completes one of the programs, and wishes to gain a Certificate in the other, the student can apply for transfer credit for these identical courses.

## Hospital Unit Clerk Certificate

### Program Overview

This program is suitable for those who wish to gain an entry level position working in a fast-paced medical environment including hospitals, long-term care facilities and a variety of other health related institutional settings. Unit Clerks play a vital role in hospital nursing units by managing the coordination of activity and information so the needs of the medical staff, patients and families are met in an effective manner. Our program prepares you for this position with classroom instruction as well as a preceptored work experience in a hospital setting with working unit clerks.

Unit clerks demonstrate the following characteristics:

- » excellent oral and written communication skills
- » good organizational and time management skills
- » high level of computer literacy and keyboarding skills
- » enjoy working with people and have a desire to help those in need
- » the ability to work efficiently despite frequent interruptions
- » emotional maturity and the ability to handle stress
- » the ability to maintain patient confidentiality
- » good interpersonal skills especially the ability to deal effectively with difficult behaviours sometimes exhibited by people in distress.
- » value teamwork

According to the 2011 Alberta Wage and Salary Survey, Albertans in the Medical Secretaries occupational group earned a starting wage from \$16.63 to \$30.03 an hour. The average wage was \$22.50 an hour. ([www.alis.alberta.ca/wageinfo](http://www.alis.alberta.ca/wageinfo)).

### Admission Requirements

ELA 10 OR Successful completion of the General Equivalency Development test (GED) with a standard score of 520 in Language Arts: Reading and Writing and 450 in Math

**Other Requirements:** Applicants are advised that they will be required to provide a current Criminal Record Check (CRC) before entering the practicum experience component of the program. The existence of a Criminal Record may affect practicum placement, program completion and employment prospects. Immunization records (status must be up-to-date prior to the practicum placements).

**Certification:** To earn the Hospital Unit Clerk Certificate, students must achieve a grade of 75% on each of the required courses. All classes will have a minimum attendance requirement and class participation and presentation will be graded. Students must successfully complete the preceptored work experience in order to graduate.

Upon successful completion of the required courses, students must apply for the certificate by contacting Maira Devin at 403.529.3874.

### ► Exploring the Role of the Hospital Unit Clerk

**Prerequisite:** Medical Terminology. This program provides a practical introduction to topics ranging from hospital administration and the role of a Unit Clerk, review of medical terminology and common abbreviations, processing medical orders, recording information on requisition forms, consent forms, chart forms and computerized systems, processing medication and dietary orders, communication, time and stress management skills. Instructor: Jaclyn Sehn.

**Practicum Experience Requirements:** To experience first-hand the pace, role and duties of a Unit Clerk, students will be required to participate in a preceptored work experience at the Medicine Hat Regional Hospital. Placements may be on weekday, weekend and evening shifts and be a minimum of 120 scheduled hours. Successful completion of the practicum component is required to earn the Certificate.

### COURSE ID: CA 0010

MON & WED, JAN 14 – MAR 27 (NO CLASSES FEB 18 & 20), 6:30 PM - 9:30 PM - 10 WEEKS, \$795 + GST; B371

TO ENSURE THAT COURSE MATERIALS ARE AVAILABLE ON THE FIRST NIGHT OF CLASS, PLEASE REGISTER NO LATER THAN 3 BUSINESS DAYS PRIOR TO COURSE COMMENCEMENT.

### ► Keyboarding/Skillbuilding I

Student self-directed study: [www.typingweb.com](http://www.typingweb.com). After an initial assessment, students practice to master the touch typing technique and improve speed and accuracy on timed writings. Proof of typing a minimum of 30 wpm with 90% accuracy is required to pass this course and earn the Certificate.

### ► Introduction to Microsoft Office Applications 2010

For upcoming dates and times see Computers & Technology. Students who feel they have the prerequisite computer skills, may challenge the exam for Introduction to Microsoft Office Applications 2010. For exam dates, see Computers & Technology, page 3.

### ► Standard First Aid with Level C CPR

Standard First Aid courses are ongoing. Please refer to Workplace Health & Safety section for dates and times. NOTE: The Standard First Aid course must be successfully completed before the Hospital Unit Clerk Certificate will be awarded.

## Certificate Programs



All classes are held at:

**Community Futures Entre-Corp**  
 #202, 556 – 4th Street SE  
 2nd Floor (Servus Credit Union Bank Building)  
 Medicine Hat, AB T1A 0K8  
 Phone: 403-528-2824

## NEW Classes and Bundle Pricing!

Save more by taking multiple courses!

\*Classes can still be purchased individually.

### Business Start-Up Certificate

Complete the following 7 courses to earn your Certificate in Business Start Up:

- » Be Your Own Boss
- » Preparing a Business Plan
- » Business & Market Research
- » GST/Payroll Calculations
- » Bookkeeping 101
- » Financial Forecasting
- » Conversations in Social Media

COURSE ID: CA 0311

**SAVINGS!** Take all 7 courses for just \$775 + GST

## Information Night

EVERYONE WELCOME

Plan to attend this FREE info night and gain a clear understanding of how these courses will enhance your business skills and set you on the path to self employment. Registration required by calling 403-528-2824. Host: Corrie Stolz

**Wednesday, January 26, 6:00 pm – 9:00 pm**  
 Off Campus at Community Futures Entre-Corp  
 #202, 556 – 4th Street SE  
 2nd Floor of the Servus Credit Union Bank Building)

COURSE ID: CA 0312

**SAVINGS!** - Bundle #1. Take All 3  
 Courses for only \$329 + GST

#### ► Be Your Own Boss - What is starting a business really like?

Includes: Entrepreneurial Characteristics and E-Types, consequences to going into Business, 10 Keys to success, pre-requisites for business, starting new vs. an existing, Sole Proprietorship vs. partnership vs. incorporations, the need for a business plan, the 4 C's of lending, and a checklist review for business start up. Facilitator: Jenn Bader

COURSE ID: CA 0301

A: MON, JAN 28 & FEB 4, 6:00 PM – 9:00 PM – 2 EVENINGS, \$49 + GST

B: MON, APR 8 & 15, 6:00 PM – 9:00 PM – 2 EVENINGS, \$49 + GST

OFF CAMPUS: COMMUNITY FUTURES ENTRE-CORP

#### ► Preparing a Business Plan - What do I need to know?

This class reviews a complete business plan outline that includes: the executive summary, products & services description, industry and market research, operational planning, management structures, competition and financial forecasts. Learn all the important details necessary to begin writing your own business plan with confidence. Facilitator: Corrie Stolz

COURSE ID: CA 0305

THUR, FEB 7 – 28 (NO CLASS FEB 21), 6:00 PM – 9:00 PM – 3 EVENINGS, \$129 + GST

OFF CAMPUS: COMMUNITY FUTURES ENTRE-CORP

#### ► Business & Market Research - Why is this so important?

Market research is the toughest research to gather, and also the most important information in determining your business's chance for success. This class will teach you how to conduct Market Research using step by step tools, survey research, analyze your target market (customers or clients) by specific categories, understand market segmentation types and strategies, the client life cycle, understand how to really know your customer, and customer profiling. The better research you can gather, the more you can stand out from your competition and increase your chance for success. Facilitator: Corrie Stolz

COURSE ID: CA 0306

THUR, APR 4 – 25, 6:00 PM – 9:00 PM – 4 EVENINGS, \$169 + GST

OFF CAMPUS: COMMUNITY FUTURES ENTRE-CORP



**SAVINGS!** - Bundle #2. Take All 3  
Courses for only \$329 + GST

COURSE ID: CA 0313

► **GST/Payroll Calculations**

This is a practical course that covers the how to's that you need to know. Learn the GST rules and regulations, complete a sample GST return, and how to organize your business. Also learn how to calculate Payroll (wkly/bi-wkly/semi-mthly/mthly), CPP, EI Premiums, ROE's, T4 Slips & T4 Summary's and Employment Standards. Class offers practical hands on training with exercises. Facilitator: Bryan Petersen

**COURSE ID: CA 0300**

TUE, MAR 5 & 12, 6:00 PM – 9:00 PM – 2 EVENINGS, \$89 + GST

**OFF CAMPUS:** COMMUNITY FUTURES ENTRE-CORP

► **Bookkeeping 101**

Learn all the steps of bookkeeping to properly manage your books in your small business. You will learn: debit & credit entries, understanding financial statements (Balance Sheet, Income Statement), Assets, Liabilities, Equity, Expenses, and Revenues, bookkeeping terms, transactions & bank reconciliation's, journal entries, general ledger entries, and chart of accounts. This four week series will use a sample business with exercises to learn the full bookkeeping process. (NOTE: recommended prior to taking any software BK programs. Contact Entre-Corp for information on QuickBooks training). Facilitator: Bryan Petersen

**COURSE ID: CA 0304**

TUE, JAN 22 – FEB 12, 6:00 PM – 9:00 PM – 4 EVENINGS, \$169 + GST

**OFF CAMPUS:** COMMUNITY FUTURES ENTRE-CORP

► **Financial Forecasting**

The most important thing to know in business is know where your money is going and when it's coming in. This is known as cash flow. This class uses an excel template to estimate and track your (incoming) sales and (outgoing) expenses. Increase the chance of your business' success with this one simple tool; learn how to determine sales in your business, offer extended credit (30, 60, 90 + days), and learn some tips to a positive cash flow. Template will be provided; however you will need a flash drive for this course. Facilitator: Bryan Petersen

**COURSE ID: CA 0302**

TUE, MAY 7 & 14, 6:00 PM – 9:00 PM – 2 EVENINGS, \$89 + GST

**OFF CAMPUS:** COMMUNITY FUTURES ENTRE-CORP

► **Conversations in Social Media**

What is social media and is it right for my business? This course will cover the background and fundamental info of this topic, marketing defined, advantages and sales explored, return on investment, Social Media Myths, Social Media spectrum (blogging, FB, Twitter, Linked In, Google+, four Square, U-tube, flicker, Pinterest and more), Best practices of Social Media Implementation, advanced techniques, how do you start or next steps. Possible set up instruction of FB, Twitter and Linked In. Facilitator: Jace Anderson

**COURSE ID: CA 0309**

MON, TUE & WED, FEB 25, 26 & 27, 6:00 PM – 9:00 PM – 3 EVENINGS, \$129 + GST

**OFF CAMPUS:** COMMUNITY FUTURES ENTRE-CORP

**Professional Selling Certificate Program**

\*Earn a Certificate in Professional Sales by completing the entire 6-week series

The sales industry today requires competent sales professionals and managers who are able to use their skills effectively in all aspects of the sales process. Gain the practical skills and confidence you need in prospecting new business, understanding the clients' needs and, most importantly, closing the sale. Be a top selling sales person in your field by participating in this 6-week Professional Sales course.

Learn essential components of professional sales, including relationship development, product, customer and presentation strategies.

Manage your sales activities proactively by developing a comprehensive professional sales plan. Discover how self-management tools such as creating a personal vision, setting and achieving goals, effective time management, networking and prospecting can lead to sales success.

Professional selling 6-week series consists of:

- » The Selling Profession
- » The Selling Approach
- » Prepare To Be Successful
- » Marketing For Sales People
- » Selling Skills
- » Selling Basics

**COURSE ID: CA 0315**

WED, MAR 13 – APR 17, 6:00 PM – 9:00 PM – 6 EVENINGS, \$295 + GST

**OFF CAMPUS:** COMMUNITY FUTURES ENTRE-CORP

Attend a free  
**Information Night**

Be inspired to take this certificate course to begin a career in sales or grow your current sales career. Learn to be a TOP SELLER, and earn more money! Facilitator: Corrie Stolz

Wednesday, January 23, 6:00 pm – 9:00 pm  
Off Campus at Community Futures Entre-Corp  
#202, 556 – 4th Street SE (2nd Floor, Servus Credit Union)

## Certificate Programs



### ► Gel Nail Certification Level 1

This class is designed for anyone who aspires to become a nail technician with no prior experience in the industry for Medicine Hat and Area.

The course is approximately 25 hours of required student commitment running over 3 consecutive Fridays in-class and 25 hours of practical and homework.

Upon successful completion (70% overall passing grade), new technicians...

- » WILL have a greater understanding of proper application techniques, the importance of sanitization, disinfection & safety in the salon, also touch on the basics of marketing and managing your business.
- » WILL have learned this new skill in a positive, encouraging and semi private atmosphere.
- » WILL be awarded a worldwide recognized Nail Technician Certificate.
- » WILL have outstanding products to prepare them for a successful and rewarding nail career

Please visit [www.deliciousnails.com](http://www.deliciousnails.com) or call 403-529-2232 to register or for more information. Class sizes are small so seating is limited. This program fills quickly so don't delay. Reservations are based on a first come first served basis with a non refundable deposit.

*Gel Nails are not just a service;  
Gel Nails are a philosophy.....*

Diane Meier, Nubar Certified Educator, Akzentz Certified Educator, Just Nailz Educator, Wholesale Distributor for Just Nailz Calgary.

## Conferences A WIN-WIN SITUATION!



Consider the benefits of hosting your next meeting or seminar in an educational environment - one that's full of energy and committed to lifelong learning. Add complete event management services, a central location, and a variety of rooms to accommodate any function, and you have an ideal setting to stimulate your participants to their full potential.

It's a win-win situation for you and your guests when you host your event or seminar at Medicine Hat College.

**Medicine Hat Campus**    **Brooks Campus**  
**403.529.3875**            **403.362.1675**

## Did you know?

The Medicine Hat College Continuing Studies department can provide professional development and workplace training to help you stay competitive in today's changing marketplace.

We provide workplace training solutions for business and industry. We can design and deliver training to meet your particular needs. For more information, please contact Shannan Hurlbut at **403-529-3849** or [shurlbut@mhc.ab.ca](mailto:shurlbut@mhc.ab.ca).

## Academic Transitions

### ► GED Examination

Medicine Hat College is one of many General Educational Development (GED) testing centres in Alberta. People often write the GED to improve their employment opportunities or to qualify for further study. It is best to check with your employer or with the educational institution you plan to attend to find out if they will accept the GED.

#### Eligibility Criteria

You may register to write the GED exam if you are an Alberta resident, 18 years of age or older, and have been out of school for at least 10 consecutive months.

#### Notice of Change

The applicant understands that scores earned on the current 2002 series of GED tests cannot be combined with scores from the upcoming new series that is tentatively scheduled to be released in January, 2015. The applicant also understands that to earn a GED credential based on the current (2002) series, The applicant must write and pass all five content area tests prior to the launch, or will need to take the entire 2015 series test battery to earn a GED test credential after December, 2014.

#### To Apply to Write the GED Test

Students must complete a GED Test Application Form and submit no later than 2 weeks prior to test date. All students must obtain their Alberta Student Number if they previously attended elementary or high school in Alberta. If students do not know their Alberta Student Number, or never had one, they can acquire an Alberta Student Number from the following website: <http://education.alberta.ca/students/asn.aspx>. The GED Application Form is available on the website or by calling 403-529-3874.

Test Dates at MHC & Registration Deadlines – please check in 15 minutes prior to writing exam:

#### **COURSE ID: CA 0511**

C: FRI & SAT, FEB 8 & 9, FRI: 4:15 PM – 8:30 PM / SAT: 8:15 AM – 12:30 PM, \$165;  
ACADEMIC RESOURCE CENTRE, 3RD FLOOR, ROOM B312

#### **REGISTRATION DEADLINE: JAN 13**

D: SAT, APR 20, 8:15 AM – 5:30 PM, \$165;  
ACADEMIC RESOURCE CENTRE, 3RD FLOOR, ROOM B312

#### **REGISTRATION DEADLINE: APR 6**

E: FRI & SAT, MAY 31 & JUN 1, FRI: 4:15 PM – 8:30 PM / SAT: 8:15 AM – 12:30 PM, \$165;  
ACADEMIC RESOURCE CENTRE, 3RD FLOOR, ROOM B312


#### **REGISTRATION DEADLINE: MAY 17**

Maximum: 12 - Fees are non-refundable and non-transferable.

Subject rewrites are available for a \$145 fee, regardless of the number of tests you need to rewrite. A completed application form must also be submitted to Continuing Studies for all rewrites.

For more information on the GED exams, please check the website or call Continuing Studies at 403-529-3874.

### ► GED Preparation

This course will prepare you to write the GED (General Educational Development) exams. 

The GED exams are a way to obtain an Alberta Education High School Equivalency Diploma. Instruction will be given in five subject areas: Language Arts (Writing), Language Arts (Reading), Social Studies, Science and Math. This course is suitable for those who have a minimum Grade 10 in the last 10 years and need to brush up on their reading, writing and math skills in preparation for sitting the GED exam. The GED is widely accepted by businesses and organizations as a substitute credential for a high school diploma. Additional upgrading of high school courses may be required for students entering post-secondary programs.

Required Materials: Barron's GED Canada Textbook and Casio FX-260 Solar Calculator, available from MHC College Bookstore.

#### **COURSE ID: CA 0510**

#### **ALL SUBJECT AREAS**

TUE & THUR, JAN 29 – APR 4 (NO CLASSES FEB 19 & 21), 6:30 PM – 9:30 PM, \$395 + GST; B316

#### **COURSE ID: CA 0513**

#### **TUESDAYS ONLY (MATH & SCIENCE)**

A: TUE, JAN 29 – APR 2 (NO CLASS FEB 19), 6:30 PM – 9:30 PM, \$249 + GST; B316

#### **THURSDAYS ONLY (ENGLISH & SOCIAL STUDIES)**

B: THUR, JAN 31 – APR 4 (NO CLASS FEB 21), 6:30 PM – 9:30 PM, \$249 + GST; B316

## Computer Lab Rentals

*Do you require computer lab space to offer a company training session, professional development seminar or other training not currently being offered?*

### Look no further than Continuing Studies, MHC

Whether you wish to use our instructors or your own, we can create a solution that will meet your exact training needs.

We offer:

- State of the art computer and network technology
- A highly flexible training environment
- High Speed internet connections
- Comfortable learning atmosphere
- On-site technical assistance and orientation services
- Complete catering services
- Reasonable rates

**For further details or bookings, contact Shannan at 403-529-3849 or [shurlbut@mhc.ab.ca](mailto:shurlbut@mhc.ab.ca).**

## ONLINE CERTIFICATES AND COURSES



### The Learning Resource Network

#### Certificates:

- » Business Coaching Certificate
- » Business Research Certificate – NEW
- » Certificate in Customer Service
- » eMarketing Essentials Certificate
- » Social Media For Business Certificate
- » Video Marketing Certificate
- » Certified Webinar Planner
- » Supervisory & Leadership Certificate
- » Managing Telework Certificate
- » Mobile Marketing Certificate – NEW
- » Certificate in Online Teaching – NEW
- » Certificate in Teaching Adults

#### Individual Courses:

- » Management Boot Camp
- » Successful Survey Techniques
- » Using Personality Profiles for Better Work Performance
- » Recruiting and Retaining Gen X and Gen Y
- » Program Evaluation for Nonprofit Professionals
- » Revenue Generation for Non Profits
- » Advanced Website Strategies
- » Facebook for Business
- » Google Analytics
- » Twitter
- » Dementia Care

For detailed course information and to register, please visit [www.yougotclass.org/catalog.cfm/MHC](http://www.yougotclass.org/catalog.cfm/MHC)

#### What to expect in the online classroom,

- » listen to audio lectures,
- » view slides,
- » even take an optional quiz to test yourself.
- » Discussion and Questions. Then post written comments in the online discussion with your fellow participants and the instructor. Your instructor logs on once a day to answer questions and join in on the discussion.
- » Readings. Many courses have online readings of up to 20 pages a week.
- » Participate any time of day or night. The ideal is to go online 2-3 times a week, but you decide.

#### Technical requirements:

- » Internet access with Internet Explorer; Firefox; or Safari web browser.
- » Audio software such as Windows Media, Real, Quicktime, or Flash.
- » Speakers to listen to audio.

## Business Coaching Certificate

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. It has benefits for the employer and employee. Develop skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees' performance and create the working environment that your employees will find truly rewarding. Building on Coaching and Mentoring in the Workplace Course I, C/M II take a further in-depth look at variables involved in employee support. Additionally, in this course you will develop skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Critical analysis and improvement of your programs alongside group dynamics and innovative strategies will also be examined in terms of coaching and mentoring programs. This course offers the much-awaited toolkit you have been searching for to improve your employees' performance and create the working environment that your employees will find truly rewarding.

Two-month course.

#### COURSE ID: ON 0043

A: START DATE: FEB 4 – MAR 29

B: START DATE: APR 1 – MAY 31

C: START DATE: JUN 3 – JUL 26

ONLINE, \$295 + GST

## Business Research Certificate

Discover the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision making for your work organization. Get the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making.

**NEW!**

#### Section 1: Introduction to Business Research

Business Research will provide the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision making. It will also provide the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making. The course is broad based and provides a strong foundation for meeting business research needs.

#### Section 2: Business Statistics

Numbers are vitally important to all types of business decision-making. From budget projections to inventory tracking, business leaders rely on numbers to help them make sound business decisions.

How can you make these numbers meaningful to you in your day-to-day planning and decision-making? Learn how to apply and interpret numbers in real-world business ideas in our business statistics course.

### Section 3: Qualitative Business Research

Words are powerful information sources for sound business decisions. As a business leader, you talk to others when you have a question or need to solve a business problem. They provide a richness of information that numbers alone cannot.

How can you effectively harness the power of words when you have a need to know something? Learn how to use qualitative methods (information in words) to make the best possible business decisions in our course.

#### **COURSE ID: ON 0017**

A: START DATE: FEB 4 – APR 26  
B: START DATE: APR 1 – JUN 28  
C: START DATE: JUN 3 – AUG 30  
ONLINE, \$495 + GST

## Certificate in Customer Service

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success.

Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else.

Two one-month courses. Available separately or as a certificate.

#### **COURSE ID: ON 0049**

A: START DATE: FEB 4 – MAR 29  
B: START DATE: APR 1 – MAY 31  
C: START DATE: JUN 3 – JUL 26  
ONLINE, \$245 + GST

### ► Keys to Customer Service

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous.

One month course

#### **COURSE ID: ON 0050**

A: START DATE: FEB 4 – MAR 1  
B: START DATE: APR 1 – 26  
C: START DATE: JUN 3 – 28  
ONLINE, \$145 + GST

### ► Extraordinary Customer Service

Transform your customer service into something extraordinary. As a result, more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You'll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success.

One month course

#### **COURSE ID: ON 0035**

A: START DATE: MAR 4 – 29  
B: START DATE: MAY 6 – 31  
C: START DATE: JUL 1 – 26  
ONLINE, \$145 + GST

## eMarketing Essentials Certificate

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.

Three one month courses; separate or as a certificate.

#### **COURSE ID: ON 0021**

A: START DATE: FEB 4 – APR 26  
B: START DATE: APR 1 – JUN 28  
C: START DATE: JUN 3 – AUG 30  
ONLINE, \$495 + GST

### ► Improving Email Promotions

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well.

One month online course

#### **COURSE ID: ON 0022**

A: START DATE: FEB 4 – MAR 1  
B: START DATE: APR 1 – 26  
C: START DATE: JUN 3 – 28  
ONLINE, \$195 + GST

## Online Courses

### ► Boosting Your Web Site Traffic

Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

One month online course

#### **COURSE ID: ON 0023**

A: START DATE: MAR 4 – 29  
B: START DATE: MAY 6 – 31  
C: START DATE: JUL 1 – 26  
ONLINE, \$195 + GST

### ► Online Advertising

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

One month online course

#### **COURSE ID: ON 0024**

A: START DATE: APR 1 – 26  
B: START DATE: JUN 3 – 28  
C: START DATE: AUG 5 – 30  
ONLINE, \$195 + GST

## Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks.

Three one-month courses; separate or as a certificate.

#### **COURSE ID: ON 0025**

A: START DATE: FEB 4 – APR 26  
B: START DATE: APR 1 – JUN 28  
C: START DATE: JUN 3 – AUG 30  
ONLINE, \$495 + GST

### ► Introduction to Social Media

Get involved in the move from in-person to online communication. Learn what social networks are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. For anyone interested in social networks. Your instructor is a nationally known speaker, consultant and trainer on social networks and social media.

One month course

#### **COURSE ID: ON 0026**

A: START DATE: FEB 4 – MAR 1  
B: START DATE: APR 1 – 26  
C: START DATE: JUN 3 – 28  
ONLINE, \$195 + GST

### ► Marketing Using Social Media

Develop a two-way communication and marketing strategy for your organization using social networks. Let your instructor guide you in exploring major social networks, including Twitter, LinkedIn, and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You'll find out the advantages and disadvantages of each, and learn what's right for your work and kind of organization. Your instructor is a director of marketing for a national association, and writes and speaks on the topic.

One month course

#### **COURSE ID: ON 0027**

A: START DATE: MAR 4 – 29  
B: START DATE: MAY 6 – 31  
C: START DATE: JUL 1 – 26  
ONLINE, \$195 + GST

### ► Integrating Social Media in Your Organization

Take away a practical strategy and techniques for implementing social networks for your organization or business. Learn how to create your own private social network using Ning, work socially using Google Docs and calendars, and move your web site to an interactive Web 2.0 site. Then your instructor will help you choose which social network tools are right for your situation, and then integrate them into your web site to develop a social networking strategy for your organization. Find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.

One month course

#### **COURSE ID: ON 0028**

A: START DATE: APR 1 – 26  
B: START DATE: JUN 3 – 28  
C: START DATE: AUG 5 – 30  
ONLINE, \$195 + GST

## Video Marketing Certificate

Two one-month courses; separate or as a certificate.

### COURSE ID: ON 0010

A: START DATE: FEB 4 – MAR 29

B: START DATE: APR 1 – MAY 31

C: START DATE: JUN 3 – JUL 26

ONLINE, \$395 + GST

#### ▶ Video Marketing

Sight, sound and motion are much more compelling than static words on a page. Video is very hypnotic and it quickly speeds up the “know, like and trust” factor with your audience. In this course you will discover how to use simple online video to quickly bond with your viewer, drive traffic to your website, boost business and build brand awareness. Find out how to shoot simple, effective videos without costly fancy equipment or savvy technical skills. Discover the secrets to creating content that commands attention. Learn how to dominate Google and YouTube with your video and to strategically use YouTube to market your business 24/7 -- even while you sleep.

One-month course

### COURSE ID: ON 0011

A: START DATE: FEB 4 – MAR 1

B: START DATE: APR 1 – 26

C: START DATE: JUN 3 – 28

ONLINE, \$245 + GST

#### ▶ YouTube for Business

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization.

One month course

### COURSE ID: ON 0042

A: START DATE: MAR 4 – 29

B: START DATE: MAY 6 – 31

C: START DATE: JUL 1 – 26

ONLINE, \$245 + GST



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@MHC\_CS

## Certified Webinar Planner

Finally, you can acquire the best professional development in virtual meeting planning. Plus get the option of being recognized for your knowledge by becoming a Certified Virtual Meeting Planner (CVP). Virtual meetings are distance seminars and education featuring audio, slides and video in a synchronous format. They include webinars, webcasts, video casts, two-way web cams, and other audio and video formats. Discover the various synchronous distance meeting formats available and learn about the technology of producing distance meetings. Then get the best instructional techniques on the design and teaching of effective distance or virtual meetings. Lastly, acquire the virtual meeting planning skills involved in budgeting, pricing, and marketing virtual meetings.

10-week online course with 3 sections and certification exam for CVP designation.

### Section 1: Webinar Technology

Discover the various synchronous distance meeting formats available and learn about the technology of producing distance meetings. Get introduced to synchronous learning technologies. Then learn about the technology used to produce webinars, webcasts, video streaming and webcams. Acquire the knowledge to work with vendors and get started in setting up your system. After the course, you know about virtual meeting technology and will be able to work with a vendor to set up your own virtual meetings.

### Section 2: Keys to Effective Design of Webinars

Come learn how to make virtual meetings work for you and your organization. Explore the different learning formats for virtual meetings that are available. Learn how to design a virtual meeting that will work with your clients/members. Acquire the skills to train instructors on how to lead a virtual meeting. Take home the presentation techniques that best work with a virtual meeting. And be able to provide expert experience and perspective to those presenting and participating in your virtual meetings. At the end of this course, you will have the keys to the effective design and instruction of virtual meetings.

### Section 3: Managing Webinars

Discover the keys to success in planning, researching, budgeting, pricing, and marketing virtual meetings. You'll take home the most advanced, comprehensive practical how-to information on program planning and marketing available. Find out the best timeline for planning and marketing webinars, how to do needs assessments and surveys that actually work, how to budget your costs, how to price your webinars, and the most effective ways to promote them. Get information not available anywhere else.

### COURSE ID: ON 0053

START DATE: FEB 11 – APR 19

ONLINE, \$795 + GST

## Online Courses

### Supervisory & Leadership Certificate

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately.

**COURSE ID: ON 0029**

A: START DATE: FEB 4 - MAR 29  
 B: START DATE: APR 1 - MAY 24  
 C: START DATE: JUN 3 - JUL 26  
 ONLINE, \$395 + GST

### Managing Telework Certificate

Get the best professional development in managing telework. Then boost your productivity and your organization's bottom line. For telecommuters, prospective telecommuters, those supervising telecommuters, decision makers, trainers, HR professionals, and anyone interested in telecommuting. Teleworkers will position themselves for success by knowing the essential elements for managing themselves from a distance. Supervisors will learn the critical differences in supervising teleworkers and how to structure supervision for success. Discover the keys to making telecommuting a success for you and your organization. Then learn the essentials of supervision critical for both telecommuters and management. Take home the core management practices to supervise telecommuters for a win-win for both employees and your organization.

Two one-month courses; Keys to Telecommuting Success and Supervising Telecommuters.

**COURSE ID: ON 0014**

A: START DATE: FEB 4 - MAR 29  
 B: START DATE: APR 1 - MAY 31  
 C: START DATE: JUN 3 - JUL 26  
 ONLINE, \$395 + GST

#### ► Keys to Telecommuting Success

Telecommuting is becoming the "mainstay of corporate America," according to a recent MSNBC story. Telecommuters are 25% more productive than people who work in an office, meaning your company is more profitable. Come discover the keys to making telecommuting a success for you and your organization. For those new to telecommuting and those already working from home, get advanced how-to tips not available anywhere else from experienced teleworkers with more than 12 years' experience working from home. This course includes a 100-page guide to telecommuting.

One-month course

**COURSE ID: ON 0015**

A: START DATE: FEB 4 - MAR 1  
 B: START DATE: APR 1 - 26  
 C: START DATE: JUN 3 - 28  
 ONLINE, \$195 + GST

#### ► Supervising Telecommuters

You can supervise people from a distance better than people working down the hall from you in an office. But you have to supervise telecommuters differently than office workers. Telecommuters boost your organization's profitability, productivity, financial stability, competitiveness and efficiency. Plus you can recruit the best people regardless of where they live. Tour a model virtual office. Then take away the 4 core management practices to supervise telecommuters for a win-win for both your employees and management. After attending, you will have the knowledge necessary to successfully supervise telecommuters.

One month course

**COURSE ID: ON 0016**

A: START DATE: MAR 4 - 29  
 B: START DATE: MAY 6 - 31  
 C: START DATE: JUL 1 - 26  
 ONLINE, \$245 + GST

### Mobile Marketing Certificate

The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones.



Then get step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms.

Finally, get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign.

**COURSE ID: ON 0055**

A: START DATE: FEB 4 - APR 26  
 B: START DATE: APR 1 - JUN 28  
 C: START DATE: JUN 3 - AUG 30  
 ONLINE, \$595 + GST

#### ► Mobile Marketing

More than half of U.S. consumers who've made purchases on their smartphones have done so in response to mobile marketing messages. Smartphones' sales will exceed 420 million in 2011. Analysts forecast these sales will surpass 1 billion by the end of 2016. The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones.



**COURSE ID: ON 0056**

A: START DATE: FEB 4 - MAR 1  
 B: START DATE: APR 1 - 26  
 C: START DATE: JUN 3 - 28  
 ONLINE, \$195 + GST

### ▶ Creating Cell Phone Apps for your Business

(non-technical course)

Cell phone apps are the latest way smart businesses are reaching their customers. Smart organizations are investing in building cell phone apps for their businesses. We will provide you with step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. The course is ideal for business owners and executives who want to understand how smartphone applications can be inexpensively built, and also for technical users who want to understand how to quickly deploy smartphone applications.

#### **COURSE ID: ON 0057**

A: START DATE: MAR 4 – 29  
B: START DATE: MAY 6 – 31  
C: START DATE: JUL 1 – 26  
ONLINE, \$245 + GST

### ▶ Advanced Mobile Marketing

Come get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign. Learn how to promote your app on the web, build a landing page for your app, and advanced tracking of your application usage. Then take home a blueprint for creating guidelines and standards for your mobile marketing effort, and how to measure its success. You will leave this course with the knowledge to implement a mobile marketing plan for your organization.

#### **COURSE ID: ON 0058**

A: START DATE: APR 1 – 26  
B: START DATE: JUN 3 – 28  
C: START DATE: AUG 5 – 30  
ONLINE, \$245 + GST

## Certificate in Online Teaching

For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online.

From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching.

Certificate in Online Teaching, three one-week courses; \$495 + gst for all 3 courses or available separately for \$195 + gst, including books; take the courses in any order you choose.

#### **COURSE ID: ON 0060**

A: START DATE: FEB 11 – APR 19  
B: START DATE: MAY 13 – AUG 30  
ONLINE, \$495 + GST

### ▶ Designing Online Instruction

Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more.

Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources and design guidelines.

Discuss the phases of design and development and models, motivating student-student interaction, and managing interaction. Get the latest information on copyright issues, assessment and evaluation.

Your instructor is co-author of the book Faculty Guide to Moving Teaching and Learning to the Web. Online, one week, includes book

#### **COURSE ID: ON 0061**

A: START DATE: FEB 11 – 15  
**REGISTRATION DEADLINE: FEB 4**  
B: START DATE: MAY 13 – 17  
**REGISTRATION DEADLINE: MAY 6**  
ONLINE, \$195 + GST

### ▶ Building Online Communities in Cyberspace

In the online classroom it is the relationships and interactions among people through which knowledge is primarily generated. Come learn how to do it with the foremost authorities and authors of the popular book by the same title. Acquire a new understanding of redefining community in cyberspace. Find out the importance of a learning community. Learn about dialogue as inquiry, negotiating discussion guidelines, and intergroup and other forms of collaboration. Online, one week, includes book

#### **COURSE ID: ON 0062**

A: START DATE: MAR 11 – 15  
**REGISTRATION DEADLINE: MAR 4**  
B: START DATE: JUL 15 – 19  
FEE: \$195 + GST  
**REGISTRATION DEADLINE: JUL 8**  
ONLINE, \$195 + GST

### ▶ Advanced Teaching Online

In the 21st century, half of all learning will be online. The opportunities are tremendous for teaching online. Discover how to plan, develop and teach an online course. Take home a ten step model for developing your online course. Experience one of the most advanced online classrooms for teachers. Learn how to create online audio lectures with slide shows. Find out how self quizzes enhance learning.

See an animation, drop-and-drop exercise, and dynamite welcome pages. Engage in online discussion with other teachers. An instructor's book, Advanced Teaching Online, is included.

#### **COURSE ID: ON 0063**

A: START DATE: APR 15 – 19  
**REGISTRATION DEADLINE: APR 8**  
B: START DATE: AUG 26 – 30  
**REGISTRATION DEADLINE: AUG 19**  
ONLINE, \$195 + GST

## Online Courses

### Certificate in Teaching Adults

This is your invitation to teach others in-person and join in one of the more important functions in life - passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you. We will give you both the fundamental and advanced information to improve your teaching. Your lead instructor is author of *How to Teach Adults*, the best-selling book on the subject. The ebook version is included in the course.

One two-month online course; only sold as a certificate.

**COURSE ID: ON 0054**

START DATE: FEB 4 – MAR 29, ONLINE, \$295 + GST

#### ► Management Boot Camp

Enhance your management skills through this course for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness through use of the DiSC personality profile (included). By the end of the course we will have you managing like a pro - quickly and with confidence.

**COURSE ID: ON 0018**

A: START DATE: MAR 4 – 29  
 B: START DATE: MAY 6 – 31  
 C: START DATE: JUL 1 – 26  
 ONLINE, \$295 + GST

#### ► Successful Survey Techniques

Your customers hold the key to your organization's success. Getting to know your customers better means lower costs and better results, including higher retention, more customer satisfaction, more returning customers. Surveys are one of the best ways to find out what your customers want, and how they want it. But too many surveys ask the wrong people the wrong questions. Discover who to survey, what questions to ask, and the key to getting a higher response to your surveys. This hard-hitting practical course will yield a huge ROI for your organization. Whether you need to analyze profitability, satisfaction, service or all three, this course will generate thousands of dollars in increased sales, greater efficiency, or more effectiveness. We guarantee it (or your money back)! Course includes a personal FREE critique of one of your surveys!

One month course

**COURSE ID: ON 0040**

A: START DATE: MAR 4 – 29  
 B: START DATE: MAY 6 – 31  
 C: START DATE: JUN 3 – 28  
 ONLINE, \$395 + GST

#### ► Using Personality Profiles for Better Work Performance



Understanding yourself and others will increase your overall effectiveness at work, home, and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don't share your same style. Course fee includes your own DiSC Behavioral Personality Profile assessment and review.

One month course

**COURSE ID: ON 0051**

A: START DATE: MAR 4 – 29  
 B: START DATE: MAY 6 – 31  
 C: START DATE: JUL 1 – 26  
 ONLINE, \$295 + GST

#### ► Recruiting and Retaining Gen X and Gen Y

Generation X balances work and friends and family. Generation Y, the largest generation in human history, has never known a time when there was not a World Wide Web. They each have very different work styles than the Baby Boomer generation. Get an understanding of both Gen X and Gen Y from an expert who programs and markets to Gen Y. Discover what motivates them at work, what incentives they respond to, and what messages they value. Then take home practical, how-to tips and techniques for recruiting and retaining Generation X and Gen Y workers.

**COURSE ID: ON 0048**

A: START DATE: FEB 4 – MAR 1  
 B: START DATE: APR 1 – 26  
 C: START DATE: JUN 3 – 28  
 ONLINE, \$175 + GST

Courses for Nonprofits

#### ► Program Evaluation for Nonprofit Professionals



Enhance your understanding of program evaluation within the nonprofit context. Find out how to improve your evaluation planning, data collection, data analysis and data use. Special attention will be paid to the real-world challenges that organizations may face when conducting evaluation, including staff time, costs and reporting evaluation results to funders. By the close of the course, you will have a complete program logic model and evaluation plan ready for implementation.

One-month course

**COURSE ID: ON 0007**

A: START DATE: FEB 4 – MAR 1  
 B: START DATE: APR 1 – 26  
 C: START DATE: JUN 3 – 28  
 ONLINE, \$245 + GST

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### ► Revenue Generation for Nonprofits

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Build revenue streams for your non-profit organization. They are essential not only to keep your doors open but also to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20% that generates 80% of your revenue. These are basic concepts that will yield greater results. After taking this course you will have the knowledge to improve your revenue generation and generate a better surplus.

One-month course

#### **COURSE ID: ON 0008**

A: START DATE: FEB 4 – MAR 29  
 B: START DATE: APR 1 – MAY 24  
 C: START DATE: JUN 3 – JUL 26  
 ONLINE, \$495 + GST

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### ► Advanced Website Strategies

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You have a website, but why will your customers want to come back or buy something or take action? Do you really know who you are selling to? Do you know what you want to say to them? Do you know how you want to say it? Discover ways to identify who your ideal audience is. Learn how to create content that is engaging and purposeful. Find out what you want to say to them. Explore where you want to say it. And finally, find out how you want to say it. In one month you will be better equipped to create your own content marketing strategy and create a content-rich website that exceeds the needs of your visitors.

One-month course

#### **COURSE ID: ON 0044**

A: START DATE: MAR 4 – 29  
 B: START DATE: MAY 6 – 31  
 C: START DATE: JUL 1 – 26  
 ONLINE, \$195 + GST

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### ► Facebook for Business: Advanced Skills for Businesses and Organizations

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Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a Page on Facebook and have some basic knowledge of the platform.

One month course

#### **COURSE ID: ON 0038**

A: START DATE: MAR 4 – 29  
 B: START DATE: MAY 6 – 31  
 C: START DATE: JUL 1 – 26  
 ONLINE, \$245 + GST

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### ► Google Analytics

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If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leverage more success from their website.

One month course

#### **COURSE ID: ON 0009**

A: START DATE: MAR 4 – 29  
 B: START DATE: MAY 6 – 31  
 C: START DATE: JUL 1 – 26  
 ONLINE, \$195 + GST

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### ► Twitter

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Twitter is a hot social media platform these days – and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers – and discover the best ways to create relationships and network with your key constituents. You will find out the best – and easiest – techniques for successful interactions in the Twitterverse.

#### **COURSE ID: ON 0041**

A: START DATE: MAR 4 – 29  
 B: START DATE: MAY 6 – 31  
 C: START DATE: JUL 1 – 26  
 ONLINE, \$195 + GST

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### ► Dementia Care Specialist

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As baby boomers age, the 21st century workforce is challenged to care for an exponentially growing population of persons with dementia. This course provides essential knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting persons with dementia. Nearly all disciplines benefit from expertise in Dementia Care Specialists, as do families of persons with dementia. Come away with increased knowledge in how to care for persons with dementia. Expertise in this growing area of human services also enhances your resume.

One two-month course

#### **COURSE ID: ON 0012**

A: START DATE: FEB 4 – MAR 29  
 B: START DATE: APR 1 – MAY 24  
 C: START DATE: JUN 3 – JUL 26  
 ONLINE, \$495 + GST

## TRADES & INDUSTRY

### ► Cross Connection Control Testers Specialist Certification

Cross Connection Control is a systemic approach used to protect our drinking water from pollution and contamination. Potential backflow situations in our drinking water systems can create dangerous health hazards. This course covers a comprehensive description and hands-on testing of the backflow prevention devices used to protect our drinking water. Topics include: causes of backflow, terms and definitions relating to cross connection control, selection of backflow prevention devices, determining hazard classification, maintenance of devices and approved testing procedures. This course is designed for plumbers, pipefitters, sprinkler fitters, and those who are involved in the installation and maintenance of back flow prevention devices. Others who work in the drinking water industry may find this program useful for their job or position. Instructor: Danny Wilson is one of MHC's Plumbing instructors who has been involved in Cross Connection Control instruction and testing for over 20 years. He is an active member of the Western Canada Section AWWA Cross Connection Control Committee.

Training Credit: 3.0 CEUs

All participants must bring a calculator to class. Max:10 participants, Min: 6 participants.

The written and practical exams will be held on the last day of classes.

#### **COURSE ID: TT 0200**

A: SAT - TUE, AUG 17 - 20  
8:00 AM - 12:00 PM & 12:30 PM - 5:00 PM - 4 DAYS (34 HOURS), \$895 + GST (EXAM FEE INCLUDED IN TUITION); PLUMBING LAB T159/158

#### **REGISTRATION DEADLINE: AUG 12**

B: REQUIRED TEXTBOOK, CANADIAN NATIONAL CROSS CONNECTION CONTROL MANUAL 2011; \$80 + GST

### ► Cross Connection Control Testers Specialist Certification - REFRESHER

Refresher students must have a current (2011) set of Cross Connection Control Test Procedures from the Western Canada Section AWWA (call 1-877-283-2003 for more information). The Cross Connection Control Tester Specialist Certificate must be renewed every 5 years. All students must bring a calculator to class. The written and practical exams will be held on the last day of classes.

#### **COURSE ID: TT 0201**

SAT - TUE, AUG 17 - 20  
SAT - MON: 12:30 PM - 5:00 PM / TUE: 8:00 AM - 12:00 PM & 12:30 PM - 5:00 PM, \$465 + GST (EXAM FEE INCLUDED IN TUITION); PLUMBING LAB T159/158

#### **REGISTRATION DEADLINE: AUG 12**

*Extremely well organized, presented, discussed and reviewed.*

—Ryan Robinson

### ► B-Pressure Welding-Uphill

This course consists of preparing a Journeyman Welder for challenging the B-Pressure Qualification Test. Students will prepare and weld on 6 Schedule 80 pipe in the 5G & 2G positions. At the end of the course the student may challenge the official Alberta B-Pressure Performance Qualification Test (if eligible). Journeyman or B-Pressure welders wanting to prepare for a job test may also be interested in honing their skills. Max: 8 participants. Prerequisite: Journeyman Welding Certificate. A minimum of 5 students are required to deliver this course. Instructors: Jason Bonogofsky / Cal Aasman

#### **COURSE ID: TT 0020**

MON & THUR, MAR 25 - APR 25, 6:00 PM - 9:00 PM - 30 HOURS, \$795 + GST; T135  
**REGISTRATION DEADLINE: MAR 20**

### ► Basic Welding & Cutting Processes

Become familiar with the most common welding and cutting jobs that can be done successfully and safely. Gain some independence and learn about basic maintenance you can perform yourself at home, on the farm, or on the job. This course will expose students to a variety of welding processes, including Oxyacetylene Welding (OAW), Shielded Metal Arc Welding (SMAW), and Gas Metal Arc Welding (GMAW). You will be introduced to theoretical practices and practical use of the various processes in a safe manner. Coveralls or denim clothing, safety footwear, welding gloves and safety glasses are required on the first evening (not supplied).

#### **COURSE ID: TT 0001**

VISIT [WWW.MHC.AB.CA/CONTINUING-STUDIES](http://WWW.MHC.AB.CA/CONTINUING-STUDIES) FOR UPCOMING DATES AND TIMES.

### ► "TIG" Welding – Gas Tungsten Arc Welding

This course trains individuals in the use of the GTAW process. The students will weld different metals in different positions. Some theory and safety included. Coveralls or denim clothing, safety footwear, TIG gloves and safety glasses are required on the first evening (not supplied). Instructor: Rick Ackerman.

#### **COURSE ID: TT 0017**

TUES & THUR, FEB 5 - 28, 6:00 PM - 9:00 PM - 24 HOURS, \$575 + GST; T124

### ► Basic "MIG" Welding – Gas Metal Arc Welding

This course trains individuals in the use and maintenance of the GMAW processes (MIG, solid and flux cored wire). The students will weld on steel, in different positions. Some theory and safety included. Coveralls or denim clothing, safety footwear, welding gloves and safety glasses are required on the first evening (not supplied). Instructor: Rick Ackerman.

#### **COURSE ID: TT 0010**

TUES & THUR, APR 2 - 25, 6:00 PM - 9:00 PM - 24 HOURS, \$575 + GST; T124

### ► Creative Ironwork

Whether you're a beginner or a backyard pro, learn about safety and the basic theory of MIG welding and much more in this creative ironwork class. Learn to make curls, swirls, circles and squares, and bend and cut with a torch. Fine tune your MIG welding skills while you make a project or two! Create your own unique pieces that are practical or decorative for your garden or home. Bring your ideas! A variety of steel is provided but you may bring material if you so choose. A long-sleeved denim shirt and leather boots are required – gloves and safety glasses are provided. Students are encouraged to bring a bag lunch for our "brainstorm lunch breaks!" Instructor: Jill Timushka is a graduate of the Medicine Hat College Welding Apprenticeship program. She currently works locally as a B-pressure welder and runs her own ornamental ironwork business in Medicine Hat. Max: 8 participants

#### COURSE ID: AC 0072

A: SAT & SUN, FEB 16 & 17, 8:30 AM – 12:00 PM & 1:00 PM – 4:00 PM, \$179 + GST; T135  
B: SAT & SUN, MAR 23 & 24, 8:30 AM – 12:00 PM & 1:00 PM – 4:00 PM, \$179 + GST; T135

### ► Refrigerant Handling Certificate

Based on Environment Canada's "Code of Practice for Reducing CFC Emissions in Refrigeration and Air Conditioning Systems," this environmental awareness training course deals with the proper handling of CFC/HCFC/HFC's and will prepare participants for complying with Provincial and Federal regulations covering refrigeration and air conditioning systems. Specific topics covered are: CFC's and the ozone layer; isolation valving; recommended components; leak detection methods; system charging procedures; special maintenance provisions; refrigerant recover, reuse, recycle and reclamation equipment. The training is suitable for all personnel handling CFC's in residential, commercial, industrial, domestic, automotive and mobile applications. NOTE: Work on refrigeration/evacuating systems must be performed by a certified Journeyman. Participants who attend this one day course and successfully achieve a mark of 75% or better on the exam will receive certification in the form of an Ozone Depleting Substances (ODS) card. Fee includes course manual. Instructor: Dennis Beaudoin.

#### COURSE ID: TT 0040

SAT, APR 20, 9:00 AM – 4:00 PM, \$210 + GST; PLUMBING LAB, T158

*Increased my knowledge on CFC & Ozone Depleting Materials.*

*—former student*

### ► Introduction to Hydronic Heating Installations

This course is designed to identify some of the basic principles related to Hydronic Heating Systems (Hot Water Heating). Some of the topics covered are at an entry level so installers and wholesalers are able to gain information to become more functional when practicing installation and design.

- » Introduce basic concepts of heat loss
- » Understand various characteristics of different boilers
- » Correctly interpret manufacturer's instructions
- » Identify and arrange boiler trim
- » Identify various piping systems
- » Identify basic types of heat emission systems

This course is certified by the Canadian Hydronics Council. Course fee includes materials from the Canadian Institute of Plumbing and Heating. Certified Instructors: Scott Stickel and Rob Stroh, Medicine Hat College Trades Faculty

#### COURSE ID: TT 0205

VISIT [WWW.MHC.AB.CA/CONTINUING-STUDIES](http://WWW.MHC.AB.CA/CONTINUING-STUDIES) FOR UPCOMING DATES AND TIMES. If you are interested in this session, please call 403.529.3874 to add your name to the waiting list.

### ► Master Electrician

Attention: Journeyman Electricians!

The emphasis of this course will be on correct interpretation and application of the Canadian electrical Code and Alberta Regulations. Regulations of Occupational Health and Safety, the Workers Compensation Board and Alberta Apprenticeship and Industry Training will also be addressed. If you have been a Journeyman Electrician for three years, you qualify to write the Master Electrician Exam. This course will help you to prepare. The exam is optional and will be held on the last day of the course (a fee of \$105.00 applies). Note: Please bring a current edition of the Canadian Electrical Code book and a calculator. Prerequisite: Alberta Electrician Certificate of Proficiency. Instructor: Sean White.

#### COURSE ID: TT 0210

WED & SAT, MAR 24 - MAY 4 (NO CLASS MAR 30), WED 6:00 PM - 9:00 PM/SAT 9:00 AM - 4:00 PM, \$895 + GST; T261

### ► Pre-Employment Trades Programs

Pre-Employment Trades programs cover the same material as the first year period Apprenticeship program, but also include many additional hours of hands-on practice and safety training. Students do not have to be employed / indentured before they start their training. Students who successfully complete the program will have skills equivalent to a First Year Trades Apprentice and will be eligible to write the Alberta Apprenticeship and Industry Training First Year Period Exam for the Trade. These programs are designed to help individuals become more marketable when seeking employment in the Trades. Students will gain the entry-level skills they need to give them a better chance of getting hired and becoming indentured as Apprentices. These programs are ideal for those looking for a new career or a career change. Alberta Works Grant Funding is available to eligible students.

SPRING 2013: MON - THURS, MAR 27 - JUN 20, 8:00 AM – 4:30 PM

**REGISTRATION DEADLINE: FEBRUARY 15, 2013**

#### PRE-EMPLOYMENT ELECTRICAL – MEDICINE HAT CAMPUS

\$4550 + GST, BOOKS/MATERIALS: \$550 + GST (APPROX.), AIT EXAM: \$150

#### PRE-EMPLOYMENT WELDING – BROOKS CAMPUS

\$4995 + GST, BOOKS/MATERIALS: \$550 + GST (APPROX.), AIT EXAM: \$150

## Trades & Industry

### ► DIY Plumbing

Don't want to call the repairman - again? Confronted with countless plumbing problems? Build your confidence and knowledge of unclogging fixtures, faucet repairs, and basic soldering. Maximum: 8 participants. Instructor: Rob Stroh

**COURSE ID: DY 0060**

TUE & THUR, FEB 5, 7 & 12, 6:30 PM - 9:30 PM - 3 EVENINGS, \$129 + GST; T158/159

### ► Electrical Wiring for Homeowners

Gain hands-on experience to learn simple electrical wiring and be able to tackle home electrical projects! Find out how to obtain a homeowner's electrical permit, and learn basic electrical terms, important code rules, and the mistakes that happen far too often. These common blunders can be a safety hazard, and can ultimately cause electrical fires. Get the know-how to stay safe and save yourself time and money. Maximum: 8 participants. Instructor: Joe Grove

**COURSE ID: DY 0059**

MON & WED, APR 8, 10 & 15, 6:00 PM - 9:00 PM - 3 EVENINGS, \$129 + GST; T265/T129

### ► DIY Basic Framing

Need more storage space in your backyard or somewhere on your property? Learn to construct your own storage area in only four evenings. Go through all the stages of building: platform, walls, rafters, and roofing. Maximum: 8 participants. Instructor: Paul Schaan

**COURSE ID: DY 0061**

TUE & THUR, MAY 14, 16, 21 & 23, 6:30 PM - 9:30 PM - 4 EVENINGS, \$159 + GST; T129/T209

**COURSE ID: DY 0066**

**SAVINGS!** Take BOTH DIY Basic Framing and  
DIY Basic Drywalling for only \$285 + GST

### ► DIY Basic Drywalling

Are you a do-it-yourselfer but have never attempted drywalling? Have a home reno project that needs to get done? Take this class and learn how to do it yourself! Installing drywall is not a mysterious or difficult process. With the right tools and a bit of guidance, almost anyone with a degree of precision and patience can learn the techniques: how to get started, how to hang it, how to mud it, how to tape it, and more. Maximum: 8 participants. Instructor: Andy Cullen

**COURSE ID: DY 0062**

TUE & THUR, MAY 28, 30 & JUN 4, 6:30 PM - 9:30 PM - 3 EVENINGS, \$149 + GST; T129/T209



## Pre-Employment Electrical

MAIN CAMPUS

March 27 - June 20, 2013

Full-Time, Monday-Thursday

8:00 - 4:30

**Application Deadline: February 15th**

**Tuition: \$4550 + GST**

**Books/Materials: \$550 + GST**

Government funding is available for this program for eligible candidates. Funding will take 6 - 8 weeks to process. Application deadline February 1, 2013.

For more information about

Pre-Employment Trades Programs contact:

**Shannan Hurlbut, Medicine Hat – 403.529.3849**

**Kristi Liboiron, Brooks – 403.362.1675**

## Did you know?

The Medicine Hat College Continuing Studies department can provide trades and technical training to help you stay competitive in today's changing marketplace.

We provide workplace training solutions for business and industry. We can design and deliver training to meet your particular needs. For more information, please contact Shannan Hurlbut at **403-529-3849** or [shurlbut@mhc.ab.ca](mailto:shurlbut@mhc.ab.ca).

## INDUSTRIAL SAFETY TRAINING - ENFORM

### Oil and Gas Safety Training



#### ► Wellsite Supervision - SARA

##### Safety Management and Regulatory

This revised course is three days in length and has been designed to ensure wellsite supervisors and prime contractors are aware of their responsibilities and roles with respect to Health and Safety at the wellsite. Responsibilities for health and safety legislation, health and safety program elements, supervisor's role, hazard identification, risk assessment and control, inspections, incident investigation, emergency response and leadership skills will be covered. Key legislated rules and industry practices for Alberta, British Columbia and Saskatchewan will be discussed and are summarized in an index with references to assist the wellsite supervisor / prime contractor. Upon successful completion of the written examination conducted on the last day of the course, students will receive a Certificate of Completion from ENFORM, valid for three years. Max: 25 participants.

##### COURSE ID: WH 0080

A: MON - WED, MAR 4 - 6, 8:30 AM - 4:30 PM - 3 DAYS, \$775 + GST; B356  
 B: MON - WED, APR 22 - 24, 8:30 AM - 4:30 PM - 3 DAYS, \$775 + GST; B356  
 C: MON - WED, MAY 13 - 15, 8:30 AM - 4:30 PM - 3 DAYS, \$775 + GST; B356  
 D: MON - WED, OCT 21 - 23, 8:30 AM - 4:30 PM - 3 DAYS, \$775 + GST; B356  
 E: MON - WED, NOV 18 - 20, 8:30 AM - 4:30 PM - 3 DAYS, \$775 + GST; B356

#### ► Wellsite Supervision Refresher - SARR

##### Safety Management and Regulatory

This refresher course is designed to ensure wellsite supervisors and prime contractors maintain a high level of awareness of their responsibilities and roles with respect to safety management and regulatory compliance at the wellsite. This refresher will emphasize regulatory changes and key industry issues from the preceding three years. Upon successful completion of a written examination (passing grade of 70% or better), students will receive a new certificate from ENFORM, valid for three years. Prerequisite: A valid Certificate in Safety Management and Regulatory Awareness for Wellsite Supervision (SARA). Participants registering for SARR after their ticket expiry date must receive prior approval from ENFORM (403-516-8000)

This course is now available online at [www.enform.ca](http://www.enform.ca)

#### ► Well Service Blowout Prevention (WSBOP)

This four-day course is aimed at the service rig operators, service rig managers, wellsite supervisors, field foremen, production foremen and production engineers involved in well killing operations on the service rig. Topics covered include: Sources and magnitude of pressures, causes of kicks, BOP equipment, kick warning signs, crew positions and duties, well shut-in procedures, well killing procedures, calculations and government regulations. Upon successful completion of the Well Service Blowout Prevention examination, the candidate will be issued the required Well Service Blowout Prevention certificate, valid for five years. Bring a calculator to class.

##### COURSE ID: WH 0085

A: MON - THUR, MAR 18 - 21, 8:30 AM - 4:30 PM - 4 DAYS, \$835 + GST; B356  
 B: MON - THUR, APR 29 - MAY 2, 8:30 AM - 4:30 PM - 4 DAYS, \$835 + GST; B356  
 C: MON - THUR, MAY 6 - 9, 8:30 AM - 4:30 PM - 4 DAYS, \$835 + GST; B356  
 D: MON - THUR, OCT 7 - 10, 8:30 AM - 4:30 PM - 4 DAYS, \$835 + GST; B356  
 E: MON - THUR, NOV 25 - 28, 8:30 AM - 4:30 PM - 4 DAYS, \$835 + GST; B356

#### ► Coiled Tubing Well Servicing Blowout Prevention (CTWSBOP)

This one-day course is designed for the coiled tubing operator and the wellsite supervisors who would be involved in well control operations while using coiled tubing for well servicing. Course topics include CT equipment, CT tools and accessories, CT BOPs, wellhead equipment, flowback systems and well control responses. Pre-requisites: A valid Well Service Blowout Prevention Certificate or in conjunction with a Well Service Blowout Prevention course. Note: The Coiled Tubing Certificate will expire the same date as the individuals Well Service Blowout Prevention Certificate and will be subject to the same renewal requirements.

##### COURSE ID: WH 0086

A: FRI, MAR 22, 8:30 AM - 4:30 PM - 1 DAY, \$420 + GST; B356  
 B: FRI, MAY 3, 8:30 AM - 4:30 PM - 1 DAY, \$420 + GST; B356  
 C: FRI, MAY 10, 8:30 AM - 4:30 PM - 1 DAY, \$420 + GST; B356  
 D: FRI, OCT 11, 8:30 AM - 4:30 PM - 1 DAY, \$420 + GST; B356  
 E: FRI, NOV 29, 8:30 AM - 4:30 PM - 1 DAY, \$420 + GST; B356

#### ► CAODC Service Rig Competency Assessors

This program has been developed for the well servicing division of the Canadian Association of Oilwell Drilling Contractors (CAODC). The goal of this program is to provide field superintendents and rig managers with guidelines for completing a competency assessment of a floorhand, derrickman or driller. Topics covered include competence, responsibilities of the assessor, and performing successful assessments. Prerequisites: The CAODC Service Rig Assessors Committee has set the following requirements for becoming an assessor:

- » Must be currently employed with a service rig contractor
- » Must be at the level of field superintendent or rig manager
- » Must complete this one-day Service Rig Competency Assessors Program
- » Must submit at least one assessment every three years

##### COURSE ID: WH 0087

SAT, MAY 4, 8:30 AM - 4:30 PM - 1 DAY, \$330 + GST; F1008

**NEW!**

# OCCUPATIONAL HEALTH & SAFETY

## University of Alberta Certificate Program



UNIVERSITY OF  
**ALBERTA**

FACULTY OF EXTENSION

Medicine Hat College is proud to offer students the opportunity to complete the University of Alberta's Occupational Health & Safety Certificate Courses on a part-time basis. Individual courses are open to anyone and, for most courses, anyone with the interest to study can register, irrespective of previous educational experience.

For complete details of the Certificate Program and information, please visit our website at [www.mhc.ab.ca/continuingstudies](http://www.mhc.ab.ca/continuingstudies) or phone 403-529-3849 or via email at: [shurlbut@mhc.ab.ca](mailto:shurlbut@mhc.ab.ca).



## Free Information Session

Monday, January 10  
6:00pm–7:00pm  
Medicine Hat College, Room F1007

### Learn More About the Program - Everyone Welcome

- » Learn how you can create a culture of safety.
- » Great information for potential students and their employers.
- » Your career awaits you!



The following courses may be taken individually for general interest or professional development.

#### ▶ Common Text for All OHS Classes

The common textbook required for most, if not all, classes is the most current version of the OHS Act, Regulation and Code: 2009. It will be assumed by instructors of all classes that students have access to a copy of this text. The text is available for purchase at Registration.

#### COURSE ID: WH 0049

TEXTBOOK – ACT, REG & CODE; \$35 + GST

#### ▶ Organizational Behaviour

(Core Course) Explores the theory and practice of the organization in three major parts: the organizational environment, the organizational structure, and the behavior of groups and individuals within an organization. Topics will include the social role of managers, organizational structure, individual perception, motivation, decision making and leadership, communication, teamwork, and stress in the work place. Instructors: Miranda Davies/Zal Phiroz

#### COURSE ID: WH 0045

##### IN CLASS SESSION:

A: FRI, SAT & SUN, MAY 10, 11, 12, 24, 25 & 26,  
FRI: 6:30 PM – 9:30 PM / SAT & SUN: 8:00 AM – 5:00 PM  
\$649 + GST; F1007

B: REQUIRED TEXT: CANADIAN ORGANIZATIONAL BEHAVIOUR,  
8TH EDITION - \$150 + GST

C: REQUIRED TEXT: THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE: POWERFUL  
LESSONS IN PERSONAL CHANGE, \$24.95 + GST

REGISTRATION DEADLINE: APR 26

##### ONLINE SESSION:

D: MON, FEB 11-MAR 22 - 6 WEEKS, \$649 + GST.

NO TEXTBOOKS ARE REQUIRED FOR THE ONLINE SESSION.

REGISTRATION DEADLINE: FEB 4

#### ▶ Safety Hazard Recognition, Evaluation and Control (SHREC)

(Elective Course) This introductory course examines health and safety hazards and controls in a variety of workplace settings. The focus of the course will be on conducting hazard assessments and identifying potential controls. A variety of topics will be introduced, including fall protection, confined spaces, excavations, mobile equipment, equipment guarding, control of hazardous energy, electrical safety and hoisting, and conveying equipment. Methods to evaluate hazards and determine the risk presented by the hazards will be covered. Engineering, administrative and personal protective equipment control techniques to protect worker safety and health will be emphasized throughout the course. This course is well suited for individuals new to the field of safety and looking for a high level overview of general hazards. Instructors: Angie Anton and Jennifer Pongracz. *Text: (Recommended only) – Accident Prevention Manual (12th Ed.), Engineering & Technology. Students who wish to use this text, must order it for themselves online at [www.nsc.org](http://www.nsc.org) (allowing time for delivery).*

Pickup of pre-course work: Jan 25. Pre-course work must be completed prior to first class.

#### COURSE ID: WH 0040

SAT & SUN, FEB 2, 3, 16 & 17, 8:30 AM – 4:30 PM – 4 DAYS; \$649 + GST; F1007

REGISTRATION DEADLINE: JAN 18

#### ▶ Shiftwork, Safety and Sanity

Explore the impact of shiftwork in this seminar which focuses on performance and safety issues and presents useful activities and approaches for managing your sanity while being productive when scheduled for shiftwork. In this course you will learn to improve sleep quality, manage fatigue, and increase job alertness. Instructor: Laurel Scharfenberg

#### COURSE ID: WH 0051

THUR, FEB 28, 9:15 AM – 4:15 PM – 1 DAY, \$349 + GST; B356

REGISTRATION DEADLINE: FEB 14

#### ▶ Applied Occupational Hygiene

(Core Course) This course will build on concepts learned in Fundamentals of Occupational Hygiene and will provide you with a general overview of occupational hygiene sampling techniques through both lectures and hands-on exercises. The course will include topics that allow those responsible for occupational health and safety to perform basic occupational hygiene monitoring and to better understand proposals, results, and recommendations from occupational hygiene consultants. Prerequisite: Fundamentals of Occupational Hygiene. Instructor: Ryan Stewart.

Pickup of pre-course work: Mar 1. Pre-course work must be completed prior to first class.

#### COURSE ID: WH 0034

A: SAT & SUN, MAR 9, 10, 23 & 24, 8:00 AM – 4:30 PM – 4 DAYS, \$649 + GST; F1007

B: REQUIRED TEXT: BASICS OF INDUSTRIAL HYGIENE (1999); \$150 + GST

REGISTRATION DEADLINE: FEB 15

#### ▶ Management of Health and Safety Systems

Effectively developing, managing, and measuring the effectiveness of health and safety systems is a challenge for all health and safety professionals. This course will introduce students to the basic issues and provide tools to make the task easier. This course presents an overview of factors influencing the success of health and safety systems. These factors include understanding organizational “safety culture”, understanding effective and efficient management principles, establishing priorities, measuring program success, presenting information effectively, analyzing financial impacts of programs. This course will provide a basic overview of management skills and principles and how they apply to the development of safety systems within an organization or company. Prerequisite: Introductions to Health and Safety Systems. Instructor: Rodger Sloan

Pick up of pre-course work: April 5. Pre-course work must be completed prior to first class.

#### COURSE ID: WH 0041

A: SAT & SUN, APR 13, 14, 27 & 28, 8:00 AM – 4:30 PM, \$649 + GST; F1007

B: REQUIRED TEXTBOOK: TECHNIQUES OF SAFETY MANAGEMENT; \$150 + GST

REGISTRATION DEADLINE: MAR 22

### ► Incident Investigation

(Enrichment Seminar) This seminar will step you through the investigation of unplanned events. Learn the critical parts of the initial response, securing the area, gathering evidence, interviewing techniques, documentation, role of various stakeholders, and reporting formats. Also learn the primary reasons for performing incident investigations. Instructors: Angie Anton & Jennifer Pongracz.

**COURSE ID: WH 0038**

SAT & SUN, MAY 4 & 5, 8:30 AM – 4:30 PM – 14 HOURS; \$479 + GST; F1007

**REGISTRATION DEADLINE: APR 29**

### ► Fire Safety Program

(Enrichment Seminar) This course focuses on Fire and Life Safety in the workplace. The objectives of this course are to develop an understanding of, and the ability to apply concepts, principles, and practices involved in the evaluation, control, prevention, reduction, and elimination of fire hazards. This course will help the practicing occupational health and safety professional, or those who aspire for a career in health and safety in the workplace, develop the minimum requirements necessary to establish a reasonable level of fire safety and property protection from the hazards created by fire. This course will support in preparation for the CRSP Exam leading to the Canadian Registered Safety Professional (CRSP). Instructor: Kris Liivam

**NOTE: This course will support preparation for the CRSP Exam leading to the Canadian Registered Safety Professional (CRSP) designation.**

**COURSE ID: WH 0052**

SAT & SUN, JUN 1 & 2, 8:30 AM – 4:30 PM – 14 HOURS; \$479 + GST; F1007

**REGISTRATION DEADLINE: MAY 24**

## CONNECTING LIFE AND LEARNING



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UNIVERSITY OF  
ALBERTA

FACULTY OF EXTENSION

## Occupational Health and Safety Certificate

The University of Alberta's Occupational Health and Safety Certificate is offered on a part-time basis through Continuing Studies, Medicine Hat College. Local professionals in the OH&S field instruct the courses at the college and share their diverse knowledge and areas of practice in the interactive classroom discussions.

This certificate program is designed to help practitioners from many different backgrounds develop the competencies needed to be effective in the development, implementation, and evaluation of occupational health and safety programs and systems in a wide variety of occupational settings.

The program requires the completion of 329 credit hours: six core courses, two courses out of the elective courses, and 35 hours of enrichment seminars.

The program is intended for:

- » practicing occupational health and safety professionals
- » those who aspire for a career in health and safety in the workplace, including occupational and industrial health and safety technicians, technologists, officers, coordinators, supervisors, consultants, educators, trainers, and administrators

Graduates of the OH&S Certificate Program will have received extensive instruction in how to:

- » Design, implement, and manage OH&S management systems and programs
- » Measure and evaluate the quality and effectiveness of OH&S programs
- » Anticipate, recognize, evaluate, and control health and safety hazards
- » Investigate workplace incidents and recommend preventative measures

A recent OHS graduate survey data (collected at a University of Alberta graduation) showed that 26% of graduates received a salary increase and 13% received a promotion.

## FIRST AID & CPR COURSES

Be Prepared to Save a Life

### Red Cross First Aid Courses

#### ▶ Standard First Aid with CPR/AED Level C

This comprehensive course covers basic skills required to respond to life-threatening situations (to reduce shock, deal with bleeding management and wound care, and assist individuals who are choking or having airway problems). It also deals with non-life threatening injuries such as sudden medical emergencies, bone, muscle, and joint injuries, burns, poisons, and heat and cold emergencies. CPR content covers skills needed to recognize and respond to cardiovascular emergencies and choking for adults, children and babies.

#### COURSE ID: FA 0010

A: TUE & WED, JAN 8 & 9, 8:30 AM – 4:30 PM, \$140 + GST  
 B: TUE & WED, JAN 22 & 23, 8:30 AM – 4:30 PM, \$140 + GST  
 C: TUE & WED, FEB 12 & 13, 8:30 AM – 4:30 PM, \$140 + GST  
 D: TUE & WED, FEB 26 & 27, 8:30 AM – 4:30 PM, \$140 + GST  
 E: TUE & WED, MAR 12 & 13, 8:30 AM – 4:30 PM, \$140 + GST  
 F: TUE & WED, MAR 26 & 27, 8:30 AM – 4:30 PM, \$140 + GST  
 G: TUE & WED, APR 9 & 10, 8:30 AM – 4:30 PM, \$140 + GST  
 H: TUE & WED, APR 23 & 24, 8:30 AM – 4:30 PM, \$140 + GST  
 I: TUE & WED, MAY 14 & 15, 8:30 AM – 4:30 PM, \$140 + GST  
 J: TUE & WED, MAY 28 & 29, 8:30 AM – 4:30 PM, \$140 + GST  
 K: TUE & WED, JUN 11 & 12, 8:30 AM – 4:30 PM, \$140 + GST  
 L: TUE & WED, JUN 25 & 26, 8:30 AM – 4:30 PM, \$140 + GST  
**OFF CAMPUS - CONNECTIONS CAREER & SAFETY SERVICES,  
 1007 FACTORY STREET SE**

### St. John Ambulance First Aid Courses

#### ▶ Emergency First Aid with CPR A & AED

In this one-day course, students will learn to recognize and provide interventions for life-threatening emergencies until medical aid arrives. Topics include: CPR and choking for adults, shock and unconsciousness, severe bleeding, head & spinal injuries, major medical conditions, and AED training and certification.

#### COURSE ID: FA 0040

A: MON & TUE, JAN 14 & 15, 6:00 PM – 10:00 PM, \$105 + GST  
 B: SAT, JAN 26, 8:00 AM – 5:00 PM, \$105 + GST  
 C: WED, FEB 13, 8:00 AM – 5:00 PM, \$105 + GST  
 D: SAT, FEB 23, 8:00 AM – 5:00 PM, \$105 + GST  
 E: WED, MAR 13, 8:00 AM – 5:00 PM, \$105 + GST  
 F: SAT, MAR 23, 8:00 AM – 5:00 PM, \$105 + GST  
 G: MON & TUE, APR 8 & 9, 6:00 PM – 10:00 PM, \$105 + GST  
 H: SAT, APR 27, 8:00 AM – 5:00 PM, \$105 + GST  
 I: WED, MAY 15, 8:00 AM – 5:00 PM, \$105 + GST  
 J: SAT, MAY 25, 8:00 AM – 5:00 PM, \$105 + GST  
 K: MON & TUE, JUN 17 & 18, 6:00 PM – 10:00 PM, \$105 + GST  
 L: SAT, JUN 22, 8:00 AM – 5:00 PM, \$105 + GST  
 M: WED, JUL 10, 8:00 AM – 5:00 PM, \$105 + GST  
 N: SAT, JUL 27, 8:00 AM – 5:00 PM, \$105 + GST  
**OFF CAMPUS – ST. JOHN AMBULANCE, 346 – 4 STREET SE**

#### ▶ Standard First Aid with CPR C & AED

This two-day course covers all the skills in Emergency First Aid plus first aid for other injuries and illnesses including head and spinal injuries, fractures of the upper and lower limbs. This course includes Level C CPR training and certification (Adult, Child, Infant, and 2-rescuer resuscitation) and AED training and certification.

#### COURSE ID: FA 0042

A: TUE & WED, JAN 8 & 9, 8:00 AM – 4:30 PM, \$145 + GST  
 B: SAT & SUN, JAN 26 & 27, 8:00 AM – 4:30 PM, \$145 + GST  
 C: WED & THUR, FEB 13 & 14, 8:00 AM – 4:30 PM, \$145 + GST  
 D: SAT & SUN, FEB 23 & 24, 8:00 AM – 4:30 PM, \$145 + GST  
 E: WED & THUR, MAR 13 & 14, 8:00 AM – 4:30 PM, \$145 + GST  
 F: SAT & SUN, MAR 23 & 24, 8:00 AM – 4:30 PM, \$145 + GST  
 G: MON - THUR, APR 8, 9, 10 & 11, 6:00 PM – 10:00 PM, \$145 + GST  
 H: SAT & SUN, APR 27 & 28, 8:00 AM – 4:30 PM, \$145 + GST  
 I: TUE & WED, MAY 7 & 8, 8:00 AM – 4:30 PM, \$145 + GST  
 J: SAT & SUN, MAY 25 & 26, 8:00 AM – 4:30 PM, \$145 + GST  
 K: TUE & WED, JUN 4 & 5, 8:00 AM – 4:30 PM, \$145 + GST  
 L: MON - THUR, JUN 17, 18, 19 & 20, 6:00 PM – 10:00 PM, \$145 + GST  
 M: TUE & WED, JUL 10 & 11, 8:00 AM – 4:30 PM, \$145 + GST  
 N: SAT & SUN, JUL 27 & 28, 8:00 AM – 4:30 PM, \$145 + GST  
**OFF CAMPUS – ST. JOHN AMBULANCE, 346 – 4 STREET SE**

#### ▶ CPR C & AED

In this course, students will learn to activate Emergency Medical Services, provide assistance to an adult, child, or infant whose heart has stopped or who is choking, learn to recognize signs and symptoms of stroke, and learn 2-rescuer CPR. This course also includes AED certification.

#### COURSE ID: FA 0046

A: SAT, JAN 19, 8:00 AM – 4:30 PM, \$95 + GST  
 B: MON & TUE, FEB 25 & 26, 6:00 PM – 10:00 PM, \$95 + GST  
 C: MON & TUE, APR 29 & 30, 6:00 PM – 10:00 PM, \$95 + GST  
 D: SAT, MAY 4, 8:00 AM – 4:30 PM, \$95 + GST  
 E: MON & TUE, JUN 17 & 18, 6:00 PM – 10:00 PM, \$95 + GST  
 F: MON & TUE, AUG 26 & 27, 6:00 PM – 10:00 PM, \$95 + GST  
**OFF CAMPUS – ST. JOHN AMBULANCE, 346 – 4 STREET SE**

## Food Sanitation & Hygiene Training

An outbreak of food borne illness causes needless suffering, ruined reputations, and economic loss. Food Sanitation & Hygiene Training instructs managers and food handlers in food service sanitation and food borne illness prevention. Successful graduates of the program will be issued certificates by Alberta Health. Food Sanitation & Hygiene Training is taught by practicing public health inspectors in a straight forward, non-technical way.

#### MEDICINE HAT

#### COURSE ID: WH 0001

D: SAT, FEB 9 & 16, 9:00 AM – 4:00 PM – 2 DAYS, \$125 (INCLUDES COURSE MATERIALS); B356  
 E: MON & WED, MAR 11, 13, 18 & 20, 7:00 PM – 10:00 PM - 4 EVENINGS, \$125 (INCLUDES COURSE MATERIALS); B356  
 F: SAT, APR 27 & MAY 4, 9:00 AM – 4:00 PM – 2 DAYS, \$125 (INCLUDES COURSE MATERIALS); B356

#### BROOKS

#### COURSE ID: WH 0901

B: SAT, APR 27 & MAY 4, 9:00 AM – 4:00 PM – 2 DAYS, \$125 (INCLUDES COURSE MATERIALS)

**PLEASE REGISTER AT BROOKS CAMPUS: 403.362.1677**

## ARTS & LEISURE

### ► Introduction to Drawing

Anyone can learn to draw ... really! Join us as we explore techniques and ideas in a fun, no-experience-necessary way. This introductory class is aimed at the beginning artist. Together we will practice some of the basic principles of drawing such as gesture, line, contour, perspective, shading, and observation. Materials included. Instructor: Annette ten Cate has always loved to draw. She uses drawing daily in her career as both a graphic artist and a ceramic sculptor. Drawing from a life model and also drawing from nature are areas that Annette loves to explore.

#### **COURSE ID: AC 0023**

MON, FEB 4 - MAR 18 (NO CLASS FEB 18), 6:30 PM - 9:30 PM - 6 WEEKS, \$169 + GST; T205

*Very enjoyable. Annette rekindled my excitement for drawing and gave me the confidence to continue.*

— Joanne Stalwick

### ► Introduction to Pottery

From the dawn of mankind, clay has recorded our creativity. The earliest humans skillfully formed beautiful items from clay to satisfy their artistic souls. Come explore and learn both the ancient and modern clay skills of hand building and wheel throwing. Beginners and those with some clay experience can gain confidence by creating artistic and functional pottery pieces that are glazed and fired. Clay and tools may be purchased at the first class for a small additional fee. Enjoy the thrill of bringing clay to life with your own hands! Instructors for these courses are visiting artists who are participating in the Medalta International Artist in Residence Program in partnership with Friends of Medalta.

#### **COURSE ID: AC 0050**

A: MON, FEB 4 - APR 8 (NO CLASS FEB 18), 6:30 PM - 9:30 PM - 9 WEEKS, \$169 + GST (ADDITIONAL SUPPLY COST FOR CLAY \$15 PER BAG TO BE PAID AT CLASS)

B: TUE, FEB 5 - APR 2, 6:30 PM - 9:30 PM - 9 WEEKS, \$169 + GST (ADDITIONAL SUPPLY COST FOR CLAY \$15 PER BAG TO BE PAID AT CLASS)

C: WED, FEB 6 - APR 3, 6:30 PM - 9:30 PM - 9 WEEKS, \$169 + GST (ADDITIONAL SUPPLY COST FOR CLAY \$15 PER BAG TO BE PAID AT CLASS)

D: SAT, FEB 9 - APR 20 (NO CLASSES FEB 16 & MAR 30), 10:00 AM - 1:00 PM - 9 WEEKS, \$169 + GST (ADDITIONAL SUPPLY COST FOR CLAY \$15 PER BAG, TO BE PAID AT CLASS)

**OFF CAMPUS:** SHAW INTERNATIONAL CENTRE FOR CONTEMPORARY CERAMICS, 713 MEDALTA AVENUE SE



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[facebook.com/MHC.ConEd](https://facebook.com/MHC.ConEd)

### ► Intermediate Pottery

Have you taken one or two pottery classes before and feel that you are ready for something a little different? This class is for you. We will be learning some new techniques and improving on existing ones. Both hand building and the pottery wheel will be explored. You will have more time to work at your own pace and pursue your own projects in an encouraging and creative atmosphere.

#### **COURSE ID: AC 0052**

THUR, FEB 7 - APR 4, 6:30 PM - 9:30 PM - 9 WEEKS, \$169 + GST (ADDITIONAL SUPPLY COST FOR CLAY \$15 PER BAG TO BE PAID AT CLASS)

**OFF CAMPUS:** SHAW INTERNATIONAL CENTRE FOR CONTEMPORARY CERAMICS, 713 MEDALTA AVENUE SE

### ► Creative Ironwork

Whether you're a beginner or a backyard pro, learn about safety and the basic theory of MIG welding and much more in this creative ironwork class. Learn to make curls, swirls, circles and squares, and bend and cut with a torch. Fine tune your MIG welding skills while you make a project or two! Create your own unique pieces that are practical or decorative for your garden or home. Bring your ideas! A variety of steel is provided but you may bring material if you so choose. A long-sleeved denim shirt and leather boots are required - gloves and safety glasses are provided. Students are encouraged to bring a bag lunch for our "brainstorm lunch breaks!" Maximum: 8 participants. Instructor: Jill Timushka is a graduate of the Medicine Hat College Welding Apprenticeship program. She currently works locally as a B-pressure welder and runs her own ornamental ironwork business in Medicine Hat.

#### **COURSE ID: AC 0072**

A: SAT & SUN, FEB 16 & 17, 8:30 AM - 12:00 PM & 1:00 PM - 4:00 PM, \$179 + GST; T135

B: SAT & SUN, MAR 23 & 24, 8:30 AM - 12:00 PM & 1:00 PM - 4:00 PM, \$179 + GST; T135

*Friendly and very helpful instructor - no stress, and lots & lots of help!*

—Brenda Sloan

### ► Introduction to Piano

Get some basic piano skills under your fingers in this fun interactive class! This course is for complete beginners who are interested in trying out piano for the first time. It provides a relaxed introduction to piano basics - keyboard, hand position, musical notation, and basic principles of piano playing. Instruction is done in a small and supportive group setting with focus on enjoyment and the development of musical creativity. Enrollment limited to 6 adults. Instructor: Dawn Keim is a piano, keyboard, and music theory instructor with 20 years' experience working with adults and children of all ages.

#### **COURSE ID: AC 0038**

MON, FEB 25 - APR 8 (NO CLASS APR 1), 10:00 AM - 11:00 AM - 6 WEEKS, \$119 + GST

**OFF CAMPUS:** UNITED CONSERVATORY OF MUSIC, 560 - 4 STREET SE

### ▶ Improvisation for Performance

14+. Improve your confidence, public speaking, creativity and exercise that funny bone. Engage in theatre games and exercises focusing on spontaneity and improvisation. Gain confidence and understanding of scene structure through experience with both comedic improvisation and improv for character development. Instructor: Charlie Wilson holds a BFA (Honours) and an MFA in Drama. She has been involved in acting, theatre and film for 30 years, most recently with the Theatre and Design program at the Medicine Hat College.

#### COURSE ID: AC 0120

SAT, MAR 9, 2:00 PM – 4:00 PM – 1 AFTERNOON, \$45 + GST; H131

### ▶ Chinese Brush Painting

Explore the history and unique painting style of Chinese brush painting - an art medium that uses mainly rice paper and emphasizes the beauty of brush strokes with ink. Learn how to paint plants and other objects characteristic of this art form, as well as the basics of composition - how to compose and finish a painting creatively. You will also discover how to use this technique to make special cards for seasonal greetings. Limited supplies will be provided. Instructor: Siew Mak is a civil engineer and has a special interest in martial and fine arts. He has been teaching both of these arts for many years.

#### COURSE ID: AC 0025

SAT, MAR 9 & 16, 1:30 PM – 4:30 PM – 2 AFTERNOONS, \$89 + GST; T205

### ▶ Pastel Painting with Pizzazz

Kathy Mann creates beautifully rendered landscape “paintings” of local scenes in chalk pastel. Her art is peaceful and meditative, rich in colour and detail. During this course, Kathy will guide students through the creation of their own work, giving tips on how to lay out a pastel painting, build up sparkling colour and achieve incredible detail. Students are required to bring the following: their own pastel set; sketch book and pencil; and a hand towel, flannel-back tablecloth, or larger towel. Supply list will be mailed out prior to class.

#### COURSE ID: AC 0024

THUR, MAR 21 – APR 25, 7:00 PM – 9:00 PM – 6 WEEKS, \$159 + GST; E160/E161

### ▶ Garden Spirits

Garden spirits are indoor or outdoor sculptures... whimsical characters that will watch over your pond, flowerbeds, garden or indoor plants. In this workshop, you will complete one small-scale figure (approx. 20”) which can sit in your garden - rain, sun or snow! A T-shirt, 50’ roll of aluminum foil, and fabric scissors and pins, along with a sense of whimsy, are all you need to bring to this class. Be amazed as you create your own figure, fleshing it out with fabric soaked in a solution called Garden Spirits Medium, a unique art medium developed by the instructor. It is an environmentally-friendly, water-based hardener which is harmless to people, plants and animals. No previous sculpting experience needed - beginners welcome! See what other first-time sculptors have created at <http://gardenspirits.blogspot.ca>. Instructor: Rita Wildschut, Red Roof Studio

#### COURSE ID: AC 0017

SAT, APR 27, 9:00 AM – 4:00 PM – 1 DAY, \$179 + GST; T205

### ▶ Introduction to Jazz

Get ready for the Medicine Hat Jazz Fest in June with this fun and lively introduction to the history, sounds, and key figures in jazz. Discover some new tunes while you learn about how jazz is created and played. Whether you like music or just want to learn something new, this class will give you a better understanding of the music that gets this city movin’ & groovin’ every June. Instructor: Daniel Schnee is a jazz saxophonist who has performed worldwide with many Juno and Grammy Award-winning musicians. He has been internationally recognized as a composer and artist, and is a former student of legendary saxophonist Ornette Coleman. He is currently finishing his PhD in Ethnomusicology at York University.

#### COURSE ID: AC 0037

WED, MAY 8 - 29, 7:00 PM - 9:00 PM - 4 WEEKS, \$79 + GST; F1009

## Photography

### ▶ Introduction to Digital Cameras

Gain the knowledge to make an informed choice about the camera you choose to buy, or recognize the potential and limitations of the camera you currently own. Whether you have, or want, the most basic camera or a professional model, you will benefit from this course. Topics include (1) basic features of digital cameras and digital images, (2) capturing, downloading, saving and deleting images, (3) basic image editing, (4) camera features - image quality, zoom, exposure settings, flash, and more. Students will need to bring a digital camera with fully charged batteries and their camera manual to the course. Maximum: 15 participants. Instructor: Darin Clisby

#### COURSE ID: CT 0110

A: SAT, FEB 16, 9:00 AM – 4:00 PM – 1 DAY, \$169 + GST; F1008  
B: SAT, APR 20, 9:00 AM – 4:00 PM – 1 DAY, \$169 + GST; F1007

*Taught me how to use functions and menus I hadn't explored yet.*

—Steve Greene

COURSE ID: CT 0137

**SAVINGS!** Take BOTH Introduction to Digital Cameras and Digital Photography: Fundamentals for only \$269 + GST

### ▶ Digital Photography: Fundamentals

Why is it that some of the photographs you take just seem “better” than others? You will learn compositional theory and how to apply those theories to your photographs. Explore concepts that will give strength and interest to your photographs such as symmetry and asymmetry, depth of field, understanding light and more. Instructor: Darin Clisby

#### COURSE ID: CT 0106

A: SAT, JAN 19, 9:00 AM – 4:00 PM – 1 DAY, \$169 + GST; F1007  
B: SAT, MAR 16, 9:00 AM – 4:00 PM – 1 DAY, \$169 + GST; F1007  
C: SAT, MAY 18, 9:00 AM – 4:00 PM – 1 DAY, \$169 + GST; F1007

### ► Intermediate Photography: Beyond the Basics

Learn how to get the best images from your camera as we move beyond the basics. We will review introductory theory, and include practical demonstrations and application, as well as some discussion of specific problems encountered by the amateur photographer. You will have the opportunity to learn creative techniques with exposure using manual mode for shutter, aperture and ISO settings. We will also discuss the most common post-processing software programs and their advantages. As well as learning to shoot specific subjects, you will have the opportunity to tailor the course toward your particular interests. A full evening will be devoted to lighting specifics and camera flashes. This course is most suitable for DSLR users; however, those who shoot with compact cameras will also benefit from the course. Don't forget to bring your camera! Prerequisite: "Introduction to Digital Cameras" and "Digital Photography: Fundamentals" (or a basic understanding of – and some experience with – digital cameras and digital photography). Instructor: Tyson Josey

#### **COURSE ID: AC 0083**

TUE, JAN 22, 29 & FEB 5, 6:00 PM – 9:00 PM – 3 WEEKS, \$199 + GST; F2003

*I learned a lot about the manual modes and how to use them to make my photos better.*

—Dagmara Szulski

### ► Introduction to Flash Photography

Photography is all about light. This course will cover aspects of small flashes and speed lights to improve your photos. You will learn the basics, from your camera's built-in flash to the use of external flash, as well as learning how to use your flash creatively. Topics will include camera flash, bounce flash, light modifiers, remote triggering, and multiple flashes. This course is ideal for those interested in portrait, product, and interior architectural photography, and is best suited for those who have purchased external flashes. Instructor: Tyson Josey

#### **COURSE ID: AC 0086**

SAT, MAR 23, 12:00 PM – 4:00 PM – 1 AFTERNOON, \$69 + GST; F1009

### ► Portrait and Night Photography

Low light levels make night photography a challenging yet rewarding subject. Bring your own camera for this hands-on class. We will be shooting indoor portrait, night scene and night portrait photography. Perfect for the beginner photographer to experiment and have help from the instructor with settings and composition. Instructor: Tyson Josey

#### **COURSE ID: AC 0084**

TUE, MAR 26, 5:30 PM – 9:00 PM – 1 EVENING, \$59 + GST; F2003

*The instructor made it a comfortable atmosphere – easy to ask questions or add comments.*

—former student

### ► Outdoor Photography

From travel snaps to taking pictures of your family and friends, outdoor portrait photography is one of the most fun ways of taking pictures. Bring your own camera for this hands-on class. We will be shooting outdoor portraits, landscapes and panning. Perfect for the beginner photographer to experiment and have help from the instructor with settings and composition. Instructor: Tyson Josey

#### **COURSE ID: AC 0085**

TUE, MAY 14, 6:00 PM – 9:30 PM – 1 AFTERNOON, \$59 + GST; F1009

### ► Introduction to Interior Design



Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms. You'll delve into colour theory, interior design styles and trends, spatial arrangements, floor plans, "green" design, and other basics. In addition, you'll explore a range of interior design careers and get insider tips for entering this exciting and challenging field. As you master design skills step-by-step, you'll complete your first project: a fully developed room design complete with spatial layout, lighting, and finish selections. Your new knowledge and hands-on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others.

#### **COURSE ID: E2G001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST



## Give a Gift of Class

Consider giving a "gift of class" to someone special with a gift certificate from Continuing Studies at Medicine Hat College.

Great for that hard-to-buy-for person, gift certificates are available in any dollar amount and can be purchased at the Registration Desk, Medicine Hat College or by calling 403-529-3844.

## DO IT YOURSELF

### ► Furniture Refinishing

Discover the potential of your own old furniture. Take this opportunity to learn from Dalyce about the care, repair, preservation, restoration and refinishing of antique furniture as you work on your own item. Supplies available from instructor at an extra charge - approximately \$10-\$30 depending on the project. Bring your own furniture item. Maximum: 8 participants. Instructor: Dalyce Bergen

#### **COURSE ID: DY 0070**

WED, JAN 30 – MAR 20, 7:00 PM - 9:30 PM - 8 WEEKS, \$179 + GST  
**LOCATION:** KIPLING STREET CAMPUS

*Dalyce was an exceptional instructor. She had many tips and worked well one-on-one with each of us. She gave praise when apparent and advice when needed.*

—Lori Kylo

### ► DIY Plumbing

Don't want to call the repairman - again? Confronted with countless plumbing problems? Build your confidence and knowledge of unclogging fixtures, faucet repairs, and basic soldering. Maximum: 8 participants. Instructor: Rob Stroh

#### **COURSE ID: DY 0060**

TUE & THUR, FEB 5, 7 & 12, 6:30 PM - 9:30 PM - 3 EVENINGS, \$129 + GST; T158/159

*The hands-on experience was great. Really enjoyed the course.*

—Karen Eisenbarth

### ► DIY Car Maintenance

Ladies and gentlemen, start your engines! Become confident and knowledgeable about what is important in taking care of your car. Learn what to have ready in case of emergency, and the details of the most common problems faced by the average car owner. After this class, you will feel comfortable with reading fluid levels, changing the oil, tire maintenance and other essentials. You'll be able to master easy car repairs - and know which repairs to avoid. Instructor: Tim McRoberts

#### **COURSE ID: DY 0063**

WED, MAR 6, 6:30 PM - 9:30 PM - 1 EVENING, \$59 + GST; T143/T122

*Instructor was clear, informative and very approachable. I learned a lot of useful information. Thanks, Tim, I found the class helpful - you made it interesting.*

—former student

### ► Electrical Wiring for Homeowners

Gain hands-on experience to learn simple electrical wiring and be able to tackle home electrical projects! Find out how to obtain a homeowner's electrical permit, and learn basic electrical terms, important code rules, and the mistakes that happen far too often. These common blunders can be a safety hazard, and can ultimately cause electrical fires. Get the know-how to stay safe and save yourself time and money. Maximum: 8 participants. Instructor: Joe Grove

#### **COURSE ID: DY 0059**

MON & WED, APR 8, 10 & 15, 6:00 PM - 9:00 PM - 3 EVENINGS, \$129 + GST; T265/T129

*Covered a good general overview of everything plus there was always room for personalized instruction. Instructor was very open and available and interested in meeting our needs.*

—former student

### ► DIY Basic Framing

Need more storage space in your backyard or somewhere on your property? Learn to construct your own storage area in only four evenings. Go through all the stages of building: platform, walls, rafters, and roofing. Maximum: 8 participants. Instructor: Paul Schaan

#### **COURSE ID: DY 0061**

TUE & THUR, MAY 14, 16, 21 & 23, 6:30 PM - 9:30 PM - 4 EVENINGS, \$159 + GST; T129/T209

*Great instructor, very knowledgeable and easy to work with.*

—former student

**SAVINGS!** Take BOTH DIY Basic Framing and  
 DIY Basic Drywalling for only \$285 + GST

**COURSE ID: DY 0066**

### ► DIY Basic Drywalling

Are you a do-it-yourselfer but have never attempted drywalling? Have a home reno project that needs to get done? Take this class and learn how to do it yourself! Installing drywall is not a mysterious or difficult process. With the right tools and a bit of guidance, almost anyone with a degree of precision and patience can learn the techniques: how to get started, how to hang it, how to mud it, how to tape it, and more. Maximum: 8 participants. Instructor: Andy Cullen

#### **COURSE ID: DY 0062**

TUE & THUR, MAY 28, 30 & JUN 4, 6:30 PM - 9:30 PM - 3 EVENINGS, \$149 + GST; T129/T209

*I gained a lot of useful information.*

—James Wightman

## FOOD & BEVERAGE

Check out our new food courses! Be sure to bring some containers for your tasty leftovers!

### ► S.O.S MEAL SYSTEMS® PRESENTS: The S.O.S. BASIC Recipe Collection

This lively program shows you the basic system: how to prepare all your main entrees for a month in one day or in a variety of time-saving ways. It can save you money and allow you to eat great food. This highly effective system can give you time to unwind at mealtime without the stress of deciding what's for dinner! The system is designed for busy moms or dads, working or career families, couples, singles, or seniors on the go. Wouldn't it be nice to have delicious meals on hand for unexpected guests, quick entertaining, for a friend-in-need, or just to make the evening more relaxing. The BASIC Recipe Collection includes many of our favourite comfort foods such as savoury Hunter's Chicken with peppers and mushrooms, rich, red Power Nutrition Italian Pasta Sauce, saucy Pizza Casserole, Fiesta Layered Mexican Casserole, and golden Apricot Glazed Chicken, just to mention a few. Most recipes are also lower in fat. Includes recipes and instructions for 30 meals. Samples will be available for tasting. Participants say: "Don't eat before you come to this class". Instructor: Laurel Scharfenberg

#### COURSE ID: FB 0080

THUR, JAN 24, 7:00 PM - 9:30 PM - 1 DAY, \$79 + GST; E160/161

REGISTRATION DEADLINE: THUR, JAN 17

### ► A Taste of Thailand

Get your taste buds ready for an introduction to the basics of Thai cuisine! Join Chef Bee from Thai Orchid Room as she demonstrates the preparation of a selection of traditional Thai recipes and gain an understanding of the ingredients, methods, and how to achieve a balance of flavours. Learn how to make authentic Pad Thai, Tom Yum Soup, and Grilled Beef Salad.

#### COURSE ID: FB 0061

TUE, JAN 22, 5:00 PM - 8:00 PM - 1 EVENING, \$59 + GST

OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

### ► A Taste of Thailand: Appetizers & Desserts

The Thai Orchid Room is back with more great dishes, and tips to help you do in your kitchen what they do in theirs! Join Chef Bee for this introduction to some delicious appetizers and desserts that you've probably tasted before or have been meaning to try on your next visit. Learn how to make salad rolls, chicken sa-tay, golden baskets, coconut custard, and more!

#### COURSE ID: FB 0062

MON, JAN 28, 6:00 PM - 9:00 PM - 1 EVENING, \$59 + GST

OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

### ► Introduction to Coffee

Discover how coffee goes from bean to cup during this thorough, wide-ranging introduction to the ever-popular beverage. Learn about roasting, grinding, brewing and storing, and the characteristics of its taste and smell. You'll acquire an understanding of the terms used to describe it, including its chemistry and taxonomy, and how decaffeination and organic certification work. And then, after you've observed the key variables that go into a good cup, we'll give you the opportunity to roast some coffee and yes, of course, taste it and evaluate it! Instructor: Mathew Hill has been working as a coffee roaster for the last 10 years. He is a member of The Roasters Guild and is a certified instructor with the Specialty Coffee Association of America. He is also a veteran presenter at the Canadian Coffee & Tea Expo and currently works as the roaster at Madhatter Coffee Roastery here in Medicine Hat.

#### COURSE ID: FB 0090

MON - THUR, FEB 11 - 14, 7:00 PM - 9:00 PM - 4 EVENINGS, \$129 + GST

FEB 11 & 12 - MHC ROOM S144

FEB 13 & 14 - OFF CAMPUS: MADHATTER COFFEE ROASTERY, 513 - 3 STREET SE

*[I liked] seeing and doing the roasting and coffee tasting. It gives my workers and myself a better understanding and respect for coffee.*

—Oliver Martinez

### ► Edible Art with Chef Bee

Have you ever seen those wonderful displays of fruit and vegetable carvings in elegant buffets or on cruise ships and wondered how on earth somebody did that? Join Chef Bee from Thai Orchid Room as she demonstrates her talent for turning fruits and vegetables into artistic creations! Learn how to take ordinary produce and create simple works of art that you can use to enhance any special meal or social gathering.

#### COURSE ID: FB 0063

MON, FEB 25, 6:00 PM - 8:00 PM - 1 EVENING, \$49 + GST

OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

### ► Sampler's Delight: Wine & Sausage for Any Occasion

Get a taste of both sausage and wine during an evening with Greg Pahl, owner of Medicine Hat Meat Traders, and Erika Bertsch of Home Brewers Haven. Discover some delicate fresh sausages, bold fermented salami and smoky-flavoured sausages carefully crafted by Greg, and then experience some delicious wine samples as Erika discusses home brewing and highlights some of her product kits. Take advantage of this opportunity to learn about some great food and drink from two local experts.

#### COURSE ID: FB 0109

THUR, MAR 7, 6:30 PM - 9:30 PM - 1 EVENING, \$69 + GST; CROWFOOT

### ► Introduction to Coffee Roasting

Want to learn more about coffee roasting? This introduction to Profile Roasting and Roast Development will expand on roasting concepts and principles. You'll learn methods for determining a coffee's best roast degree so that you can prepare the best cup of coffee possible. Discover how to identify and roast coffee to multiple levels of roast development, how to taste and evaluate coffees at these roast levels, and how to make sure the resulting desired roast can be repeated. Cup characteristics and flavours will be explored at light, medium, and dark roasts in order to find the best roast for several coffees of varying origin countries. There is no prerequisite for this course. Instructor: Mathew Hill has been working as a coffee roaster for the last 10 years. He is a member of The Roasters Guild and is a certified instructor with the Specialty Coffee Association of America. He is also a veteran presenter at the Canadian Coffee & Tea Expo and currently works as the roaster at Madhatter Coffee Roastery here in Medicine Hat.

#### COURSE ID: FB 0091

MON - THUR, MAR 11 - 14, 7:00 PM - 9:00 PM - 4 EVENINGS, \$129 + GST  
MAR 11 & 12 - MHC ROOM S102  
MAR 13 & 14 - OFF CAMPUS: MADHATTER COFFEE ROASTERY, 513 - 3 STREET SE

### ► A Taste of Thailand: Soup, Salad & More

Fire up your taste buds for another trip to Thailand with Chef Bee as your guide! Imagine the savoury sensations of Vermicelli Glass Noodle Salad with Chicken and Prawns, Chicken Coconut Milk Soup, and Beef Stir-fry with Fresh Thai Basil. Hungry yet? Join this class and learn what ingredients and techniques you need to create these wonderful flavours in your own home.

#### COURSE ID: FB 0064

MON, MAR 25, 6:00 PM - 9:00 PM - 1 EVENING, \$59 + GST  
OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

### ► Wine Appreciation

Take your pallet on a journey through the vineyards of the world. Riesling, Chardonnay, Pinot Noir, Merlot - how does one decide? Expand your wine knowledge and learn how to select the perfect bottle for every meal and occasion. This course will include a tasting of six to eight various wines. Whether you are a fan of white or red, you will find something to suit your taste. Maximum: 10 participants. Please register at least 3 days in advance. Instructor: Adrian Bryksa

#### COURSE ID: FB 0108

SAT, APR 20, 4:00 PM - 7:00 PM - 1 EVENING, \$99 + GST; COURTYARD

### ► Secrets of the Caterer

Do you love to cook and plan parties? Then start your own catering business and make money doing what you love! In this course, you learn foundational skills about catering and the basics of the catering business, including many delicious catering recipes!

#### COURSE ID: E2G0001

ONLINE COURSE (6 WEEKS) - REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ► Wow, What a Great Event!

Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes.

#### COURSE ID: E2G0001

ONLINE COURSE (6 WEEKS) - REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ► Luscious, Low-Fat, Lightning-Quick Meals

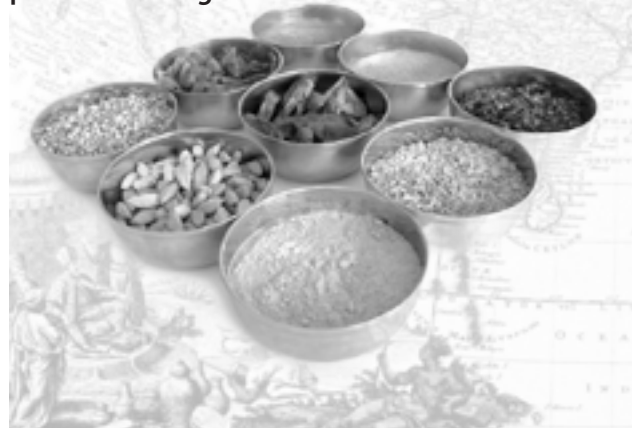
Do you want to save money and prepare home-cooked meals that are fast, easy and so delicious your family won't even realize they're healthy? If so, then this is the cooking class for you! Find out just how simple it can be to prepare meals that are both nutritious and delicious. You'll discover dozens of easy ways to make lowered-fat food taste terrific.

#### COURSE ID: E2G0001

ONLINE COURSE (6 WEEKS) - REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

## Looking for a fun team-building activity or a night out with friends?

Call 403.529.3848 to book a private cooking class.



## CHILDREN & YOUTH

### ► Music Mites

For children ages 10 months to 3 years, accompanied by an adult. All children love simple fingerplays, poems, rhythm instruments, and repetition of songs. These components are beneficial to language and pre-reading skills development. Children and adults will have fun as they explore the wonders of music and rhyme together. Instructor: For over 30 years, Lilas Litousky has acted in numerous plays and musicals. Lilas received her theatrical training at the Douglas College Theatre Program in New Westminster, BC. She began instructing Music Mites in 2000 and, in 2002, started directing for Hatterland Children's Theatre in Medicine Hat, and is currently President.

#### COURSE ID: FC 0060

##### WINTER

A: SAT, JAN 12 - MAR 23 (NO CLASS FEB 16), 9:30 AM - 10:30 AM - 10 WEEKS, \$59  
 B: SAT, JAN 12 - MAR 23 (NO CLASS FEB 16), 11:00 AM - 12:00 PM - 10 WEEKS, \$59  
 C: FOR EACH ADDITIONAL SIBLING TO SESSION A, \$20  
 D: FOR EACH ADDITIONAL SIBLING TO SESSION B, \$20

LOCATION: CULTURAL CENTRE, RR#3

##### SPRING

E: TUE, APR 23 - JUN 25, 9:30 AM - 10:30 AM - 10 WEEKS, \$59  
 F: FOR EACH ADDITIONAL SIBLING TO SESSION E, \$20  
 G: WED, APR 24 - JUN 26, 9:30 AM - 10:30 AM - 10 WEEKS, \$59  
 H: FOR EACH ADDITIONAL SIBLING TO SESSION G, \$20  
 I: THUR, APR 25 - JUN 27, 9:30 AM - 10:30 AM - 10 WEEKS, \$59  
 J: FOR EACH ADDITIONAL SIBLING TO SESSION I, \$20

LOCATION: H BUILDING, ROOM H131

### ► Babysitting

Ages 11+. Learn what you need to know and what every parent wants in a responsible babysitter. Because You Care ... Prepare. Topics covered are: child care, first aid, child safety and child behaviour. Upon successful completion, you will receive a Red Cross Babysitting certificate. \*Students must be at least 11 years old in order to receive the certificates. Maximum: 12 participants. NOTE: Please bring a bag lunch, a 1-2 foot tall doll and a homemade first aid kit. Instructor: Shelly Longmore is a first aid and CPR instructor for the Canadian Red Cross Society.

#### COURSE ID: FC 0070

SAT, FEB 9, 9:00 AM - 4:00 PM - 1 DAY, \$69; \$144

### ► Tools for Teaching Literacy

Help children - your own or those in your care - develop a love for books and give them a head start in life! Learn how storytelling, songs, games, and props can have a powerful impact on literacy during a child's first five years. Various techniques to enhance early literacy will be demonstrated during the course, enabling you to make story time fun and engaging. You will also learn how to make your own props and develop story extensions, and have the opportunity to practice these techniques in a supportive environment. Instructor: Dawna Dooley ran the literacy program at a local daycare for four years and has over 20 years of experience in the childcare field. She is an avid collector of children's books.

#### COURSE ID: LA 0020

MON & WED, APR 15, 17 & 22, 6:30 PM - 9:00 PM - 3 EVENINGS, \$79 + GST; F1009

## Driver's EDge Driver Training

Approved and Accredited. Class 5 driving instruction. Learning to drive or having a child learn to drive can be a stressful event. It doesn't have to be! With innovative and interactive classroom instruction, students have fun while learning. Our mission statement is to provide training tailored to the individual in a safe and caring environment. The success of our teaching method is reflected by our high pass rates on the road test. Rest easy knowing Driver's EDge is government-approved and accredited by Alberta Transportation, with insurance discounts available. Driver's EDge is a member in good standing of the Medicine Hat Chamber of Commerce. Learning to drive is fun - sign up and see for yourself! Refresher lessons, vehicle rental for road tests, and comprehensive learning packages are available. For more information or to book a driving time, call 403.526.9505.

### ► Basic EDge Beginner's Package

- » 17 hours of innovative classroom instruction
- » 10 hours of one-on-one, in-vehicle instruction
- » Road test booking (fee is extra and payable to license agency)

#### COURSE ID: FC 0320

A: MON - FRI, JAN 14 - 18, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$660; \$144  
 B: TUE - FRI, FEB 19 - 22, 12:00 PM - 4:15 PM, \$660; B369  
 C: MON - FRI, MAR 11 - 15, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$660; \$144  
 D: TUE - FRI, APR 2 - 5, 12:00 PM - 4:15 PM, \$660; B356  
 E: TUE - FRI, APR 2 - 5, 5:15 PM - 9:30 PM, \$660; B356  
 F: MON - FRI, MAY 13 - 17, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$660; \$144  
 G: MON - FRI, JUN 10 - 14, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$660; \$144  
 H: MON - THUR, JUL 8 - 11, 12:00 PM - 4:15 PM, \$660; \$145  
 I: MON - THUR, JUL 8 - 11, 5:15 PM - 9:30 PM, \$660; \$145  
 J: TUE - FRI, AUG 6 - 9, 12:00 PM - 4:15 PM, \$660; \$145  
 K: TUE - FRI, AUG 6 - 9, 5:15 PM - 9:30 PM, \$660; \$145  
 L: MON - FRI, SEP 9 - 13, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$660; TBA  
 M: MON - FRI, OCT 7 - 11, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$660; TBA  
 N: MON - FRI, NOV 4 - 8, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$660; TBA  
 O: MON - FRI, DEC 2 - 6, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$660; TBA

*Prices may be subject to change due to the rising cost of fuel.*

### ► Comprehensive Beginner's Package

- » 17 hours of innovative classroom instruction
- » 10 hours of one-on-one, in-vehicle instruction
- » Road test booking (fee is extra and payable to license agency)
- » Vehicle rental for road test (fee non-refundable)

#### COURSE ID: FC 0321

A: MON - FRI, JAN 14 - 18, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$690; \$144  
 B: TUE - FRI, FEB 19 - 22, 12:00 PM - 4:15 PM, \$690; B369  
 C: MON - FRI, MAR 11 - 15, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$690; \$144  
 D: TUE - FRI, APR 2 - 5, 12:00 PM - 4:15 PM, \$690; B356  
 E: TUE - FRI, APR 2 - 5, 5:15 PM - 9:30 PM, \$690; B356  
 F: MON - FRI, MAY 13 - 17, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$690; \$144  
 G: MON - FRI, JUN 10 - 14, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$690; \$144  
 H: MON - THUR, JUL 8 - 11, 12:00 PM - 4:15 PM, \$690; \$145  
 I: MON - THUR, JUL 8 - 11, 5:15 PM - 9:30 PM, \$690; \$145  
 J: TUE - FRI, AUG 6 - 9, 12:00 PM - 4:15 PM, \$690; \$145  
 K: TUE - FRI, AUG 6 - 9, 5:15 PM - 9:30 PM, \$690; \$145  
 L: MON - FRI, SEP 9 - 13, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$690; TBA  
 M: MON - FRI, OCT 7 - 11, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$690; TBA  
 N: MON - FRI, NOV 4 - 8, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$690; TBA  
 O: MON - FRI, DEC 2 - 6, 5:30 PM - 9:30 PM (EXC FRI, 5:30 PM - 6:30 PM), \$690; TBA

*Prices may be subject to change due to the rising cost of fuel.*

## LANGUAGES & COMMUNICATION

### French

#### ► Conversational French

Explore a second language for the first time, or brush up on the basic French you studied long ago! Learn the fundamental tools to carry on a conversation while getting tips on pronunciation and the French culture. Instructor: Pat Auger-Iannattone

#### **COURSE ID: LA 0010**

MON & WED, JAN 21 – FEB 25 (NO CLASS FEB 18), 7:00 PM - 9:00 PM - 5 WEEKS, \$169 + GST; S154

#### ► Conversational French 2

Keep the momentum going *en français* with five more weeks of fun with Pat! Taught in a relaxed manner, the course emphasizes speaking in a more spontaneous way and enhancing your vocabulary. Basic grammar concepts will also be introduced. Instructor: Pat Auger-Iannattone

#### **COURSE ID: LA 0012**

TUE & THUR, FEB 26 – MAR 28, 7:00 PM - 9:00 PM - 5 WEEKS, \$169 + GST; S154

### Spanish

#### ► Spanish Fiesta

Hola amigo! Como esta? If you want to understand and expand on that basic greeting, then this course is for you. Immerse yourself in Hispanic culture and learn the basics of this language. This course is designed for everyone, whether you're going to a Spanish-speaking country, addicted to Spanish films or *telenovela*, or just interested in learning another language. No previous experience in Spanish is necessary. Instructor: Felipe Guzman

#### **COURSE ID: LA 0015**

TUE, FEB 5 - MAR 26, 7:00 PM - 9:00 PM - 8 WEEKS, \$159 + GST; F1008

*The instructor's personal examples and cultural stories were excellent.*

—Jana Joujan

#### ► More Spanish Fiesta

Pick up where Spanish Fiesta left off for more fun with Felipe! Expanding your survival Spanish vocabulary will improve your speaking and listening skills, and help you navigate city streets and sunny beaches during your travels. You will develop confidence in Spanish as you enjoy cultural activities and communicate with Felipe and your classmates. Prerequisite: Any past study of Spanish. Instructor: Felipe Guzman

#### **COURSE ID: LA 0016**

THUR, FEB 7 - MAR 28, 7:00 PM - 9:00 PM - 8 WEEKS, \$159 + GST; B242

### German

#### ► Beginner Conversational German

Learn German in a stimulating yet relaxed atmosphere. In this beginners course you will be starting with the basics of the alphabet and will progress to speaking and conversation with classmates. We will use music and cultural material, but you will also be introduced to the valuable tool of grammar as you build a base for reading and writing. With this fundamental knowledge you will gain an ability to understand any German relatives you may have and enhance possible travel you have considered. The goal of the course is to meet your needs. Instructor: Barbara Watson

#### **COURSE ID: LA 0022**

WED, MAR 6 - APR 24, 7:00 PM - 9:00 PM - 8 WEEKS, \$159 + GST; F1008

### Writing

#### ► Fiction Writing

Learn techniques on the craft of fiction writing from award-winning author, Ashley Little. Topics covered in this course will include: Narrative Structure, Creating Lifelike Characters, Dialogue, Setting, Sensory Description, Plotting, Genres, Revision, Submitting to Publishers, Finding an Agent, and Self-Discipline/Motivation. This course includes both instruction and workshop segments, so be prepared to share your work with other students. If you are not already submitting your work for publication, this course will prepare you to do so. *"Nothing stinks like a pile of unpublished writing."* - Sylvia Plath. Instructor: Ashley Little

**NEW!**

#### **COURSE ID: LA 0064**

TUE, JAN 22 - FEB 26, 6:30 PM - 8:30 PM - 6 WEEKS, \$129 + GST; S102

#### ► Writing Your Life Story

If you've ever wanted to put your own or someone else's life story into words, here's a chance to learn how you can start your journey. *You can do it!* These interactive classes will help you to think, how to research and use writing techniques, how to use photographs and music, and how to interview others to make the story come alive. Learn what it takes to write a short story about your life, or the life of someone else, or begin writing a collection of stories, in simple, easy steps that will get you ready for whatever you want to tell. Participants need to bring a notebook and pen to the first class. Instructor: David Forbes is a former newspaper writer and editor who enjoys helping people tell their own story.

#### **COURSE ID: LA 0070**

TUE, APR 9 - MAY 14, 6:30 PM - 8:30 PM - 6 WEEKS, \$129 + GST; F2001

## Languages & Communication

### ▶ Grammar Refresher

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You'll explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like logic and clarity. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put what you learn into practice. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths.

#### **COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
 VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ▶ Beginning Writer's Workshop

If you've dreamed of writing creatively, this course is a great place to start. Get a taste of the writing life, improve your writing skills, and discover new ways to stretch your creative muscles. This isn't school as you know it. It's an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.

#### **COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
 VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ▶ Writing for Children

Join a published children's author and discover how you can touch the hearts of children by creating books for them. In this highly interactive, hands-on course, you'll take pen to paper and begin work on your first fiction or nonfiction manuscript. In the process, you'll explore the changing world of children's literature and understand the various formats.

#### **COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
 VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ▶ The Craft of Magazine Writing

Ever read a nonfiction magazine article and said, I can write better than that? With this fun, interactive class you can learn the ropes from a pro and turn your dream of becoming a freelancer into a bright future as a magazine writer. It's fun, it's easy, and a great source of extra income whether you're retired, planning for the future or staying close to the kids. If you're a determined new writer, or if you haven't written for magazines in years, this class will jump start your career. You'll learn plenty of powerful brainstorming techniques designed to practically write every article for you.

#### **COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
 VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ▶ Travel Writing

Sell travel writing without leaving your home town? Absolutely. That's a secret few travel writing professionals will tell you. In this class, it's just one of the tools to launch a successful travel writing career. Whether you're writing nonfiction or fiction and yearning to capture the landscape and feelings that are translated into novels or for the magazine writer who longs to write on travel, this class will help you translate what is seen, heard, tasted, touched, smelled, and felt (intuitively and physically) into publishable articles, books, and novels.

#### **COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
 VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST



# ABLE

**ABLE is a non-profit organization** that matches volunteers with adult students who want to improve their reading, writing and English speaking skills, also computer and math skills.

#### **Become A Volunteer Tutor**

ABLE volunteers are trained and then matched with one adult student. Each volunteer meets for one hour each week with their student to work on skills identified by the Literacy Coordinator. Most students are functioning between pre-literacy to grade 4 level.

Volunteers are responsible for:

- ▶ Planning individualized relevant lessons • Keeping accurate records of hours spent tutoring, preparing, and areas of students' progress
- ▶ Ensuring resources are taken care of and returned
- ▶ Providing a current criminal record check
- ▶ Attending tutor training sessions

**Adult Literacy Student:** Adults wishing to improve their reading, writing, and/or English speaking skills can contact our agency directly or have an agency contact us on their behalf.

Becoming an adult literacy student involves:

- ▶ A meeting with the Literacy Coordinator
- ▶ An informal assessment by the Literacy Coordinator for the purpose of identifying literacy goals only. This assessment may take 1 to 2 hours
- ▶ Discussing individual realistic literacy goals

**For more information, please contact Shirley Schrenk at 403.529.3828.**

### ▶ **Writeriffic: Creativity Training for Writers**

This class will ignite your creative energies in simple, fun and easy steps. In just six weeks, you'll be a liberated, imaginative and versatile writer ready to tackle or finish that book that is inside you. The class is G-rated in content and language. In the next few weeks, you'll quickly put to use the tools published writers utilize for novels, memoirs, short stories or articles.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ▶ **Write Fiction Like a Pro**

Do you have an idea for a novel or short story burning in your mind, but can't seem to get it on paper? This is a common experience for anyone who tries to write fiction using creative intuition alone. What you need is a structure to guide you. In this course, you'll develop your own original story, beginning with your passion and theme.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ▶ **Introduction to Screenwriting**

There's never been a better time to start a career as a screenwriter! This course will teach you everything you need to know to write a script that can sell. You'll examine what makes a screen story work, how to structure that story into a script, how to tell your story visually, and how to make your dialogue sing. You'll learn how to develop your brilliant idea into a solid first draft, and how to rewrite that draft into something great. And you'll explore the rapidly expanding market for scripts and see how you can grab your place in it. Whether this is your first movie script or your 30th, you'll come away from this course with a better understanding of how to write a great screenplay.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ▶ **Introduction to Journaling**

Discover an exciting new way to express yourself and enhance your creativity. You'll learn to use powerful journaling techniques to develop a deeper and more spiritual understanding of yourself and explore your thoughts, feelings, beliefs, and values. You'll also discover how to use journaling to ease the stress of unwanted change and improve your physical and emotional health.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ▶ **Research Methods for Writers**

Attention all writers! Learn how to efficiently and effectively conduct research for any writing project: fiction, nonfiction, business . . . even

term papers and dissertations. Research has progressed far beyond a visit to the library. Today, myriad sources provide almost anything a writer might need to know on any subject. Learn how to identify and access every information source imaginable.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ▶ **Writing Young Adult Fiction**

From Harry Potter to Twilight, young adult fiction is one of the hottest genres for today's novels. Teens and adults alike have discovered the excitement and passion of these stories, and publishers are hungry for more. If you're eager to break into this market, this course provides you with the recipe for creating your own successful young adult story and shows you how to get it published.

Course ID: E2G0001

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

## ESL

### ▶ **Grammar for ESL**

If English is your second language and you're headed for college, you will find this class to be very valuable. This course will provide you with an in-depth analysis of English grammar and structure so that you will be more prepared to succeed in any class taught in English.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ▶ **An Introduction to Teaching ESL/EFL**

Would you like to increase your effectiveness as an English language teacher? Examine what it means to be a teacher, how to understand who your students are and the needs they have, and how to choose the most appropriate materials and activities for your classroom. You'll learn how you can choose and fine-tune the principles that exactly fit your teaching situation.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ▶ **Teaching ESL/EFL Vocabulary**

Do you know what the different types of vocabulary are and which ones your students most need to learn when you're teaching ESL? In this course, you'll discover how to determine what kinds of vocabulary to have your students focus on and how to help them learn it in the most effective ways.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

## LIFESTYLE & RECREATION

### ► Life and Buddhist Teachings

Have you ever wondered why sometimes bad things happen to good people and vice versa? Did you know there are a variety of different good deeds and that sometimes a good deed may not actually be good? Do you believe in reincarnation and the Law of Cause and Effect (Karma)? Do you know what a person can do to change his/her fate and destiny? This course is based on traditional Oriental philosophy - Taoism, Buddhism and Confucianism - and will help you gain insight into life in general, as well as give you the key to take control of your own life. Instructor: Steve Lin is a Chinese translator/project officer at Medicine Hat College and has been a consultant with the Mandarin Cultural Society in Vancouver for years. He has taught Chinese and eastern philosophy for many years. In addition to Traditional Buddhist teaching and I-Ching (the Book of Change), Steve also teaches Qi-Gong, healthy living, Tai Chi and acupressure for health.

#### COURSE ID: WE 0049

TUE, JAN 15 - FEB 5, 7:00 PM - 8:30 PM - 4 WEEKS, \$79 + GST; E164/E165

### ► The Yoga of Nutrition

Ancient yogis taught that eating is a sacred act; however, in today's society of fast food and junk food, there is nothing sacred about our eating habits. The Yoga of Nutrition offers a fresh approach to the body, mind and soul connection that we have to our food, and gives you the opportunity to explore your food choices in a holistic way. Learn to trust your inner wisdom to make choices that develop and strengthen your ability to give and receive sustenance and nurturing. The result is a more vibrant, healthier you. Note: Class is 45 minutes of theory and 45 minutes of gentle beginners yoga. Instructor: Tina Baird

#### COURSE ID: LR 0016

WED, FEB 20 - MAR 27, 7:00 PM - 8:30 PM - 6 WEEKS, \$109 + GST; H131

### ► The Art of Beladi - Level 1

Inspired by Beladi (belly dance) movements - this class is where it all begins! If you have always wanted to try Belly Dance or if you have been dancing for a while this class will be an opportunity to perfect your basic belly dance movements! Instructor: Tina Baird

#### COURSE ID: LR 0012

THUR, MAR 14 - APR 18, 6:00 PM - 7:30 PM - 6 WEEKS, \$109 + GST; H131

### ► Motorcycle Riding Instruction

Motorcycle Riding Instruction, offered in cooperation with Alberta Safety Council, provides on-bike practical instruction suitable for any inexperienced or previous riders. Advanced skills are taught by trained, experienced instructors. After taking this course, some insurance companies may offer a reduced insurance rate.

Requirements: Minimum age - 16 years, approved helmet, jacket, long pants, sturdy boots & gloves to participate in the class.

Instructors are well trained with years of riding experience. Chief Instructor, Wayne King, has been teaching motorcycle riding since 1982.

#### COURSE ID: LR 0200

##### EVENING

A: MON - THUR, APR 29, 30, MAY 1, 2, 6, 7, 8 & 9  
 B: MON - THUR, MAY 20, 21, 22, 23, 27, 28, 29 & 30  
 C: MON - THUR, JUN 17, 18, 19, 20, 24, 25, 26 & 27  
 D: MON - THUR, JUL 15, 16, 17, 18, 22, 23, 24 & 25  
 E: MON - THUR, AUG 5, 6, 7, 8, 12, 13, 14 & 15  
 7:00 PM - 10:00 PM, \$445 + GST; H115

##### WEEKEND

F: FRI, SAT & SUN, MAY 10, 11 & 12  
 G: FRI, SAT & SUN, MAY 31, JUNE 1 & 2  
 H: FRI, SAT & SUN, AUG 9, 10 & 11  
 I: FRI, SAT & SUN, AUG 23, 24 & 25  
 J: FRI, SAT & SUN, SEP 20, 21 & 22  
 FRI: 7:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:00 PM, \$445 + GST; H115

*It was definitely enjoyable, got time to interact with both instructors and students. Instructors knowledge was definitely beneficial for the advancement of my own knowledge.*

—Kyle Beisel

### ► Swing Into Golf

Get a spring tune-up with our highly informative and enjoyable swing lessons. Suitable for golfers of all levels, the lessons will include the basics of grip, stance, set up, and swing. They will also focus on error correction techniques and the mental side of golf. Enjoy practicing your moves and honing your skills on the golf course at Desert Blume. Maximum: 8 participants. Instructor: Justin Olszewski is a CPGA Professional currently working at Desert Blume Golf Club.

#### COURSE ID: LR 0230

TUE & THUR, MAY 14, 16, 21, 23, & SAT, MAY 25 - 2 ½ WEEKS, \$89 + GST  
 A: TUE & THUR: 5:45 PM - 7:00 PM / SAT: 2:00 PM - 3:00 PM  
 B: TUE & THUR: 7:00 PM - 8:15 PM / SAT: 3:00 PM - 4:00 PM  
**OFF CAMPUS: DESERT BLUME GOLF CLUB**

## National Coaches Certification Programs

### ► Theory Part A

This course will teach you how to introduce skills, organize practice sessions and design a safe, fun and challenging sport environment for beginning athletes. Minimum age of 16 years. Min: 8 participants. Instructor: Jim Loughlin

#### COURSE ID: LR 0150

SAT & SUN, FEB 23 & 24, 9:00 AM - 5:00 PM - 2 DAYS, \$100 (INCLUDES MANUAL); E171/E172  
**REGISTRATION DEADLINE: FEB 13**

### ► Theory Part B

This course will help coaches prepare athletes physically, psychologically, technically, and strategically for competition. Minimum age of 16 years. Min: 8 participants. Instructor: Jim Loughlin

#### COURSE ID: LR 0155

SAT & SUN, MAR 23 & 24, 9:00 AM - 5:00 PM - 2 DAYS, \$100 (INCLUDES MANUAL); E171/E172  
**REGISTRATION DEADLINE: MAR 13**

## TONE FITNESS AND DANCE LTD.

401C – 3rd Street SE - [www.toneit.ca](http://www.toneit.ca)

Instruction is provided through Tone Fitness and Dance (formerly Dance Connection). All classes are 50 minutes unless otherwise noted.

### Fitness Classes

Start toning it today and see fast results through our different programs. We will motivate you without pressuring you!

**REGISTRATION DEADLINE: FRIDAY, JANUARY 4, 2013**

#### ► Noon Hour Tone-Up

Get the most out of your busy day by fitting in your workout at noon. Tone it in just 40 minutes a day with full body workouts. You will push your limits and see results quickly.

##### **COURSE ID: LR 0040**

MON - FRI, STARTS JAN 7, 12:10 PM - 12:50 PM

A: 1 MONTH, \$65 + GST

C: 6 MONTHS, \$300 + GST

B: 3 MONTHS, \$165 + GST

D: 12 MONTHS, \$480 + GST

#### ► The Bounce Back

Whether you have baby weight to lose or you've been out of the world of fitness for a while, we are here to help you bounce back and keep your tone. We will teach you techniques effective in losing weight, building muscle, and reclaiming your body! Other women have seen success going through this bounce back – become another star in our hall of fame! Free child care is included while class is in progress.

##### **COURSE ID: LR 0041**

MON, WED & FRI, STARTS JAN 7, 9:30AM - 10:15AM, \$125 + GST/MONTH

#### ► The After-Work Tone Up

Blow off some steam after your hectic workday and watch yourself tone right up. Look out for the Friday Smack Down though – we want you to go into your weekend knowing you worked really hard to deserve a couple days off!

##### **COURSE ID: LR 0048**

MON, WED & FRI, STARTS JAN 7, 5:20 PM - 6:10 PM

A: 1 MONTH, \$75 + GST

C: 6 MONTHS, \$360 + GST

B: 3 MONTHS, \$195 + GST

D: 12 MONTHS, \$600 + GST

#### ► Toned at 6

Need a bit of time to make it to the gym after work? Grab your workout clothes, and we will get you Toned at 6PM! This is an all-over body workout, and all levels are welcome... we bring in cardio, interval, and strength training, and can modify exercises to be more or less difficult based on your fitness level.

##### **COURSE ID: LR 0053**

TUES, WED & THUR, STARTS JAN 8, 6:15 PM - 7:05 PM

A: 1 MONTH, \$75 + GST

B: 3 MONTHS, \$195 + GST

C: 6 MONTHS, \$360 + GST

D: 12 MONTHS, \$600 + GST

### Dance Classes

We offer fun dance classes for people of all ages – bring a friend! Put on your dancing shoes and get ready to tone it!

**REGISTRATION DEADLINE: FRIDAY, JANUARY 11, 2013**

#### ► Cardio Funk

Love Zumba? Looking for a different way to get a cardio dance workout? Cardio Funk is the latest craze, and the Tone owners were first exposed to it at a workshop in Las Vegas where Cardio Funk is extremely popular. Let us share this “old-school, hip hop” infused cardio dance party with you – and get ready to sweat!

##### **COURSE ID: LR 0054**

THUR, STARTS JAN 17, 7:15 PM - 8 WEEKS, \$79 + GST

#### ► Latin Heat

We are turning up the heat on traditional latino ladies dancing. Learn how to move your hips like Shakira – then mix in JLo's style and you will be one hot tamale! Note: choreography will be taught in this class.

##### **COURSE ID: LR 0052**

THUR, STARTS JAN 17, 8:15PM - 8 WEEKS, \$79 + GST

#### ► Beginner Belly Dance

Learn the art of Belly Dance in this class for beginner participants. This ancient dance was developed specifically for the female body. Here you will learn new introductory movements from snake arms to chest pops to hip shimmies and (of course) hip circles!

##### **COURSE ID: LR 0055**

MON OR WED, STARTS JAN 14, 6:15 PM - 10 WEEKS, \$99 + GST

#### ► Intermediate Belly Dance

This class is great for people with some previous dance experience in other genres but are looking to try something new. Here, ladies learn how to layer movements and pick up the tempo. With the choreography taught, the instructor may introduce new props such as veils, zills, cane, or even sword!

##### **COURSE ID: LR 0051**

TUE, STARTS JAN 15, 7:15 PM - 10 WEEKS, \$99 + GST

#### ► Tribal Fusion Belly Dance

This is a modern form of belly dance that infuses elements of popping, hip hop, Bhangra, cabaret, and even flamenco styles. If you are out to learn something new and explore things you didn't know your body could do, give Tribal Fusion a try.

##### **COURSE ID: LR 0056**

TUE, STARTS JAN 15, 8:15 PM - 8 WEEKS, \$79 + GST

## Lifestyle & Recreation



The Be Fit for Life Center is an Accredited Fitness Appraisal Center that serves South Eastern Alberta by providing education and resources to assist local residents to lead active lifestyles. Call (403) 529-3839 or E-mail: zmorrison@mhc.ab.ca for more information.

### Alberta Fitness Leadership

#### AFLCA Certification

Become a fitness leader and learn to motivate, inspire and educate others. Courses taken through the Be Fit for Life Center lead to certification granted by the Alberta Fitness Leadership Certification Association.

#### ▶ Exercise Theory Course

This 20-hour course is the pre-requisite for certification in the four specialty areas. It is also appropriate for people with a general interest in fitness. The course includes such topics as anatomy, physiology, active living, adult learning communication and principles of fitness. The course fee includes the cost of the manual and exam.

#### COURSE ID: LR 0100

FRI, SAT & SUN, JAN 18, 19 & 20

FRI: 6:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:30 PM, \$200 + GST; E174/175

**PLEASE REGISTER ONE-WEEK PRIOR TO STARTING TO ENSURE COURSE MATERIALS ARE ORDERED ON TIME. (MIN. 6 PARTICIPANTS REQUIRED)**

#### ▶ Group Exercise Fundamentals

Includes Step Designation - This 20-hour course will teach you the skills necessary to effectively lead group exercise programs. The course will apply the theory learned in the Exercise Theory course to practical leadership situations. Topics include: Class Organization and Structure, Music, Choreography, Structure, Music, Choreography, Program Choices and more. The course fee includes the cost of the manual and exam. Pre-requisite: Exercise Theory Course

#### COURSE ID: LR 0119

FRI, SAT & SUN, FEB 1, 2 & 3

FRI: 6:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:30 PM, \$200 + GST; E174/175 & H131

**PLEASE REGISTER ONE-WEEK PRIOR TO STARTING TO ENSURE COURSE MATERIALS ARE ORDERED ON TIME. (MIN. 6 PARTICIPANTS REQUIRED)**

#### ▶ Resistance Training Specialty

This 20-hour course includes topics such as Anatomy, Physiology, Training Principles, Resistance Training Technique, Program Design, Practical Sessions, Equipment, and Special Considerations. The course fee includes the cost of the manual and exam. Pre-requisite: Exercise Theory Course

#### COURSE ID: LR 0117

FRI, SAT & SUN, MAR 1, 2 & 3

FRI: 6:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:30 PM, \$200 + GST; E174/175 & H131

**PLEASE REGISTER ONE-WEEK PRIOR TO STARTING TO ENSURE COURSE MATERIALS ARE ORDERED ON TIME. (MIN. 6 PARTICIPANTS REQUIRED)**



The Alberta Sport Development Centre - Southeast provide emerging athletes in Medicine Hat an opportunity to receive non-technical sport science support in the form of sport nutrition, mental skills, and exercise training and education. Call 403.504.3547, or E-mail: klehenbauer@mhc.ab.ca for more information.

Book your team or club for these exciting sessions.

Sessions are available to teams and clubs to meet the specific needs of the athletes. Sessions would be targeted to athletes, parents and coaches.

#### ▶ Sports Nutrition

Sessions topics can include:

- » Sport Nutrition 101 - Learn the basics of sports nutrition. Questions about hydration, food intake, and supplements will be covered.
- » Sport Nutrition for the travelling athlete - This session will focus on how to keep a competitive edge by eating well when travelling.
- » Competition Nutrition - Foods and fluids before, during, and after training and competition will be the focus of this session.

#### ▶ Sport Psychology

Mental Toughness - What does it mean to be 'mentally tough' and how can athletes go about building this trait? We hear the term 'mental game' or 'mental strength' used frequently, and more often than not athletes are not taught the full potential of how to work with their mental abilities. Session length: 50 minutes.

#### ▶ Get SMART!

Setting SMART goals is the first step in working towards the ultimate goal that an individual may have. Athletes can learn and train themselves to set goals that will help advance them towards where they want to be. Discuss proper goal setting tools and techniques. Session length: 50 minutes.

#### ▶ Communication is Key

Exploration will occur around the idea of proper and effective communication, both on team and individual sport platforms. Tools and activities to help individuals realize the importance of strong communication skills, and the benefits that strengthening this skill may have. Session length: 50 minutes.



MEDICINE HAT  
COLLEGE

# ATHLETE ENHANCEMENT PROGRAM



## THE EXPERTS



**COURTNEY MARCHESIN (MA)** is a mental skills trainer with various individuals and teams including collegiate sports, high school teams and classes, and competitive athletes. As a second year member of the ASDC, she looks forward to helping the athletes strive to reach their athletic goals again this season.

**KIMBERLEE BROOKS (MSC, RD)** is a sport dietitian with the Alberta Sport Development Centre. She has been practicing as a registered dietitian for 11 years and has worked with a variety of athletes, parents and coaches. Kimberlee and her family are actively involved with the sport community in Medicine Hat.



### ED STILES (BPE CERTIFIED EXERCISE PHYSIOLOGIST)

has built safe effective client centered programs for athletes of all ages and abilities for 2 decades. As the Strength and Conditioning Coach for the Alberta Sport Development Center for 4 years, Ed focuses on the specific needs of young developing athletes.



## ARE YOU AN EMERGING ATHLETE?

- 10-WEEK INTENSIVE TRAINING PROGRAM
- ATHLETES AGED 13-17
- NON-TECHNICAL ASPECTS OF SPORT  
MENTAL SKILLS - SPORT NUTRITION - EXERCISE

## THE PROGRAM OVERVIEW

- ▶ GETTING YOUR HEAD IN THE GAME
- ▶ SETTING UP FOR SUCCESS
- ▶ PLANNING FOR YOUR REALITY
- ▶ FUELLING THE YOUNG ATHLETE
- ▶ COMPETITION NUTRITION
- ▶ SPORT NUTRITION FOR THE TRAVELLING ATHLETE
- ▶ BUILDING A BALANCED FOUNDATION FOR LONG TERM ATHLETIC SUCCESS
- ▶ STABLE AND STRONG, FLEXIBLE AND AGILE
- ▶ AGILITY, BALANCE, AND CORE-DINATION
- ▶ GRADUATION

## REGISTRATION

COURSE ID: LR 0159

STARTS MARCH 7TH, 6:30-8:30PM -  
EVERY THURSDAY FOR 10 WEEKS

\$99+GST

ATHLETES MUST BE 13-17

DEADLINE: MARCH 1, 2013

LIMITED SPACE AVAILABLE

FOR MORE INFORMATION:

[WWW.EMERGINGATHLETE.CA](http://WWW.EMERGINGATHLETE.CA)

COACHES/TEAMS - THINK THIS PROGRAM WOULD BE GREAT FOR YOUR TEAM?  
CONTACT US TO LEARN HOW WE CAN TAILOR THIS PROGRAM FOR YOUR TEAM.  
PHONE NUMBER: 403.504.3547      EMAIL: [KLEHENBAUER@MHC.AB.CA](mailto:KLEHENBAUER@MHC.AB.CA)



## PERSONAL DEVELOPMENT



Canadian Mental Health Association  
Alberta Southeast Region

### ▶ ASIST - Applied Suicide Intervention Skills Training

More than 3,700 Canadians die by suicide each year. These suicides can be prevented and you can help! This 2-day Applied Suicide Intervention Skills Training will give you an understanding of the following: your personal attitudes toward suicide; how to recognize and assess the risk of suicide; effective suicide intervention techniques; and community resources. Any individual who is interested, or may come in contact with a person at risk of suicide is encouraged to attend. ASIST meets the requirements for the Alberta College of Social Workers A Credits. Each participant will receive a certificate upon completion.

#### COURSE ID: PD 0250

A: MON & TUE, MAR 11 & 12, 8:30 AM - 4:30 PM, \$185 + GST; F1007  
B: THUR & FRI, APR 18 & 19, 8:30 AM - 4:30 PM, \$185 + GST; F1007  
C: THUR & FRI, MAY 30 & 31, 8:30 AM - 4:30 PM, \$185 + GST; F1007

### ▶ ASIST - Applied Suicide Intervention Skills Training Tune Up Version X

This 1/2 day tune up is for individuals who have completed the two day Version of ASIST within the past three years. This interactive tune up will refresh skills learned in the previous ASIST. Minimum: 10 participants.

To register for ASIST TUNE UP – Applied Suicide Intervention Skills Training Tune Up Version X please contact the Canadian Mental Health Association at 403-504-1811.

A: THUR, FEB 7, 8:30 AM - 12:00 PM, \$95 + GST  
B: THUR, MAY 9, 8:30 AM - 12:00 PM, \$95 + GST  
C: THUR, JUN 6, 8:30 AM - 12:00 PM, \$95 + GST  
**OFF CAMPUS:** CMHA OFFICE, 204, 1865 DUNMORE ROAD SE

### ▶ Mental Health First Aid

Mental Health First Aid teaches first aid skills to help someone showing signs of a mental health problem or experiencing a mental health crisis. In this 12 hour interactive workshop, practical skills are taught using a five step model that is easy to remember and apply in real-life settings. The course provides information about depression, anxiety disorders, psychosis and substance use disorder.

Participants will learn:

- » how to recognize the symptoms of these mental illnesses;
- » the possible causes or risk factors for these illnesses;
- » the evidenced based medical, psychological and alternative treatments available;

- » how to give appropriate initial help and support to a person suffering one of these
- » illnesses;
- » how to take appropriate action if a crisis situation arises involving suicidal behaviour, panic attack, stress reaction to trauma or threatening psychotic behaviour.

Anyone can benefit from Mental Health First Aid - teachers, health service providers, emergency workers, HR personnel, employers and frontline workers who deal with the public.

Upon completion of the Mental Health First Aid course, participants will receive a certificate of attendance (recognized by ACSW). Participant manual is included in course fee.

#### COURSE ID: PD 0275

B: MON & TUE, JAN 28 & 29, 9:00 AM - 4:00 PM - 2 DAYS, \$150 + GST; B356  
C: MON & TUE, MAR 25 & 26, 9:00 AM - 4:00 PM - 2 DAYS, \$150 + GST; B356  
D: THUR & FRI, MAY 16 & 17, 9:00 AM - 4:00 PM - 2 DAYS, \$150 + GST; F1007

### ▶ Mental Health First Aid for Adults Who Interact with Youth

MHFA Canada: For Adults Who Interact with Youth focuses on mental health problems and first aid for youth ages 12 to 24. Mental health problems often first develop during adolescence or early adulthood, with half of all mental disorders beginning by age 14, and 75 percent beginning by age 24.

Most mental disorders develop gradually. The early signs and symptoms of developing mental health problems will be different from the more established clinical profiles which are reflected later in life. The social, educational and family environments in which mental disorders occur in young people are also different from those later in life. Therefore, the information in this course is designed to be sensitive to the unique aspects of mental health problems in young people. It is meant to assist education professionals, health providers, parents and other adults in the identification of mental health problems and appropriate first aid intervention strategies.

The following mental health problems are covered:

- » Mood Disorders
- » Anxiety disorders
- » Psychosis
- » Substance Use Disorder
- » Eating disorders
- » Deliberate self-injury

Upon Completion of the Mental Health First Aid for Adults Who Interact with Youth course, participants will receive a certificate of attendance and a manual.

#### COURSE ID: PD 0276

C: MON & TUE, FEB 11 & 12, 8:30 AM - 4:30 PM - 2 DAYS, \$150 + GST; B356  
D: THUR & FRI, APR 25 & 26, 8:30 AM - 4:30 PM - 2 DAYS, \$150 + GST; F1007  
E: MON & TUE, JUN 17 & 18, 8:30 AM - 4:30 PM - 2 DAYS, \$150 + GST; B356

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▶ **S.O.S. WorkLife Skills Presents:  
WorkSmart - Working Smarter Not Harder**

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Get more return on your time and energy. This course will provide you with proven strategies to take control of your time, pre-plan your day, establish work priorities, deal with time wasters, establish, "SMART" goals, and handle interruptions. You will learn numerous time saving tips. Discover how to double your productivity without doubling your stress. Instructor: Laurel Scharfenberg

**COURSE ID: CA 0257**

SAT, JAN 26, 9:15 AM – 4:15 PM – 1 DAY, \$165 + GST; F1007  
REGISTRATION DEADLINE: JAN 17

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▶ **Conflict Resolution for People Who Hate Conflict!**

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These days, conflict comes at us from every angle: work, personal relationships, family issues, community issues, etc., and it can be very challenging to deal with. We try to cope or we avoid and make it worse. We worry, experience anxiety and it can damage our lives. What we really want is to fix it and we often don't know how. There is a process and a number of skills we can learn to help us effectively and successfully deal with conflict. This process can be used in virtually any situation and, learning about conflict and the process can help us prevent conflict in the future, and reduce our stress now.

Please note: This course has similar content to Conflict Resolution in the Workplace and includes work and non-workplace examples. Instructor: Laurel Scharfenberg

**COURSE ID: CA 0223**

TUE, FEB 5, 9:15 AM – 4:15 PM – 1 DAY, \$165 + GST; B356  
REGISTRATION DEADLINE: JAN 29

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▶ **Discover Yourself! Understanding Yourself and Others**

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Discover your true self. Identify where and why job / life frustrations and satisfactions come from for you. Uncover and learn how to make the most of your strengths and those you need to be successful. Clearly identify your talents, gifts and skills and find out how to put them to use. Build your self esteem and improve your relationships. Understanding yourself and others is highly rewarding and can help you get on the best path for you. Instructor: Laurel Scharfenberg

**COURSE ID: CA 0210**

FRI, FEB 15, 9:15 AM – 4:15 PM – 1 DAY, \$165 + GST; B356  
REGISTRATION DEADLINE: FEB 8

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▶ **Personality Profiles for Better Work  
Performance and Success on the Job!**

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People who are successful at work have developed specific personal behavioural styles to assist them in being successful. People with certain behavioural styles or personality profiles are more successful in certain types of work. You can develop your personal behavioural skills to maximize success on the job. Find out what you or your staff need to do, what to look for and how to bring out the best in people and yourself for more success on the job. Complete a personal profile analysis and learn how to use the results effectively. Instructor: Laurel Scharfenberg

**COURSE ID: CA 0207**

WED, MAR 6, 9:15 AM – 4:15 PM – 1 DAY, \$165 + GST; F131  
REGISTRATION DEADLINE: FEB 27

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▶ **Shiftwork, Safety and Sanity**

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Explore the impact of shiftwork in this seminar which focuses on performance and safety issues and presents useful activities and approaches for managing your sanity while being productive when scheduled for shiftwork. In this course you will learn to improve sleep quality, manage fatigue, and increase job alertness. Instructor: Laurel Scharfenberg

**COURSE ID: WH 0051**

THUR, FEB 28, 9:15 AM – 4:15 PM – 1 DAY, \$349 + GST; B356  
REGISTRATION DEADLINE: FEB 14

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▶ **Teambuilding for Success!**

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The "Teamwork" concept – upgraded! Do you know what it really takes for a team to be successful? Most of us have some idea of what teambuilding might include, however; we need to find out which teambuilding actions truly are effective and how to implement them. Find out what high performance teams do to succeed and how to create your own High Performance Team. Learn what a High Performance Team needs to do to achieve that performance on an ongoing basis. Learn what not to do! Find out what makes a team fail and how to avoid that and how to re-generate a team to achieve High Performance. Instructor: Laurel Scharfenberg

**COURSE ID: CA 0206**

FRI, MAR 22, 9:15 AM – 4:15 PM – 1 DAY, \$165 + GST; F1007  
REGISTRATION DEADLINE: MAR 14

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▶ **Mastering Your Time: Time, Information and  
Productivity Management That Works!**

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The latest on time management. Are you struggling to get enough done every day? There is always too much to do and not enough time for those important things. Find out how to master your time for peak productivity – get the right things done with less stress. We've done the research for you. Learn tools and skills that work and that can be applied to any part of your life where you want to accomplish the right stuff and get more done every day. Instructor: Laurel Scharfenberg

**COURSE ID: CA 0226**

TUE, APR 9, 9:15 AM – 4:15 PM – 1 DAY, \$165 + GST; F1007  
REGISTRATION DEADLINE: MAR 27

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▶ **Anger Management**

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There are numerous factors and situations that we encounter daily that can be frustrating and that can lead to us feel angry and hostile. Do you work or associate with someone who is very difficult to get along with, find your expectations not being met, feel that people don't listen, or take their anger out on you? Find out how to reduce anger in these situations and how to turn those angry people and situations into cooperation and win-win. Find out what to do and how to do it. Learn positive techniques for managing anger and hostility and for dealing with those people and situations that push our buttons. Instructor: Laurel Scharfenberg

**COURSE ID: CA 0227**

TUE, APR 23, 9:15 AM – 4:15 PM – 1 DAY, \$165 + GST; F131  
REGISTRATION DEADLINE: APR 16

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# Medicine Hat Family Service

Medicine Hat Family Service is located at 477 – 3 Street SE (5th Avenue Entrance). For more information on the services that we provide, please call 403-504-8026 or visit our website at [www.mhfamilyservice.com](http://www.mhfamilyservice.com). Funding for many of these courses is made possible through grants from City of Medicine Hat, Town of Redcliff, Cypress County, United Way of Southeastern Alberta.

## Empowerment and Healing Tools

### ► Courage to Change – A Group for Women

This course examines the beliefs which support abusive behaviour. How to identify abuse, resolve conflicts, and develop respectful ways to negotiate, communicate, and understand changing roles and relationships will be explored in a safe and confidential setting. Facilitator: Jamie Evans, Diploma in CYC

**AVAILABILITY OF PROGRAMS IS SUBJECT TO NUMBER OF REGISTRANTS.**  
FEE: \$90, CALL 403-504-8026 TO REGISTER, MHFS - 477 – 3 STREET SE

### ► Courage to Change – A Group for Men

CTC for men is a 16 week program for men who want to remove abusive behaviour in their relationships. A team of two facilitators – male and female – will assist in learning how to become respectful and nonviolent and have healthy, intimate relationships. Funding for Courage to Change for Men made possible in part through a grant from Alberta Health.

**AVAILABILITY OF PROGRAMS IS SUBJECT TO NUMBER OF REGISTRANTS.**  
FREE OF CHARGE, CALL 403-504-8026 TO REGISTER

### ► DILLS – Drop In Lifelong Learning Series

In a pickle? Join DILLS! Created especially for Medicine Hat area's 50-plus population. This is a contemporary thematic topic series addressing relationships. Come and learn on the fourth Wednesday of every month. Look for topics on Shaw Cable News/ Medicine Hat News.

DATES: JANUARY 23, FEBRUARY 27, MARCH 27, APRIL 24 & MAY 22  
4TH WEDNESDAY EVERY MONTH, 10:00 AM – 12 NOON  
FREE OF CHARGE, VEINER CENTRE (225 WOODMAN AVE SE)  
CALL 403-504-8026 OR 403-529-8383 FOR MORE INFORMATION

### ► Journey from Loss and Heartbreak to Connection - Drop-In Group - Monday

An ongoing open support group in abandonment recovery from loss through death, divorce, career and feelings of betrayal. We will offer many options to live more fully to: (a) Coming to terms with a great loss (b) being guided through the FIVE universal stages of abandonment (c) learning the recovery steps to take after a significant loss through a hopeful process (d) accepting the pain of loss, and (e) attending to the NOW. Facilitator: Lucien Renard, MSc, RPC, CPCA, CCPCP

MONDAYS, JANUARY 14 – MAY 27, 3:00 PM – 4:15 PM  
FREE OF CHARGE, CALL 403-504-8026 TO REGISTER, MHFS - 477 – 3 STREET

## New Support & Guidance Groups

For The Winter/Spring 2013

These groups are subsidized through a grant from City of Medicine Hat, Redcliff, Cypress County and United Way.

### ► Anger Management Support Group: Men

This is an open group that will meet on a weekly basis to provide support and guidance to men whose anger behavior is interfering with their achieving a more balanced and healthier quality of life. Facilitator: James Lieske MA, RSW

TUESDAYS, JANUARY 15 – MAY 28, 4:00 PM – 5:15 PM  
FEE: \$5 PER SESSION, MHFS - 477 - 3 ST SE; CALL 403-504-8026 TO REGISTER

### ► Exploring the Roots of Anger: Women

This is an open group that will meet on a weekly basis to provide support and guidance to women whose anger behavior is interfering with their achieving a more balanced and healthier quality of life. Facilitator: Marlene Semrau M.Ed, Counselling Diploma, CCA Member

WEDNESDAYS, JANUARY 16 – MAY 29, 2:30 PM – 3:45 PM  
FEE: \$5 PER SESSION, MHFS - 477 - 3 ST SE; CALL 403-504-8026 TO REGISTER

### ► Mindfulness Based Stress Reduction for Men and Women (MBSR)

This course is modeled as a maintenance program following the Mindfulness Based Stress Reduction (MBSR) program that was offered in the spring and winter of 2012. Designed to deepen your current mindfulness practice and approach to self-care that can assist in managing stress, pain and illness. Meditation is used to help people learn to focus awareness on body sensations, thoughts and emotions in a non-judgmental way. Through this practice, a person is given the opportunity to explore their inner world of mind/body, recognize and mobilize their inner psychological resources as a way of developing greater balance, control and fuller participation in your life. Practice skills to improve your ability to let go of the past, worry less about your future and live more fully in the present. The course includes guided mindfulness meditation and mindful stretching/movement. Instruction is modified for each individual needs.

Instructors have backgrounds in Family and Marriage Therapy, Addictive Processes, Clinical Social Work, and Mindfulness and Meditation Therapy. Facilitators: Cathy Brotzell MSW RSW and Marlene Semrau M. Ed and Counselling Diploma

JANUARY 21 – MARCH 18 (NO CLASS FEB 18), 7:00 PM – 8:30 PM, 8 WEEKS  
FEE: \$125, MAXIMUM 15 PARTICIPANTS, CALL 403-504-8026 TO REGISTER

### ► Anxiety Support and Guidance Group

This weekly open group will provide fresh ideas on addressing anxiety using a mindfulness and acceptance approach. Participants will be guided through a process of acceptance, choice and action (ACT) using Mindfulness & Acceptance Workbook for Anxiety. Facilitator: Howard Friesen BA, RSW

THURSDAYS, JANUARY 17 – MAY 30, 4:00 PM – 5:15 PM  
FEE: \$5 PER SESSION, MHFS - 477 - 3 ST SE; CALL 403-504-8026 TO REGISTER

# Medicine Hat Family Service

## ► Possibility Thinking: Discovering the best in me and others

This group will focus on exploring key elements for achieving one's vision essential for holistic health, purposeful living and authentic happiness. Facilitator: Cathy Brotzell, MSW, RSW

WEDNESDAYS, JANUARY 16 – MAY 29 4:00 PM – 5:15 PM  
FEE: \$5 PER SESSION, MHFS - 477 - 3 ST SE; CALL 403-504-8026 TO REGISTER

## ► Parent Support & Network Group

This open group will provide a safe place to connect with other parents to discuss and strategize ways to feel competent, fulfilled and supported as a parent. Facilitator: TBA

FRIDAYS, JANUARY 18 – MAY 31, 10:45 AM – 12:00 PM  
FEE: \$5 PER SESSION, CALL 403-504-8026 TO REGISTER

## ► Kids in the Middle: Ages 8 - 12

The silent and not so silent sounds of families changing through separation/divorce are given a voice by the very children being affected. Resiliency skills are developed by exploring the meaning of divided loyalties, anger, rejection, fear and loneliness. Self esteem is increased and a parent discussion group will take place. Kids in the Middle is an after school program with the time and place chosen to meet the requests. Facilitator: To Be Announced

Dates and Times To Be Announced

\$52.50; SUBSIDIES AVAILABLE THROUGH A GRANT FROM UNITED WAY OF SOUTHEASTERN ALBERTA, MHFS - 477 - 3 ST SE, CALL 403-504-8026 TO REGISTER

## ► Parenting After Separation

Sponsored by Alberta Family Justice

This course is legislated and must be completed by any parent, with children less than 16 years of age, seeking a divorce in Alberta. This course is available every six weeks in Medicine Hat and several times per year in Brooks. Some sessions are all day Saturday and others are two Monday evenings. Times and places will be shared when registration takes place. The program focuses on the effects of divorce upon the family and how to develop skills to parent the child after divorce. A manual will be presented at the opening sessions.

DATE AND TIMES VARY, FREE OF CHARGE  
CALL 403-504-8026 TO REGISTER

## ► Focus on Communication in Separation

Sponsored by Alberta Family Justice, Family Mediation Services

Alberta Justice, Family Mediation Services, invites separated or divorced parents of young children to attend a free communication course. Help your children get out of the middle. Learn to communicate effectively while parenting apart. This six hour class includes topics such as understanding the conflict cycle, dealing with anger, using "I" messages. Learn to communicate with the other parent for your children's sake... they are worth it.

FEBRUARY 11 & 12, 7:00 PM – 10:00 PM AND  
MARCH 11 & 12, 7:00 PM – 10:00 PM  
FREE OF CHARGE. CALL 403-504-8026 TO REGISTER  
AVAILABILITY OF PROGRAM IS SUBJECT TO NUMBER OF REGISTRANTS.

## ► New Ways for Families Program

New Ways for Families is a new program offered through Medicine Hat Family Service, having officially launched February 1st, 2012. MHFS will receive grant funding from Alberta Justice and Attorney General for a 3-year pilot of the New Ways program.

New Ways is a parenting skills program engaging high-conflict separated or divorced parents in short-term counselling to reduce the impact of conflict on the children. This method emphasizes strengthening skills for positive future behaviour (new ways). It is designed to save the courts time, to save parents money, and to protect children as their families re-organize in new ways after a separation or divorce, for married or never-married parents.

Parents may enter the NWFF program by way of court order, or out of court referral. Income-based subsidies may be available for court-ordered clients, otherwise standard fees will apply. For more information please contact the NWFF office staff at 403-504-8026.

"Who Do You Tell?"™

Sexual Assault Response Committee (SARC) presents a groundbreaking approach to sexual abuse education designed for children, parents, teachers and communities. The "Who Do You Tell?"™ Educational Program offers the facts about sexual abuse and empowers communities to speak openly about the issue. It is offered both in schools and in the community.

Described by program deliverers as "fun and interactive for children" "Who Do You Tell?"™ was developed around the principle that education, not fear, is the best tool for communities to combat childhood sexual abuse.

Here at SARC we do not believe that children are responsible for preventing or stopping sexual abuse — the decision to abuse begins and ends with the perpetrator — but, like other safety education courses, "Who Do You Tell?"™ empowers children to act in response to sexual abuse issues. This course includes a parent night, and two one hour sessions for children aged 6-11. Facilitator: April Welshman

LOCATION, DATE AND TIME: TBA  
COST: FREE

## ► Community Presentation Services

Is your agency, club or group looking for single session speakers? We can help! Minimal or no fee for non-profit groups. Presentations are designed from 45 minutes in length to 6 hour workshop format. You choose what's best.

Fees are based on length of workshop, time and travel.

Some thematic topics include:

- » Sexual Abuse Response and community awareness presentations
- » Healthy work environment
- » Laugh at Stress- stress management strategies

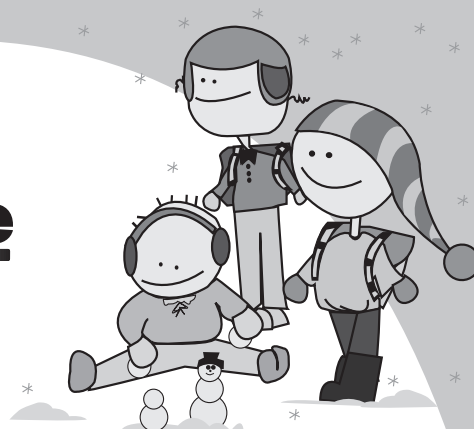
Participants include parents, guardians, sports instructors, volunteers in human services, corporate citizens and oil field workers. Facilitators: Family Service Staff Members



McMan

# McMan parentLINKcentre

2425 Southview Dr. SE  
Ph: 403-504-0833  
Toll Free: 1-888-878-Link (5465)



## McMan Parent Link Centre Winter/Spring Programs 2013

### Parent Education Classes

Throughout the year we offer a variety of parenting workshops and seminars. Individual Triple P Parenting classes available in group and individual format, 0-teen years.

Call 403-504-0833 for next scheduled classes.

### Baby Time

Open to all parents and their babies 0-12 months. Siblings welcome.

Friday 10:30 am - 12:00 pm

### Stay and Play Drop-In

An opportunity for parents to play with their children while encouraging developmental growth.

Thursday 4:30 pm - 7:30 pm  
Saturday 10:30 am - 1:30 pm

### Post Partum Support Group

McMan Parent Link Centre has partnered with Alberta Health Services to host a weekly post partum support group.

Call 403-502-8200 to register for this group.

### McMan Parent Link Centre Resource Library and Toy Lending Library

Call for more information or ask a staff at the Centre about the lending procedures.

Ages and Stages Parent-Completed Childhood Monitoring Screen. This is a reliable tool to see where your child is developing in all areas, and gives parents ideas to enhance these areas at home.

Please call to make an appointment.



Follow us on Facebook

McMan-Parent-Link Like

## McMan Parent Link Centre Rural Programs 2013

### Parents and Playmates

A playgroup specifically for parents and children ages 0-6 years. An opportunity to meet other parents while your child gains valuable social skills. (All caregivers welcome.)

**Irvine:** alternate Thursdays 10:00 am - 11:00 am  
Call for correct date.  
Location: Irvine Sports Complex  
Box 202 Irvine AB T0J 1V0

**Seven Persons:** alternate Tuesdays 10:00 am - 11:00 am  
Call for correct date.  
Location: Seven Persons District Hall  
Box 129, Seven Persons, AB T0K 1Z0

**Redcliff:** Wednesdays 10:00 am - 11:00 am  
Location: I.F. Cox 339 3rd St SE

Many other programs running... see our website for current calendar and monthly newsletter.

Be the **Best Parent** you can be!

...make the most of the early years.

Government of Alberta ■

The McMan Parent Link Centre is a resource for ALL parents and caregivers to help strengthen parenting skills and ensure positive development.

The McMan Parent Link Centre provides families with information and services needed to help their children develop to their full potential and enter school ready to learn.

All services are FREE!

PH: 403-504-0833

www.parentlinkcentre.com

### ▶ Introduction to Natural Health and Healing



Would you like to learn more about natural health but don't know where to start? If so, then this is the course for you! We'll discuss the various stages of health and illness, and you'll discover that true health means wholeness of the mind, body, and spirit. We'll also explore naturopathy. You'll find out about proper breathing techniques that enhance health, and you'll learn the value of hydrotherapy, diet, biorhythms, and fasting. We'll also examine using the power of the mind for healing the body--discussing brain function tests, visualization, and relaxation therapies. Then we'll delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet. We'll also look at herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, T'ai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies, and much more.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ▶ Individual Excellence



Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ▶ Managing Life as a Single Parent



Get the support you need for doing the toughest job on earth—raising children on your own. You'll learn how to enforce rules at home, support your kids emotionally, deal with your own disappointments, and resolve conflicts with your ex and extended family members. You'll also gain insights into managing your finances, getting help when you need it, carving out some time for yourself, and even making decisions about dating. Throughout the course, you'll have the chance to interact with other classmates and your instructor, ask questions, and apply new skills. Whether you're a mom or dad who's brand new to single parenting or making the choice to parent alone, this course will provide the support, resources, and information to make your life easier.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 = GST

### ▶ Listen to Your Heart, and Success Will Follow



Intelligently facilitated and fast-paced, this class will help you enjoy the rewards that come from doing what really makes you happy! Your instructor and a caring community of students will help you begin designing a life that really works for you. Your every day will be filled with joy and inspiration, and a greater depth of meaning will be added to everything you do.

**COURSE ID: E2G0001**

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

Will you open your home to a foster child? 



Foster or Adopt a child ... change a life!

#### INFORMATION NIGHTS (7:00 - 8:30 PM)

- February 12, 2013
- May 7, 2013
- September 10, 2013
- November 5, 2013

#### LOCATION

McMan Office  
#4 – 941 South Railway St.  
S.E. Medicine Hat, AB

*Come find out how to take the first step towards fostering or adopting a child or providing relief care.*

#### TRAINING WEEKENDS

- March 8 - 10, 2013
- May 24 - 26, 2013
- September 27 - 29, 2013
- November 22 - 24, 2013

#### LOCATION

McMan Office  
#4 – 941 South Railway St.  
S.E. Medicine Hat, AB

Call Shannon for more information

403-527-1588 ext. 226


In Brooks, call: 403-362-6228 ext. 226



McMan



[www.mcmanfoster.com](http://www.mcmanfoster.com)

 Like us on Facebook

Foster, Adoption in  
Medicine Hat and Brooks



McMan Community Services recruits and trains foster and adoptive families for the Southeast Alberta Child and Family Services Authority.

## YOU AND THE LAW

The Public Legal Education program at Medicine Hat College provides general education and information about law and the legal system for people without legal training. During these sessions you will gain knowledge about the laws of Alberta and how they apply to you. Professionals from related fields instruct these courses and answer your questions. Seminars are free of charge, thanks to the professionals who volunteer their time, as well as grant funding from the Alberta Law Foundation.

Continuing Studies, Medicine Hat College, appreciates the continuing support of the Alberta Law Foundation.

Alberta **LAW**  
FOUNDATION

### Law At The Public Library

Legal Information You Can Trust



Brought to you in partnership with the Medicine Hat Public Library. Please join us for a morning of informative discussions in a relaxed casual setting.

All sessions are FREE of charge but advance registration is required by calling: 403.529.3844. Refreshments provided.

#### ► Executor's Duties & Responsibilities

Have you been named as an executor of an estate for a relative or friend? This presentation will provide an overview of the legal rights and responsibilities of an executor as that person gathers in estate assets, pays the debts, distributes to beneficiaries, and generally administers the estate. Learn about your liabilities and responsibilities as an executor, and any expectation of payment for services rendered. Host: Cameron J. Kemp Law Office

**COURSE ID: YL 0023**

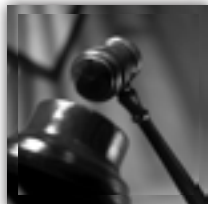
WED, JAN 23, 10:15 AM – 12:00 PM

**OFF CAMPUS:** HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)

# LAW DAY!

April 2013

- courthouse tours
- mock trial
- exhibits
- demonstrations



Contact Dayna Felesky at  
403.529.3848 or [dfelesky@mhc.ab.ca](mailto:dfelesky@mhc.ab.ca)  
for more information

#### ► Landlord and Tenant Law

For both landlords and tenants: tenancy contracts, rent, security deposits, termination of tenancies and notice. These are a few of the topics that will be discussed in this look at the legal rights and responsibilities of residential tenants and landlords. Host: Bill Ramage, Service Alberta

**COURSE ID: YL 0310**

WED, JAN 30, 10:15 AM – 12:00 PM

**OFF CAMPUS:** HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)

#### ► Condo Living

Condominiums provide both a lifestyle alternative and a sound investment. If you are considering buying, living in, or selling a condominium, this seminar is for you. You will delve into the essentials of condominium living, including the three "P"s: People, Parking, and Pets. This session will present information about the laws governing condominium associations and bylaws, monthly dues, insurance requirements, capital replacement reserve funds, repairs, maintenance, and your legal options if the contract is not upheld. Host: Murray Sihvon

**COURSE ID: YL 0226**

WED, FEB 13, 10:15 AM – 12:00 PM

**OFF CAMPUS:** HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)

#### ► Elder Abuse

The abuse of older adults can happen to anyone: a friend, a neighbour, a family member, or yourself. Learn how to identify and respond to issues of elder abuse, gain the ability to understand what abuse looks like, and find out what resources are available to help. Host: Jamie Evans, Public Education and Awareness Coordinator of the Medicine Hat Women's Shelter Society and member of CRANE (Community Response to Abuse and Neglect of Elders)

**COURSE ID: YL 0049**

WED, FEB 27, 10:15 AM – 12:00 PM

**OFF CAMPUS:** HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)

#### ► Employment Standards

This session is designed for business owners, managers, supervisors and payroll and accounting personnel to provide a better understanding of rights and obligations under the Employment Standards Code. Alberta's minimum standards for pay entitlements will be outlined and will help employers establish appropriate company policies and avoid policies that may require costly and time-consuming corrections later. Host: Scot Hecker, Employment Standards Alberta

**COURSE ID: YL 0031**

FRI, MAR 22, 10:30 AM – 12:30 PM

**OFF CAMPUS:** HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)

## Law At Lunch

AT THE MEDICINE HAT PUBLIC LIBRARY



Medicine Hat College Public Legal Education program and the Medicine Hat Public Library invite you to bring a brown bag lunch and enjoy these short talks on a variety of legal subjects.

All sessions are FREE of charge but advance registration is required by calling: 403.529.3844. Refreshments provided.

### ► Avoiding Probate

Probate is the court-supervised process of locating and determining the value of a deceased person's assets, paying that person's final bills and taxes, and then distributing what's left to the heirs. Join us for a brief overview to understand how to prepare your investments for transfer to your loved ones at death to avoid probate. Host: Steve Meldrum B.Mgt., CFP

**COURSE ID: YL 0024**

WED, FEB 6, 12:10 PM - 12:50 PM

**OFF CAMPUS:** HONOR CURRIE ROOM, LOWER LEVEL, MHPL

### ► Funeral Planning

THE BENEFITS OF PRE-PLANNING

Dealing with funeral arrangements while experiencing stress and a sense of loss is very difficult for any family. Pre-planning gives you the time to consider your options and make thoughtful, informed decisions, while releasing others from the burden of having to speculate on your final wishes. When you pre-plan and pre-pay your funeral arrangements, you are protected from future changes in funeral costs. This practice removes any financial responsibility from your family, and gives you peace of mind. Host: Gerry Getz, Cook Southland Funeral Chapel

**COURSE ID: YL 0252**

WED, MAR 13, 12:10 PM - 12:50 PM

**OFF CAMPUS:** HONOR CURRIE ROOM, LOWER LEVEL, MHPL

### ► Small Claims Court

Small Claims Court (Civil Division of the Provincial Court) is where you can sue if you have lost up to \$25,000 through a contractual agreement, as a tenant or in a business or consumer transaction. Topics include: starting the small claims court action, trial procedures, judgements, the appeals process, and how to collect! Host: Cameron J. Kemp Law Office

**COURSE ID: YL 0313**

WED, MAR 20, 12:10 PM - 12:50 PM

**OFF CAMPUS:** LEGION ROOM, LOWER LEVEL, MHPL

## Evening Legal Programs

AT THE MEDICINE HAT PUBLIC LIBRARY



All sessions are FREE of charge but advance registration is required by calling: 403.529.3844. Refreshments provided.

### ► Small or Home Business and Law

Starting a small business in your home or somewhere else? Many of the elements you need to consider have a legal connection, including: pros and cons of incorporation; licensing and other government requirements; contracts – what they are and when they are enforceable; and steps in collecting unpaid accounts. Host: Jonathan P. Tie-man, Bolton Bishop, Lawyers

**COURSE ID: YL 0013**

WED, FEB 27, 7:00 PM – 9:00 PM

**OFF CAMPUS:** HONOR CURRIE ROOM, LOWER LEVEL, MHPL

## Law Video Conference Sessions

Brought to you in partnership with the Medicine Hat Public Library and the Lethbridge College Public Legal Education Program. Please join us for a free video conferencing session.

All sessions are FREE of charge, but advance registration is required by calling 403.529.3844. Refreshments provided.

### ► Information, Identity Theft and Law

Driver's license information, SIN card, credit cards, medical records, banking information, passport... There's a whole identity out there made up of your personal information, much of it stored in electronic databases. If that identity is stolen, or your information gets into the wrong hands in some other way, or the information is wrong, the results can be serious. This presentation provides a general overview of legal issues related to your information identity. Topics for discussion include: knowing if/when you have to give out your personal information and to whom; what you can do if information is wrong, if somebody gives out information about you when they shouldn't, or if somebody steals your information; and if it makes a difference if your information is collected or stored somewhere outside Alberta or Canada.

**COURSE ID: YL 0235**

WED, MAR 6, 12:00 PM – 1:30 PM

**OFF CAMPUS:** LEGION ROOM, LOWER LEVEL, MHPL

Arrange a Public Legal Education session for your organization or group on any legal subject.

Contact Dayna Felesky,  
Public Legal Education Coordinator,  
Medicine Hat College  
403.529.3848.

MEDICINE HAT  
COLLEGE

## BROOKS CAMPUS

## Brooks Campus Courses

### Computers & Technology

- 67 ... Certificate Programs
- 68 ... Introductory Courses
- 68 ... Microsoft Office Applications
- 70 ... Wireless Communication
- 71 ... Financial Courses
- 72 ... Digital Cameras and Photography

### Workforce Development

- 72 ... Health Care Aid – Pre-Service
- 73 ... Computerized Bookkeeping
- 74 ... GED Study Skills Course
- 74 ... Money Matters
- 74 ... Online Certificates and Courses
- 75 ... Management Seminars for Supervisory Personnel
- 76 ... Trades Training
- 77 ... Pre-Employment Welding

### Workplace Health & Safety

- 77 ... Motorcycle Riding Instruction
- 77 ... Industrial Safety Training
- 78 ... Non-Restricted Firearms Safety
- 78 ... Food Sanitation & Hygiene
- 78 ... St. John Ambulance First aid Courses
- 78 ... ASIST Training Tune Up Version X
- 78 ... Occupational Health & Safety Certificate

### Arts & Leisure

- 79 ... Food & Beverage
- 79 ... Children & Youth
- 80 ... Driver's EDge Driver Training
- 81 ... Languages & Communication

### Lifestyle & Wellness

- 82 ... Personal Development
- 82 ... Reiki
- 83 ... Yoga Classes

### You & the Law

- 84 ... Public Legal Education



## COMPUTERS & TECHNOLOGY

### Certificate Programs

Put your computer training and experience to work for you. Earn Certification that recognizes your level of skill and expertise in office, bookkeeping or workplace computing.

**To complete a Certificate Program, students must:**

- » register in each course individually
- » successfully complete the 'certificate exam' or 'challenge exam' for each course required to earn the certificate.
- » apply for the Certificate upon successful completion of all of the required courses by contacting Maira Devin at 403.529.3874.

#### ► Computer Office Certificate

Students must complete the following prescribed courses:

- » Take Charge of your Files and Photos
- » MS Word Level 1A: Fundamentals
- » MS Word Level 1B: Formatting for Clarity
- » MS Excel Level 1A: Fundamentals
- » MS Excel Level 1B: Spreadsheet Solutions
- » MS Access 2010 Level 1A: Fundamentals
- » MS Access 2010 Level 1B: Forms, Queries and Reports
- » Microsoft Outlook: Calendars, Contacts & Meetings
- » Dynamic PowerPoint Presentations (2010)

#### ► Advanced Computer Office Certificate

After successful completion of the Computer Office Certificate, students must complete the following prescribed courses:

- » MS Word Level 2: Adding Visual Impact and Clarity
- » MS Word Level 3: Maximized Efficiency
- » MS Excel Level 2: Dynamic Spreadsheets
- » MS Excel Level 3: Power Tools
- » MS Access 2010 Level 2: Database Management

#### ► Computerized Bookkeeping Certificate

Students must complete the following prescribed courses:

- » Introduction to Bookkeeping
- » Take Charge of your Files and Photos
- » MS Word Level 1A: Fundamentals
- » MS Word Level 1B: Formatting for Clarity
- » MS Excel Level 1A: Fundamentals
- » MS Excel Level 1B: Spreadsheet Solutions
- » MS Excel: Formulas and Functions
- » Simply Accounting 1
- » Simply Accounting 2
- » Simply Reconciliations

## Certificate Exams

Register for exams by calling 403.362.1698.

Dates and times for exams can be booked through the Front Office at 403.362.1698.

In some instances, two or more courses are tested on one exam.

- » Take Charge of Your Files and Photos
- » Introduction to MS Office Applications
- » MS Word Level 1A & MS Word Level 1B
- » MS Word Level 2
- » MS Word Level 3
- » MS Excel Level 1A & MS Excel Level 1B
- » MS Excel Level 2
- » MS Excel Level 3
- » MS Excel Formulas & Functions
- » MS Access Level 1A & MS Access Level 1B
- » MS Access Level 2
- » MS PowerPoint
- » MS Outlook
- » Simply Accounting Levels 1, 2 & Reconciliations

One exam sitting fee is included with enrolment in the related course. Pre-registration is a requirement. Re-tests will be treated as challenge exams.

## Challenge Exams

Exams may be challenged if the student has the prerequisite knowledge and does not wish to take the course but receive the credit toward the certificate program.

To challenge a computer exam, students must register by calling 403.362.1698.

#### **COURSE ID: CT 1000**

The challenge exam fee is \$50 + GST per exam.



Like us on Facebook  
[facebook.com/MHCBrooks](https://www.facebook.com/MHCBrooks)

## Introductory Courses

### ► Basics of Personal Computers

New to computers? A little nervous? Don't know where or how to start? This course is for you! You will learn the very basics from turning the computer on to controlling the mouse and running basic programs. No previous experience is necessary. You will be introduced to the machine at a comfortable and easy pace, and leave the class with much more confidence using the computer. There will be class time for practice and experimenting with your new skills. Instructors: Janessa Connor/Nancy Koenig

**COURSE ID: CT 0901**

**EVENING:**

A: MON & TUE, JAN 14 & 15, 6:00 PM - 8:00 PM, \$89 + GST

**DAYTIME:**

B: MON, MAY 6, 9:00 AM - 4:00 PM, \$89 + GST

**COURSE ID: CT 0904**

**SAVINGS!** Take both Basics of Personal Computers and Introduction to Microsoft Office Applications 2010 for only \$179 + GST.

### ► Introduction to Microsoft Office Applications

You can learn more about computers, even if you aren't sure of your next step. Together, we will cover the basics of Microsoft Word, Excel and PowerPoint so that each student can decide which program will work for them. Recognize the purpose of the applications, the look of each program, and create basic documents. Prerequisite: Basics of Personal Computers or equivalent knowledge and experience. Instructor: Janessa Connor

**COURSE ID: CT 0902**

**EVENINGS:**

MON & TUE, JAN, 28 & 29, 6:00 PM - 9:00 PM, \$99 + GST

### ► Microsoft Outlook: Calendars, Contacts & Meetings

Are you using Microsoft Outlook to its full extent? There are many powerful features of Outlook beyond sending and receiving e-mail. The calendar can be your interactive day-planner. You can easily create appointments from e-mails, schedule meetings and invite attendees, and reschedule with a few keystrokes. Calendars can be shared so that you, and the people you work with, can check availability or even make appointments for each other. The tasks feature will help you keep track of progress, send reminders, or assign a task to someone else. Maintaining your contacts will save you hours of searching for addresses and information. This course is designed for people who are familiar with e-mail and want to make Outlook a more valuable office tool. Prerequisite: Explore Email and the Internet or equivalent knowledge and experience. Instructor: Nancy Koenig

**COURSE ID: CT 0910**

**DAYTIME:**

MON, MAY 13, 9:00 AM - 4:00 PM, \$169 + GST

### ► Take Charge of Your Files and Photos

Both business professionals and personal users can now effectively organize all of their files, whether they are data, photos, videos or music. You will learn to (1) customize folders and organize your files by copying, moving, deleting, and renaming files, (2) download files from the Internet or your digital camera, (3) save the files attached to e-mails, (4) copy or move files to portable storage devices like CDs or flash drives, (5) archive files for storage or backup. Students are encouraged to bring cameras or flash drives. Prerequisite: Basics of Personal Computers, Microsoft Office Applications or equivalent knowledge and experience. Instructor: Janessa Connor

**COURSE ID: CT 0906**

**EVENING:**

WED & THUR, JAN, 23 & 24, 6:00 PM - 9:00 PM, \$169 + GST

## 2010 Microsoft Office Applications

### ► Microsoft Word 2010 Level 1A: Fundamentals

An introduction to Microsoft Word 2010. Discover the basics of creating Word documents including (1) the MS Word 2010 window, (2) entering and editing text, (3) creating, saving, and editing Word files, (4) formatting your text, (5) spelling and grammar checks. Prerequisite: Basics of Personal Computers or equivalent knowledge and experience. NOTE: This course will also benefit those individuals who are operating Microsoft Office 2007. Instructors: Janessa Connor/Nancy Koenig

**COURSE ID: CT 0915**

**EVENING:**

A: MON & TUE, FEB, 4 & 5, 6:00 PM - 9:00 PM, \$169 + GST

**DAYTIME:**

B: MON, MAY 27, 9:00 AM - 4:00 PM, \$169 + GST

**COURSE ID: CT 0917**

**SAVINGS!** Take BOTH Microsoft Word 2010 Level 1A: Fundamentals and Microsoft Word 2010 Level 1B: Formatting for Clarity for only \$299 + GST.

### ► Microsoft Word 2010 Level 1B: Formatting for Clarity

After mastering the fundamentals of Microsoft Word, you will want to use formats that will add clarity and improve the appearance of your documents. After this class, you will be proficient in (1) setting, using and modifying tabs, (2) aligning paragraphs, (3) adjusting spacing, (4) adding bullets or numbers to your text, (5) using page numbers, headers and footers, (6) adjusting margins, orientation and page layout. Prerequisite: Microsoft Word Level 1A - Fundamentals or equivalent knowledge and experience. NOTE: This course will also benefit those individuals who are operating Microsoft Office 2007. Instructors: Janessa Connor/Nancy Koenig

**COURSE ID: CT 0916**

**EVENING:**

A: WED & THUR, FEB, 13 & 14, 6:00 PM - 9:00 PM, \$169 + GST

**DAYTIME:**

B: MON, JUN 3, 9:00 AM - 4:00 PM, 6:00 PM - 9:00 PM, \$169 + GST

### ▶ Microsoft Word Level 2: Adding Visual Impact and Clarity

Using Word, you can give your documents a professional appeal that delivers information in exciting ways. After this class, your documents may contain (1) pictures, illustrations or diagrams, (2) tables, (3) columns, (4) mail merges, (5) styles, Quick parts + Themes. Prerequisite: Microsoft Word Level 1A – Fundamentals & Microsoft Word Level 1B – Formatting for Clarity, or equivalent knowledge and experience. Instructor: Janessa Connor

**COURSE ID: CT 0919**

**EVENING:**

WED & THUR, APR 17 & 18, 6:00 PM – 9:00 PM, \$169 + GST

### ▶ Microsoft Word Level 3: Maximized Efficiency

Word has many features that can save you time, effort and improve your documents. After covering these features, you can (1) control text flow, (2) use section breaks for custom formats, (3) use Master and subdocuments, (4) share documents and track revisions, (5) create indexes, tables of contents, footnotes, cross references and bibliographies, (6) create templates. This course assumes that students have completed all other Microsoft Word classes (Level 1A – Fundamentals, Level 1B – Formatting for Clarity and Level 2 – Adding Visual Impact and Efficiency) or have extensive Word knowledge and experience. Instructor: Nancy Koenig

**COURSE ID: CT 0921**

**EVENING:**

WED & THUR, MAY 1 & 2, 6:00 PM – 9:00 PM, \$169 + GST

### ▶ Microsoft Excel 2010 Level 1A: Fundamentals

An introduction to Microsoft Excel. You will discover the basics of creating Excel spreadsheets including (1) the MS Excel 2010 window, (2) entering and editing cell contents, (3) building spreadsheets, (4) saving and editing spreadsheet files, (5) creating basic formulas. Prerequisite: Basics of Personal Computers or equivalent knowledge and experience. NOTE: This course will also benefit those individuals who are operating Microsoft Office 2007. Instructors: Janessa Connor/Nancy Koenig

**COURSE ID: CT 0928**

**EVENING:**

A: MON & TUE, FEB, 25 & 26, 6:00 PM – 9:00 PM, \$169 + GST

**DAYTIME:**

B: MON, JUN 10, 9:00 AM – 4:00 PM, \$169 + GST

### ▶ Microsoft Excel 2010 Level 1B: Spreadsheet Solutions

After mastering the fundamentals of Excel, you can improve the function and appearance of your spreadsheets by (1) attractively formatting your spreadsheets, (2) creating formulas and functions, (3) understanding relative and absolute addresses, (4) using multiple sheets, (5) preparing your spreadsheets for printing. Prerequisite: Microsoft Excel Level 1A – Fundamentals or equivalent knowledge and experience. NOTE: This course will also benefit those individuals who are operating Microsoft Office 2007. Instructors: Janessa Connor/Nancy Koenig

**COURSE ID: CT 0930**

**EVENING:**

A: MON & TUE, MAR 4 & 5, 6:00 PM – 9:00 PM, \$169 + GST

**DAYTIME:**

B: MON, JUN 17, 9:00 AM – 4:00 PM, \$169 + GST

### ▶ Microsoft Excel Level 2: Dynamic Spreadsheets

Formulas, charts, illustrations and diagrams will enhance the clarity and efficiency of your spreadsheets. After this class, you will be proficient in (1) creating math, statistical, financial, and logical functions, (2) applying text functions to eliminate retyping data, (3) using cell formats and worksheet styles for improved worksheet appearance, (4) inserting graphic elements and interactive charts. Prerequisite: Microsoft Excel Level 1A – Fundamentals & Microsoft Excel Level 1B – Spreadsheet Solutions or equivalent knowledge and experience. Instructor: Janessa Connor

**COURSE ID: CT 0934**

**EVENING:**

TUE & WED, APR 23 & 24, 6:00 PM – 9:00 PM, \$169 + GST

### ▶ Microsoft Excel Level 3: Power Tools

Using powerful features of Excel, you can eliminate many repetitive tasks and get valuable information from your existing worksheets. Topics include (1) sort and extract information from lists, (2) custom cell formats and conditional formats, (3) templates and validating cell input, (4) protect your data from changes, (5) pivot tables and pivot charts. This course assumes that students have completed all other Microsoft Excel classes (Level 1A – Fundamentals, Level 1B – Spreadsheet Solutions & Level 2 – Dynamic Spreadsheets) or have extensive Excel knowledge and experience. Instructor: Janessa Connor

**COURSE ID: CT 0936**

**EVENING:**

TUE & WED, MAY 7 & 8, 6:00 PM – 9:00 PM, \$169 + GST

**COURSE ID: CT 0931**

**SAVINGS!** Take BOTH Microsoft Excel 2010 Level 1A: Fundamentals and Microsoft Excel 2010 Level 1B: Spreadsheet Solutions for only \$299 + GST.

### ▶ Microsoft Access 2010 Level 1A: Database Fundamentals

Access relational databases store and retrieve vast quantities of data. The topics included will give you the Access skills to (1) create and modify tables, (2) add, delete and modify data within tables, (3) design databases efficiently using Access "normalization," (4) select and sort data. Prerequisite: Introduction to MS Office Applications or equivalent knowledge and experience. NOTE: This course will also benefit those individuals who are operating Microsoft Office 2007. Instructor: Janessa Connor

**COURSE ID: CT 0955**

**EVENING:**

WED & THUR, MAR 13 & 14, 6:00 PM – 9:00 PM, \$169 + GST

**COURSE ID: CT 0959**

**SAVINGS!** Take BOTH Microsoft Access 2010 Level 1A: Database Fundamentals and Microsoft Access 2010 Level 1B: Forms, Queries and Reports for only \$299 + GST.

### ▶ Microsoft Access 2010 Level 1B: Forms, Queries and Reports

Once you have created tables, it is important to be able to display, extract and print the information stored in your tables in an efficient and meaningful way. Using the following features, you will be very comfortable using Access to manipulate data: (1) extract data using queries, (2) create forms for data entry, (3) use reports for printed documents, (4) create lookup fields to eliminate extra typing and data storage. Prerequisite: Microsoft Access Level 1A – Database Fundamentals or equivalent knowledge and experience. NOTE: This course will also benefit those individuals who are operating Microsoft Office 2007. Instructor: Janessa Connor

**COURSE ID: CT 0956**

**EVENING:**

MON & TUE, MAR 18 & 19, 6:00 PM – 9:00 PM, \$169 + GST

### ▶ Building PowerPoint (2010) Presentations

Learn the basics of creating dynamic PowerPoint presentations, as we cover topics such as (1) creating and editing presentations, (2) applying templates, (3) working with text, graphics and tables, (4) manipulating slides, (5) preparing and delivering the presentation, (6) adding sound and animation. Prerequisite: Introduction to Microsoft Applications or comfort and experience with computers. Instructor: Janessa Connor

**COURSE ID: CT 0945**

**EVENING:**

MON & TUE, MAR 25 & 26, 6:00 PM – 9:00 PM, \$169 + GST

### ▶ Microsoft Publisher 2010: Create Your Own Advertising

Advertise for pennies! Design professional-looking publications such as brochures, flyers, newsletters and business cards without breaking the budget. Publisher provides a means for beginners to create attractive promotional material in a simple and effective way. Awaken your creative genius and get noticed! Prerequisite: Introduction to MS Office Applications or equivalent knowledge and experience. Instructor: Janessa Connor

**COURSE ID: CT 0961**

**EVENING:**

TUE & WED, APR 9 & 10, 6:00 PM – 9:00 PM, \$169 + GST

## Wireless Communication

### ▶ Enhancement Training for iPhone Users

Even though you've been using your iPhone for six months or more, there are probably features that you don't even know about. Now that you are familiar with the basics of operating your device, learn more about how to enhance its functionality. Now it's time to maximize the potential of your iPhone! Instructor: Ethan Frances

**COURSE ID: CT 0995**

**EVENING:**

WED & THUR, MAR 27 & 28, 6:30 PM – 8:30 PM, \$99 + GST

### ▶ Enhancement Training for iPad Users

The number of things you can do with your iPad is exploding daily! We'll look at some of the more popular activities, including reading on your iPad, manipulating photographs, and enjoying music. Instructor: Ethan Frances

**COURSE ID: CT 0996**

**EVENING:**

MON & TUE, APR 15 & 16, 6:30 PM – 8:30 PM, \$99 + GST

### ▶ Facebook for Businesses

Discover how to successfully market your business, build brand awareness and connect one-on-one with customers all through the power of Facebook. Learn how to create, edit, fine tune and promote your business using Facebook's many tools, features and applications. Discover the differences between your personal profile and group, business and place pages and how to make these tools work for you. Instructor: Ethan Frances

**COURSE ID: CT 0997**

**EVENING:**

MON & TUE, MAR 11 & 12, 6:30 PM – 8:30 PM, \$99 + GST

## Financial Courses

### ► Introduction to Bookkeeping

This is an introductory theory-based course in bookkeeping designed for individuals who will be doing books for small businesses. Preparing those students who wish to use computerized bookkeeping software to handle accounts, this course delivers the necessary theory and fundamentals. Topics include: the recording process, ledgers and trial balance, the worksheet, financial statements and closing entries, cash, accounts receivable, accounts payable, inventory and payroll. Instructor: Bjornda Bjornson, CA

**COURSE ID: CA 0917**

**EVENING:**

WED, FEB 27 – MAY 1, 6:30 PM - 9:30 PM – 10 WEEKS, \$289 + GST

**COURSE ID: CT 0964**

**SAVINGS!** Take BOTH Introduction to Bookkeeping and Simply Accounting Level 1 for only \$525 + GST.

### ► Simply Accounting - Level 1

This course is presented as a hands-on business simulation in which students will actually create and post a complete set of books. Topics covered include general journal, payables, receivables, payroll, and inventory. Please bring a USB drive to class. Prerequisite: Basic knowledge of double entry bookkeeping and Computerized Bookkeeping Basics, or Introduction to Bookkeeping. Instructor: Shelden Tjeerdema, CGA

**COURSE ID: CT 0965**

**EVENING:**

TUE & THUR, MAY 14 - 28, 6:00 PM - 9:00 PM - 5 EVENINGS, \$289 + GST

### ► Simply Accounting - Level 2

Energetically paced. Learn the tips and tricks of Simply Accounting. Topics covered include program security, saving and using recurring entries, making CCRA payments for payroll and GST, setting up budgets, job costing, customizing the program, selling service items, using and accepting credit cards, managing your payroll and business year end, and much more. Please bring a USB drive to class. Prerequisite: Simply Accounting Level 1 or equivalent knowledge and experience with Simply Accounting software. Instructor: Shelden Tjeerdema, CGA

**COURSE ID: CT 0966**

**EVENING:**

TUE & THUR, MAY 30 & JUN 4, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + GST

**COURSE ID: CT 0969**

**SAVINGS!** Take BOTH Simply Accounting Level 2 and Simply Reconciliations for only \$250 + GST.

### ► Simply Reconciliations

The bank reconciliation in Simply Accounting is a very useful bookkeeping tool, but one of the most underused features in the program. Users may find it confusing to work with if there is an error, corrections or outstanding entries from previous periods. This class will explain how to use the bank reconciliation feature as well as the tips, tricks and traps associated with it. Please bring a USB drive to class. Prerequisites: Simply Accounting Level 2 or equivalent knowledge and experience, and familiarity with the basics of bookkeeping. Instructor: Shelden Tjeerdema, CGA

**COURSE ID: CT 0968**

**EVENING:**

THUR, JUN 6, 6:00 PM - 9:00 PM - 1 EVENING, \$99 + GST

### ► Money Matters – Your Guide to RRSP, TFSA and RESP

Do you hear others talking about their investments and wonder how they got started? How'd they come up with the money? How'd they know what to invest in? Many people don't know where to start, so they never start at all. Let us help you make the first step to securing your financial future. Make the most of your money by understanding the differences between registered savings plans, tax-free saving plans and education savings plans.

Discover tips such as:

- » Babies born in Alberta are eligible for up to \$8000 in free money towards RESPs
- » TFSA can help reduce taxes on your savings
- » RRSP are mainly for retirement – this year's deadline is March 1, 2013.

This course is for anyone: first-time investors, new parents, retirement planners, youth entering the workforce, new Canadians. Instructor: May Bridges –Sun Life Financial

**COURSE ID: CA 0912**

THUR, JAN 10, 6:00 PM – 8:00 PM, \$39 + GST

## CONFERENCES

### — A WIN-WIN Situation!

Consider the benefits of hosting your next meeting or seminar in an educational environment - one that's full of energy and committed to lifelong learning. Add complete event management services, a central location, and a variety of rooms to accommodate any function, and you have an ideal setting to stimulate your participants to their full potential.

It's a win-win situation for you and your guests when you host your meeting or seminar at Medicine Hat College.

Medicine Hat Campus  
403.529.3875

Brooks Campus  
403.362.1675

## Digital Cameras & Photography

These fun and practical courses are designed to help you understand your digital camera and the images that you photograph. The first course introduces digital images and helps the photographer understand files produced by digital cameras. This course paves the way for understanding your own camera and how to use the camera's features. After discovering your camera, the Digital Photography course will help photographers use the camera's features to compose and shoot better pictures.

### ► Introduction to Digital SLR Cameras

Have you purchased a digital SLR (single lens reflex) camera and are interested in taking it off of the "auto" setting? Join our instructor for this introduction to digital SLR cameras. You will learn how to successfully navigate the buttons and settings on your camera. The course will also explore concepts that will give strength and interest to your photographs such as symmetry and asymmetry, depth of field, understanding light and more. Perfect for the beginner photographer to experiment and have help from the instructor with settings and composition. Please bring your connection cables to class.

Instructor: Jessica Surgenor

**COURSE ID: CT 0970**

**EVENING:**

TUE, MAR 5 - APR 2, 6:00 PM - 8:00 PM - 5 EVENINGS, \$189 + GST

**COURSE ID: CT 0972**

**SAVINGS!** Take BOTH Introduction to Digital SLR Cameras and Photoshop for Photographers for only \$299 + GST.

### ► Photoshop for Photographers

Want to learn how to make a great photo even better? This course will show how to use Adobe Photoshop to perform many different image processing techniques. Participants will learn how to use several tools for selecting parts of images, and will move, duplicate and resize images. Including the use of layers, layer effects, filters, painting and blending and color modification. Prerequisites: Before enrolling in this course, participants should possess basic computer skills including mouse operation, creating folders, creating files and saving files into folders; and some experience with browsing the internet. Instructor: Jessica Surgenor

**COURSE ID: CT 0978**

**EVENING:**

TUE, APR 16 - MAY 7, 6:00 PM - 8:00 PM - 4 EVENINGS, \$169 + GST

## CERTIFICATE PROGRAMS

### Health Care Aide – Pre-Service

Graduates of the Health Care Aide Program are prepared to work in long term and continuing care facilities as well as in client's homes. The Health Care Aide works as part of the health care team assisting patients with activities of daily living.

The Health Care Aide Pre-Service program has been designed to offer students an opportunity to successfully complete four of the eight required courses for the Health Care Aide Certificate and earn a Record of Achievement for Employment in the field. The program will be offered on a part-time basis, evenings and weekends and is comprised of classroom and laboratory hours.

**Courses:**

- » HCAP 120 Safety
- » HCAP 121 Caring for the Client
- » HCAP 130 Foundation and Communication
- » HCAP 131 The Body and The Mind

**Note: students must complete the remaining four courses and practical hours within a two year period from commencing the program in order to graduate with the Health Care Aide Certificate. Part-time and distance learning options are available.**

**Admission Requirements:**

- » English 10 or achievement of CLB level 7 or equivalent
- » Pre-Professional Requirements:
- » Standard First Aide and Level C CPR
- » Health Form
- » Police Information Check
- » Immunization Records

For more information or to register for this program, please call Kristi Liboiron at 403.362.1675.

### CPNRE Prep Course

**The Canadian Practical Nurses Registration Examination**

Graduating Practical Nurse students - prepare to write the Canadian Practical Nurses Registration Examination. This course will assist in developing and strengthening study skills and test taking strategies. It will assist with multiple choice exam strategies and critical thinking skills. Improve your understanding of how to take the CPNRE exam. Practice questions and examples will be taken from the Canadian PN Exam Prep Guide. A copy of the Canadian PN Exam Prep Guide will be included with the course.

SPRING 2013

VISIT [WWW.MHC.AB.CA/CONTINUING-STUDIES](http://WWW.MHC.AB.CA/CONTINUING-STUDIES) FOR UPCOMING DATES AND TIMES.

## Computerized Bookkeeping Certificate

### Program Overview:

Today's bookkeeping practices have been transformed by the use of computers. More and more businesses are moving away from paper ledger books and journals and are now using computerized bookkeeping software. Certification in Computerized Bookkeeping assures employers that you have successfully completed a program of courses covering traditional bookkeeping techniques plus the computerized Simply Accounting bookkeeping software. Earning a Certificate in Computerized Bookkeeping is a great way to enter the bookkeeping profession or update your skills as a bookkeeper.

### Who Should Participate:

Love numbers? If so, Bookkeeping may be the career for you! Bookkeepers are responsible for handling the financial records of a company or organization including recording financial transactions, organizing files and maintaining accounting software programs. This program will prepared students for entry level positions in accounts receivable and accounts payable departments, payroll units, income tax firms, and financial services organizations.

### Participant Benefits:

Bookkeeping is a service that is in demand by corporate and small business, industry and non-profit groups alike. This program will put you in a good position to work as a bookkeeper, either in your own business or for employment in entry-level bookkeeping positions. Positions include Accounting Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Audit Clerk, Billing Clerk, Finance Clerk, Invoice Clerk, Tax Clerk, Tax Return Preparer.

According to the 2011 Alberta Wage and Salary Survey, Albertans in the Accounting Technician occupational group earned a starting wage from \$15.00 to \$37.50 an hour. The average wage was \$24.37 an hour. ([www.alis.alberta.ca/wageinfo](http://www.alis.alberta.ca/wageinfo)).

### Courses:

With 75% achievement on all required courses a Computerized Bookkeeping Certificate will be earned; otherwise, a Certificate of Participation will be awarded. All classes will have a minimum attendance requirement. Where no prerequisite is identified, individual courses of interest may be taken.



Like us on Facebook  
[facebook.com/MHCBrooks](http://facebook.com/MHCBrooks)

### To complete a certification program, students must:

- » Register in each course individually
- » Successfully complete the 'certificate exam' or 'challenge exam'.
- » Apply for the certificate upon successful completion of all of the required courses by contacting Maira Devin at 403.529.3874

### Students must complete the following prescribed courses:

- |                                            |                                            |
|--------------------------------------------|--------------------------------------------|
| » Introduction to Bookkeeping              | » MS Excel Level 1A: Fundamentals          |
| » Take Charge of your Files and Photos     | » MS Excel Level 1B: Spreadsheet Solutions |
| » MS Word Level 1A: Fundamentals           | » MS Excel: Formulas and Functions         |
| » MS Word Level 1B: Formatting for Clarity | » Simply Accounting 1                      |
|                                            | » Simply Accounting 2                      |
|                                            | » Simply Reconciliations                   |

## For detailed course information, please refer to Computers and Technology/Bookkeeping

### ► Introduction to Bookkeeping

**COURSE ID: CA 0917**

#### **EVENINGS:**

WED, FEB 27- MAY 1, 6:30 PM - 9:30 PM - 10 WEEKS, \$289 + GST

**COURSE ID: CT 0964**

**SAVINGS!** Take BOTH Introduction to Bookkeeping and Simply Accounting Level 1 for only \$525 + GST

### ► Simply Accounting - Level 1

**COURSE ID: CT 0965**

#### **DAYTIME:**

TUE & THUR, MAY 14 - 28, 6:00 PM - 9:00 PM - 5 EVENINGS, \$289 + GST

### ► Simply Accounting - Level 2

**COURSE ID: CT 0966**

TUE & THUR, MAY 30 & JUN 4, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + GST

**COURSE ID: CT 0969**

**SAVINGS!** Take BOTH Simply Accounting Level 2 and Simply Reconciliations for only \$250 + GST.

### ► Simply Reconciliations

**COURSE ID: CT 0968**

THUR, JUN 6, 6:00 PM - 9:00 PM - 1 EVENING, \$99 + GST

### ► GED Study Skills Course

The GED study skills class assists learners in preparing for the GED exam by providing a general review of basic academic skills. Subjects covered include: Language Arts (Writing), Language Arts (Reading), Social Studies, Science and Math. This course will prepare you to write the GED (General Educational Development) exams. The GED exams are a way to obtain an Alberta Education High School Equivalency Diploma. This course is suitable for those who have a minimum Grade 10 in the last 10 years and need to brush up on their reading, writing and math skills in preparation for sitting the GED exam. The GED is widely accepted by businesses and organizations as a substitute credential for a high school diploma. Additional upgrading of high school courses may be required for students entering some post-secondary programs. Required Materials: Barron's GED Canada Textbook and Casio FX-260 Solar Calculator, available from the Front Office.

#### **COURSE ID: CA 0914**

WED, FEB 27 - APR 17, 6:00 PM - 8:00 PM, \$169 + GST

GED testing is available at the Medicine Hat College Main Campus – see page 27 for dates and times.

### ► Money Matters – Your Guide to RRSP, TFSA and RESP

Do you hear others talking about their investments and wonder how they got started? How'd they come up with the money? How'd they know what to invest in? Many people don't know where to start, so they never start at all. Let us help you make the first step to securing your financial future. Make the most of your money by understanding the differences between registered savings plans, tax-free saving plans and education savings plans.

Discover tips such as:

- » Babies born in Alberta are eligible for up to \$8000 in free money towards RESPs
- » TFSA can help reduce taxes on your savings
- » RRSP are mainly for retirement – this year's deadline is March 1, 2013.

This course is for anyone: first-time investors, new parents, retirement planners, youth entering the workforce, new Canadians. Instructor: May Bridges –Sun Life Financial

#### **COURSE ID: CA 0912**

THUR, JAN 10, 6:00 PM – 8:00 PM, \$39 + GST

### ► Computer Skills for the Workplace



Most jobs today require a working knowledge of certain computer skills. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We'll focus on practical application for software most common to the workplace.

Course ID: E2G0001

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

REGISTER BY PHONE 403.362.1677

## ONLINE CERTIFICATES AND COURSES



## The Learning Resource Network

### Certificates:

- » Business Coaching Certificate
- » Business Research Certificate – NEW
- » Certificate in Customer Service
- » eMarketing Essentials Certificate
- » Social Media For Business Certificate
- » Video Marketing Certificate
- » Certified Webinar Planner
- » Supervisory & Leadership Certificate
- » Managing Telework Certificate
- » Mobile Marketing Certificate – NEW
- » Certificate in Online Teaching – NEW
- » Certificate in Teaching Adults

### Individual Courses:

- » Management Boot Camp
- » Successful Survey Techniques
- » Using Personality Profiles for Better Work Performance
- » Recruiting and Retaining Gen X and Gen Y
- » Program Evaluation for Nonprofit Professionals
- » Revenue Generation for Non Profits
- » Advanced Website Strategies
- » Facebook for Business
- » Google Analytics
- » Twitter
- » Dementia Care

For detailed course information and to register, please visit [www.yougotclass.org/catalog.cfm/MHC](http://www.yougotclass.org/catalog.cfm/MHC)

### What to expect in the online classroom,

- » listen to audio lectures,
- » view slides,
- » even take an optional quiz to test yourself.
- » Discussion and Questions. Then post written comments in the online discussion with your fellow participants and the instructor. Your instructor logs on once a day to answer questions and join in on the discussion.
- » Readings. Many courses have online readings of up to 20 pages a week.
- » Participate any time of day or night.

### Technical requirements:

- » Internet access with Internet Explorer; Firefox; or Safari web browser.
- » Audio software such as Windows Media, Real, Quicktime, or Flash.
- » Speakers to listen to audio.

For complete course descriptions, please see pages 28-35

## Management Seminars For Supervisory Personnel

foundations for Management Excellence

### Program Overview

We live in an environment where the only constant is change. Accepting and dealing effectively with the many changes in assignments and projects is simply a part of life. The way in which managers supervise and coach their employees under these conditions will significantly affect their performance and job satisfaction. These seminars focus on people, work, communication, motivation and teamwork.

### Who Should Participate

Suitable for those currently working in supervisory positions and aiming to produce better results in their performance; employees aspiring to move to a supervisor or management position; and Diploma recipients or current program students in business, retail or administration.

### Participant Benefits

- » Identify and use the necessary tools to make the most of interpersonal interactions.
- » Be able to discuss problems and challenges with others, and take advantage of the opportunities that lie ahead.
- » Reduce the potential for misunderstanding and miscommunication.
- » Increase your level of job satisfaction.
- » Define roles, objectives, responsibilities and assignments.

### Courses

Although participants may take individual courses of interest, this program is designed to be taken as a complete series of five offerings.

**SAVINGS!** Take all 5 sessions for \$995 + GST

#### ► Management Foundations

- » People make the significant difference
- » The principle of the slight edge
- » Understanding the individual
- » A new approach to motivation
- » Job enrichment
- » Re-engineering management

**COURSE ID: CA 0961**

THURSDAY, MARCH 7, 9:00 AM - 4:00 PM; \$249 + GST

#### ► The Challenge of Leadership

- » Managerial styles
- » Your leadership profile
- » Which kind of leadership is best?
- » What makes an effective leader?
- » Improving your leadership ability

**COURSE ID: CA 0962**

THURSDAY, MARCH 14, 9:00 AM - 4:00 PM; \$249 + GST

#### ► Managing for Results

- » How to set clear goals
- » How to develop people
- » How to intervene positively
- » How to keep performance and resources on track

**COURSE ID: CA 0963**

THURSDAY, MARCH 21, 9:00 AM - 4:00 PM; \$249 + GST

#### ► Effective Communications

- » Communications and the leadership process
- » Communications breakdown
- » Giving and receiving instructions
- » Ten commandments for effective listening
- » Upward, downward and lateral communication
- » Communication foundations for team building and effective decision making

**COURSE ID: CA 0964**

THURSDAY, MARCH 28, 9:00 AM - 4:00 PM; \$249 + GST

#### ► Supervising People: Special Techniques

- » Maintaining effective discipline
- » Handling complaints and preventing grievances
- » Delegating
- » Introducing the new employee to the job
- » Making the job easier to learn and to teach
- » The win/win agreement

**COURSE ID: CA 0965**

THURSDAY, APRIL 4, 9:00 AM - 4:00 PM; \$249 + GST



Wally Evdokimoff is a facilitator and management consultant to private industry, business and government. He is a specialist in organizational behaviour and teaches seminars in management, supervision, leadership, motivation, communications and teambuilding. In the public sector, he facilitates workshops on Agenda Building, Mission Statement Development, Board/Staff Relations, Consensus Building and Strategic Planning.

## Trades & Technology

### ► Basics of "MIG" Welding

This course will introduce the different aspects and use of MIG equipment and safe practices. Topics Covered will include: general welding of carbon steel on thickness of 1/4 - 3/8", instruction in the set up and operation of MIG equipment and basic joint preparation and clean-up of completed weld/product. This course will also focus on the basic day to day problems and solutions including how to change a gas bottle, Mig gun, Mig gun liner, drive rolls, and on mig transfer and how to adjust the machine, control settings and weld in the flat, horizontal, vertical & overhead position. There will be a question and answer period at the end of each class for any other topics of interest that have not been covered in the class. Required Safety Apparel – You must bring CSA approved steel-toed footwear, gloves and safety glasses to class. Instructor: TCB Welding

#### **COURSE ID: TT 0902**

TUE & THUR, MAR 19 – APR 11, 6:00 PM – 8:00 PM, \$189 + GST

### ► Basics of Shielded Metal Arc Welding (Stick Welding)

This course will introduce the different aspects of Shielded Metal Arc Welding (SMAW) including identification of consumables, joint preparation. Students will be introduced to pad plate and fillet weld in flat position using E6010 and E7018 electrodes, full penetration groove weld in the flat position and identifying weld faults or defects and offering corrective solutions. There will be a question and answer period at the end of each class for any other topics of interest that have not been covered in the class. Required Safety Apparel – You must bring CSA approved steel-toed footwear, gloves and safety glasses to class. Instructor TCB Welding.

#### **COURSE ID: TT 0903**

TUE & THUR, APR 16 – MAY 9, 6:00 PM – 8:00 PM, \$189 + GST

**COURSE ID: TT 0904**

**SAVINGS!** Take both Basics of "MIG" Welding and Basics of Shielded Metal Arc Welding (Stick Welding) for only \$349 + GST.

## Pre-Employment Welding

BROOKS CAMPUS

March 27 - June 20, 2013

Full-Time, Monday-Thursday

8:00 - 4:30

**Application Deadline: February 15th**

**Tuition: \$4995 + GST**

**Books/Materials: \$550 + GST**

Government funding is available for this program for eligible candidates. Funding will take 6 - 8 weeks to process. Application deadline February 1, 2013.

For more information about Pre-Employment Trades Programs contact:

**Kristi Liboiron**

**Brooks – 403.362.1675**

**Shannan Hurlbut**

**Medicine Hat – 403.529.3849**



## WORKPLACE HEALTH & SAFETY

### Motorcycle Riding Instruction

Motorcycle Riding Instruction, offered in cooperation with Alberta Safety Council, provides on bike practical instruction suitable for any inexperienced or previous riders. Advanced skills are taught by trained, experienced instructors. After taking this course, some insurance companies may offer a reduced insurance rate.

Requirements: Minimum age - 16 years, approved helmet, jacket, slacks, sturdy boots & gloves to participate in the class. Instructors are well trained with years of riding experience. Chief Instructor, Wayne King, has been teaching motorcycle riding since 1982.

**COURSE ID: WH 0940**

#### WEEKEND

A: FRI, SAT & SUN, MAY 10, 11 & 12

B: FRI, SAT & SUN, MAY 31, JUNE 1 & 2

FRI: 7:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:00 PM, \$445 + GST

### Industrial Safety Training

Continuing Studies is proud to partner with the Connections Career and Safety Services to offer the following safety course at the Medicine Hat College – Brooks Campus.

#### ► DRIVER TRAINING COURSES

- » Driver's Air Brake – Q Endorsement
- » Load Securement
- » Fatigue Management
- » Hours of Service
- » General Oilfield Driver Improvement

CALL 403.362.1677 FOR DATES OR CHECK OUT THE COMPLETE COURSE CALENDAR AT [WWW.SAFETYCONNECTION.CA](http://WWW.SAFETYCONNECTION.CA)

#### ► SAFETY TRAINING COURSES

- » Fall Protection
- » Ground Disturbance
- » Confined Space
- » H2S Alive
- » Fire Awareness

CALL 403.362.1677 FOR DATES OR CHECK OUT THE COMPLETE COURSE CALENDAR AT [WWW.SAFETYCONNECTION.CA](http://WWW.SAFETYCONNECTION.CA)

**CONNECTIONS**  
CAREER & SAFETY SERVICES LTD.  
**403.528.3779**

**Contact us to find out more about our Alberta Government funded programs for eligible Albertans**

- |                               |                        |                                  |
|-------------------------------|------------------------|----------------------------------|
| » Class 1 & 3 Driver Training | » GODI                 | » Oilfield/Construction Training |
| » Airbrakes                   | » Fall Protection      | » Oilfield Transportation        |
| » H2S Alive                   | » PST/CSTS             |                                  |
| » First Aid/CPR/AED           | » Confined Space Entry | <b>Recruitment is ongoing.</b>   |
|                               | » WMHIS/TDG            |                                  |

Courses are now offered at the  
**Medicine Hat College**  
**Brooks Campus**  
200 Horticultural Road East  
Brooks, Alberta

**Call Today**  
**1.888.528.3779**  
**1007 Factory St. SE.**  
**Medicine Hat, Alberta**

**For our complete course calendar check out our website at [www.safetyconnections.ca](http://www.safetyconnections.ca)**

### ► Non-Restricted Firearms Safety

This course is a requirement for anyone applying for, or renewing a Possession Acquisition License (PAL). The course stresses safe handling as well as storage and transport of firearms and is instructed by provincially certified firearms trainers. Each student will receive the Firearms Safety Manual (restricted or non-restricted) required for the course. Bring a bag lunch, highlighter, and photo identification. Min: 12 participants. Instructor: Allen Herbst & Russ Norris

#### COURSE ID: WH 0970

SAT, APR 13, 8:00 AM - 5:00 PM, \$120 + GST

### Food Sanitation & Hygiene Training

An outbreak of foodborne illness causes needless suffering, ruined reputations, and economic loss. Food Sanitation & Hygiene Training instructs managers and food handlers in food service sanitation and foodborne illness prevention. Successful graduates of the program will be issued certificates by Alberta Health. Food Sanitation & Hygiene Training is taught by practicing public health inspectors in a straightforward, non-technical way.

#### COURSE ID: WH 0901

SAT, APR 27 & MAY 4, 9:00 AM - 4:00 PM - 2 DAYS, \$125 (INCLUDES COURSE MATERIALS)

PLEASE REGISTER AT BROOKS CAMPUS: 403.362.1677

**Note: To ensure that course materials are available on the first night of class, please register no later than 5 business days prior to course commencement.**

### St. John Ambulance Courses

Taught by St. John Ambulance Certified Instructors

#### ► Emergency First Aid – Level A CPR

In this one-day course, students will learn to recognize and provide interventions for life-threatening emergencies until medical aid arrives. Topics include: CPR and choking for adults, shock and unconsciousness, severe bleeding, wound care, major medical conditions, and AED training and certification.

#### COURSE ID: WH 0915

A: SAT, FEB 9, 8:00 AM - 5:00 PM - 1 DAY; \$125 + GST

B: SAT, APR 20, 8:00 AM - 5:00 PM - 1 DAY; \$125 + GST

#### ► Standard First Aid with Level C CPR

This two-day course covers all the skills in Emergency First Aid plus first aid for other injuries and illnesses including head and spinal injuries, fractures of the upper and lower limbs. This course includes Level C CPR training and certification (Adult, Child, Infant, and 2-rescuer resuscitation) and AED training and certification.

#### COURSE ID: WH 0920

A: SAT & SUN, FEB 9 & 10, 8:00 AM - 5:00 PM - 2 DAYS; \$165 + GST

B: SAT & SUN, APR 20 & 21, 8:00 AM - 5:00 PM - 2 DAYS; \$165 + GST

### ► ASIST - Applied Suicide Intervention Skills Training Tune Up Version X

This 1/2 day tune up is for individuals who have completed the two day Version of ASIST within the past three years. This interactive tune up will refresh skills learned in the previous ASIST. Minimum: 10 participants.

#### COURSE ID: PD 0997

THUR, MAR 14, 10:00 AM - 3:00 PM, \$95 + GST



UNIVERSITY OF  
ALBERTA  
FACULTY OF EXTENSION

## University of Alberta Certificate Program

Medicine Hat College is proud to offer students the opportunity to complete the University of Alberta's Occupational Health & Safety Certificate Courses on a part-time basis. Individual courses are open to anyone and, for most courses, anyone with the interest to study can register, irrespective of previous educational experience.

For current course listings, please see pages 41 & 42. For complete details of the Certificate Program and information, please visit our website at [www.mhc.ab.ca/continuingstudies](http://www.mhc.ab.ca/continuingstudies) or phone 403-529-3849 or via email at: [shurlbut@mhc.ab.ca](mailto:shurlbut@mhc.ab.ca).

# Free Information Session

Monday, January 10

6:00pm-7:00pm

Medicine Hat College, Room F1007

### Learn More About the Program - Everyone Welcome

- » Learn how you can create a culture of safety.
- » Great information for potential students and their employers.
- » Your career awaits you!



## ARTS & LEISURE

### Food and Beverage

#### ► Pies, Pies, Pies.

Treat family and friends to a delicious Easter treat by serving a mouth watering homemade baked apple pie. Learn the best methods to creating the perfect sweet and savory pie crust. Finish off the course by whipping up an enticing lemon meringue pie. Instructor: Cindy Jensen

#### **COURSE ID: FB 0913**

SAT, MAR 23, 12:00 PM – 4:00 PM, \$59 + GST

**LOCATION:** BROOKS COMPOSITE HIGH SCHOOL FOODS LAB

#### ► Meals in Minutes

Families these days are always on the go. Come together with other busy participants to make healthy, low cost and delicious food in bulk that you can take home to share with your families or freeze for future busy evenings. Over the course of three evenings fun and friendship will flourish in the kitchen. Participants will share in the cost of groceries each week – amount will be determined based upon the number of participants in the course. Instructor: Julie Musgrove

#### **COURSE ID: FB 0914**

MON, FEB 11, 25 & MAR 11, 6:00 PM – 9:00 PM, \$49 + GST

**LOCATION:** BROOKS COMPOSITE HIGH SCHOOL FOODS LAB

#### ► Algerian Cuisine

If you love healthy, flavorful cuisines with a little spice and heat – you will love Algerian cuisine. Rich in colors and flavors, the dishes you will create will be very varied, salted or sweetened, mixing softness and strength as well. In this Algerian cooking class you will discover a variety of cooking techniques and use of Mediterranean ingredients and flavor combinations that no other single cuisine can provide. Instructor: Djamilia Boutferni

#### **COURSE ID: FB 0915**

WED, FEB 20 & 27, 6:00 PM – 9:00 PM, \$79 + GST

**LOCATION:** BROOKS COMPOSITE HIGH SCHOOL FOODS LAB

#### ► Themed Parties 101

Not quite sure where to start when hosting a dinner party? This course will cover everything you need to know about how to plan and successfully carry out a themed dinner party. No stone will be left unturned – determining party size, budget considerations and menu planning. Each week a different cuisine will be covered – Italian, Ukrainian and even a child's birthday party! Create a meal from start to finish each week while learning the practical tips and techniques that will take the stress away so you can enjoy the dinner party with your guests. Instructor: Tracey DeForge – Near and Far Catering

#### **COURSE ID: FB 0912**

WED, MAR 13 – 20, 6:00 PM – 9:00 PM – 3 WEEKS, \$139 + GST

**LOCATION:** BROOKS CAMPUS CAFETERIA

#### ► Gluten Free Cooking and Baking

Learn how to make the traditional comfort food that your family enjoys – the gluten free way! Discover delicious and nutritious recipes that use alternative grains and fats to create healthier meals and baked goods. You will be introduced to the wide variety of ways to enjoy gluten free meals that everyone will enjoy. While this class is being held in a facility that is not wheat/gluten free, every attempt has been made to eliminate cross contamination. Instructor: Karen Hiebert

#### **COURSE ID: FB 0910**

TUE, APR 9 & 16, 6:00 PM – 9:00 PM, \$109 + GST

**LOCATION:** BROOKS COMPOSITE HIGH SCHOOL, FOOD LAB

*The class went very smoothly. I feel more confident I can cook with Gluten Free foods.*

— Ghisele

#### ► Wine Appreciation

Take your pallet on a journey through the vineyards of the world. Riesling, Chardonnay, Pinot Noir, Merlot - how does one decide? Expand your wine knowledge and learn how to select the perfect bottle for every meal and occasion. This course will include a tasting of six-eight various wines. Whether you are a fan of white or red, you will find something to suit your taste.

Max: 10 participants. Please register at least 3 days in advance. Instructor: Adrian Bryksa

#### **COURSE ID: FB 0920**

FRI, APR 19, 6:00 PM - 9:00 PM, \$99 + GST

## Children & Youth

#### ► Helping Your Child Succeed in School

Every child has the power to succeed in school and in life and every parent, family member and caregiver can help. Discover websites, tools and activities that can be used at home to help your child develop the skills needed for academic success. You will also hear the success stories other parents have had working with their children at home. All sessions are FREE of charge.

#### **COURSE ID: JR 0929**

A: WED, FEB 27, 10:00 AM – 12:00 PM

B: SAT, MAR 16, 1:00 PM – 3:00 PM

C: TUE, APR 17, 6:00 PM – 8:00 PM

#### ► What Every Babysitter Should Know

This course is designed for youth who want to look after infants and young children. Participants will learn basic skills which will prepare them to deal with emergency situations plus general principles in caring for infants and young children. Students MUST be at least 11 years old in order to receive the certificate. Please bring a bag lunch. Instruction: St. John Ambulance

#### **COURSE ID: JR 0900**

A: SAT, FEB 9, 9:00 AM – 4:00 PM, \$69 + GST

B: SAT, APR 20, 9:00 AM – 4:00 PM, \$69 + GST

### ► Infant Massage

Infant massage is a great way to enhance interaction between a parent and child. Infant massage provides stimulation that increases overall health and enhances the attachment between parent and child. Learn the techniques to help your baby relax before sleeping and to assist in relieving pains caused by gas, constipation, colic and teething.

#### **COURSE ID: RF 0910**

SAT, MAR 16 & 23, 10:30 AM - 11:30 AM - 2 WEEKS, \$45 + GST

### ► Kids Yoga

Ages 5 – 12 yrs. This playful class explores yoga poses, breathing exercises, visual imagery and relaxation. Children will have fun while they make new friends, imitate animals, and create meaningful art all while building strength, gaining flexibility, and improving focus and concentration. Partner poses, group games, self awareness and respect for others are emphasized in this fun and creative class.

#### **COURSE ID: RF 0916**

A: WED, JAN 9 – FEB 20, 4:00 PM – 5:00 PM - 7 WEEKS, \$70 + GST

B: WED, FEB 27 – APR 17 (NO CLASS APR 3), 4:00 PM - 5:00 PM - 7 WEEKS, \$70 + GST

C: WED, MAY 1 – JUN 26, 4:00 PM - 5:00 PM - 9 WEEKS, \$90 + GST

### ► Reiki for Kids

For children ages 7-12. Children generally experience Reiki more exclusively than grown-ups in its purest form due to their curiosity and openness. Their response to Reiki [learning and treatment] is spontaneous with the feeling of joy and love. Children who learn Reiki find it a lifetime gift as they can utilize it for themselves and others, [including their pets and plants.] Reiki works wonders in helping maintain and enhance health and mental concentration to perform in all school activities.

Reiki can help children to heal minor problems like cuts, burns, bleeding, headache, toothache, stomachache, ear infections. Reiki can also help dealing with major problems like asthma, allergies, and juvenile diabetes, attention deficit disorder [A.D.H.D.] to be focused and calm. Instructor: Anjna Brahmhatt

#### **COURSE ID: JR 0930**

SAT & SUN, APR 20 & 21, 9:30 AM - 12:30 PM, \$109 + GST

### ► Mother and Daughter - Mani & Pedi

Treat your mom to an evening of manicures and pedicures just in time for Mother's Day. Participants will learn from an experienced esthetician the proper techniques to doing your own manicures and pedicures at home. This course is open to anyone – bring your sister, friend, aunt or grandparent! Join us for a relaxing evening of fingers, toes, snacks, beverages and most importantly fun!

#### **COURSE ID: RF 0941**

FRI, MAY 10, 5:30 PM - 8:30 PM - EVENING

A: \$39 INDIVIDUAL

B: \$59 FOR TWO

## DRIVER'S EDGE DRIVER TRAINING

Approved and Accredited. Class 5 driving instruction. Learning to drive or having a child learn to drive can be a stressful event. It doesn't have to be! With innovative and interactive classroom instruction, students have fun while learning. Our mission statement is to provide training tailored to the individual in a safe and caring environment. The success of our teaching method is reflected by our high pass rates on the road test. Rest easy knowing Driver's Edge is government-approved and accredited by Alberta Transportation, with insurance discounts available. Driver's Edge is a member in good standing of the Medicine Hat Chamber of Commerce. Learning to drive is fun – sign up and see for yourself! Refresher lessons, vehicle rental for road tests, and comprehensive learning packages are available. For more information or to book a driving time, call 403.526.9505.

### ► Basic Edge Beginner's Package

- » 17 hours of innovative classroom instruction
- » 10 hours of one-on-one, in-vehicle instruction

#### **COURSE ID: JR 0973**

##### **EVENINGS:**

A: MON - THUR, JAN 7 - 10, 5:15 PM - 9:30 PM, \$660

B: MON - THUR, MAR 4 - 7, 5:15 PM - 9:30 PM, \$660

C: MON - THUR, MAY 6 - 9, 5:15 PM - 9:30 PM, \$660

D: TUE - FRI, JUL 2 - 5, 12:00 PM - 4:15 PM, \$660

E: MON - THUR, JUL 29 - AUG 1, 12:00 PM - 4:15 PM, \$660

F: TUE - FRI, OCT 15 - 18, 5:15 PM - 9:30 PM, \$660

G: MON - THUR, NOV 25 - 28, 5:15 PM - 9:30 PM, \$660

Prices may be subject to change due to the rising cost of fuel.



## Give a Gift of Class

Consider giving a "gift of class" to someone special with a gift certificate from Continuing Studies at Medicine Hat College.

Great for that hard-to-buy-for person, gift certificates are available in any dollar amount and can be purchased at the Registration Desk, Brooks Campus or by calling 403-362-1677.

## LANGUAGES & COMMUNICATION

### ► French

Are you just getting by with your current French skills? If you are already comfortable with the basics of speaking, reading and writing French, then this intermediate course is for you. You'll develop your communication skills with your teacher and fellow students, and expand your vocabulary and grammar.

#### COURSE ID: LA 0910

WED, FEB 27 - APR 24, 7:00 PM - 9:00 PM - 9 WEEKS, \$149 + GST

### ► Spanish Fiesta 1

HOLA AMIGO! COMO ESTA? If you would like to be able to read that (or expand on the basic greeting) then this course is for you! Learn some basic Spanish and immerse yourself in the Spanish language and Hispanic culture. This course is designed for everyone, whether you are going to travel to a Spanish-speaking country, need to brush up on what you have already learned or are just interested in learning another language. No previous experience in Spanish is necessary. Instructor: Nikki Ferrera

#### COURSE ID: LA 0902

TUE, FEB 26 - APR 16, 6:00 PM - 8:00 PM - 8 WEEKS, \$139 + GST

### ► Grammar Refresher

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You'll explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like logic and clarity. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put what you learn into practice. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths.

#### COURSE ID: E2G0001

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ► Beginning Writer's Workshop

If you've dreamed of writing creatively, this course is a great place to start. Get a taste of the writing life, improve your writing skills, and discover new ways to stretch your creative muscles. This isn't school as you know it. It's an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.

#### COURSE ID: E2G0001

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ► Write Fiction Like a Pro

Do you have an idea for a novel or short story burning in your mind, but can't seem to get it on paper? This is a common experience for anyone who tries to write fiction using creative intuition alone. What you need is a structure to guide you. In this course, you'll develop your own original story, beginning with your passion and theme.

#### COURSE ID: E2G0001

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST

### ► Grammar for ESL

If English is your second language and you're headed for college, you will find this class to be very valuable. This course will provide you with an in-depth analysis of English grammar and structure so that you will be more prepared to succeed in any class taught in English.

#### COURSE ID: E2G0001

**ONLINE COURSE (6 WEEKS) – REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)**  
VARIOUS START DATES: JAN 16, FEB 20, MAR 20, APR 17, MAY 15, JUN 19, JUL 17, AUG 21; \$139 + GST



## ABLE

**ABLE is a non-profit organization** that matches volunteers with adult students who want to improve their reading, writing and English speaking skills, also computer and math skills.

#### Become A Volunteer Tutor

ABLE volunteers are trained and then matched with one adult student. Each volunteer meets for one hour each week with their student to work on skills identified by the Literacy Coordinator. Most students are functioning between pre-literacy to grade 4 level.

Volunteers are responsible for:

- Planning individualized relevant lessons • Keeping accurate records of hours spent tutoring, preparing, and areas of students' progress
- Ensuring resources are taken care of and returned
- Providing a current criminal record check
- Attending tutor training sessions

**Adult Literacy Student:** Adults wishing to improve their reading, writing, and/or English speaking skills can contact our agency directly or have an agency contact us on their behalf.

Becoming an adult literacy student involves:

- A meeting with the Literacy Coordinator
- An informal assessment by the Literacy Coordinator for the purpose of identifying literacy goals only. This assessment may take 1 to 2 hours
- Discussing individual realistic literacy goals

**For more information, please contact Heather Kazimin at 403.362.1685**

## LIFESTYLE & WELLNESS

### Professional Development

#### ► Conflict Resolution for People Who Hate Conflict

These days conflict comes at us from every angle: work, personal, relationships, family issues and it can be very challenging to deal with. There is a process and a number of skills we can learn to help us effectively and successfully deal with conflict. This course will teach you the process and skills that can be used in virtually any situation. Learning about conflict and the process can help us prevent conflict in the future, while reducing our stress now. Instructor: Marie Wanty

**COURSE ID: PD 0924**

WED, MAR 20, 1:00 PM – 4:00 PM, \$59 + GST

### Reiki

A wholesome system of natural healing for total relaxation and stress release at physical, mental, emotional and spiritual levels; balances energy flow in the body. Reiki is good for all acute and chronic health issues. It blends with other therapies and has no contra indications. It raises self-esteem and guides to righteous path of life. Reiki is recognized by Natural Health Practitioners Association and Massage Therapists Association of Alberta.

Anjna Brahmhatt is an approved instructor for Reiki level 1 for 4 with secondary credits for professional development for massage therapists by the MTAA.

[www.reikihealinggrace.webs.com](http://www.reikihealinggrace.webs.com)

#### ► Reiki Level 1

In this introductory course you will learn much more than hands-on healing, you will learn how Reiki can improve all aspects of your life. In this course, you will learn the history, principals, the advantages of Reiki and practice tips. There will be an opportunity to practice on self, partner and group treatments. Please bring a blanket, water bottle, healthy snacks and a lunch to class. Instructor: Anjna Brahmhatt

**COURSE ID: RF 0945**

SAT, APR 6, 9:30 AM - 5:30 PM, \$149 + GST

#### ► Reiki Level II

Increase your healing power four times more than Reiki I. Develop an intuitive sense through a third eye chakra. Heal deeply at mental and emotional levels and gain distance capacity. Reiki can help change unwanted habits, heal the past or prepare for the future and achieve goals. Bring a blanket, water bottle, healthy snacks and a lunch to class. Prerequisite: Practice of Reiki Level I for 21 days. Instructor: Anjna Brahmhatt

**COURSE ID: RF 0946**

SAT, MAY 4, 9:30 AM - 5:30 PM, \$209 + GST

#### ► Pranic Healing

A method of healing all kinds of physical and mental diseased without medicine, side effects, pain or touch. Energy present in the universe is used for the treatment of human aura (bio-plasmic body). It is believed that disease first manifests in aura and then in the physical body, so cleansing and energizing the aura heals. No special skills or education background is required to learn Pranic Healing. Participants should bring a large mixing bowl to class. Instructor: Anjna Brahmhatt

**COURSE ID: RF 0950**

SAT & SUN, APR 20 & 21, 1:30 PM - 5:30 PM, \$209 + GST

#### ► Reiki for Kids

For children ages 7-12. Children generally experience Reiki more exclusively than grown-ups in its purest form due to their curiosity and openness. Their response to Reiki [learning and treatment] is spontaneous with the feeling of joy and love. Children who learn Reiki find it a lifetime gift as they can utilize it for themselves and others, [including their pets and plants.] Reiki works wonders in helping maintain and enhance health and mental concentration to perform in all school activities.

Reiki can help children to heal minor problems like cuts, burns, bleeding, headache, toothache, stomachache, ear infections. Reiki can also help dealing with major problems like asthma, allergies, and juvenile diabetes, attention deficit disorder [A.D.H.D.] to be focused and calm. Instructor: Anjna Brahmhatt

**COURSE ID: JR 0930**

SAT & SUN, APR 20 & 21, 9:30 AM - 12:30 PM, \$109 + GST

#### ► Infant Massage

Infant massage is a great way to enhance interaction between a parent and child. Infant massage provides stimulation that increases overall health and enhances the attachment between parent and child. Learn the techniques to help your baby relax before sleeping and to assist in relieving pains caused by gas, constipation, colic and teething.

**COURSE ID: RF 0910**

SAT, MAR 16 & 23, 10:30 AM - 11:30 AM - 2 WEEKS, \$45 + GST

#### ► Mother and Daughter - Mani & Pedi

Treat your mom to an evening of manicures and pedicures just in time for Mother's Day. Participants will learn from an experienced esthetician the proper techniques to doing your own manicures and pedicures at home. This course is open to anyone – bring your sister, friend, aunt or grandparent! Join us for a relaxing evening of fingers, toes, snacks, beverages and most importantly fun!

**COURSE ID: RF 0941**

FRI, MAY 10, 5:30 PM - 8:30 PM - EVENING

A: \$39 INDIVIDUAL

B: \$59 FOR TWO

## Yoga Classes

All Yoga classes will take place at Inner Spirit Yoga Studio. Located off campus at 340B – 2 Street West.

### ▶ Introduction to Yoga

For students with little or no yoga experience, this class introduces the basics of yoga in a safe and comprehensive manner. You will be introduced to yogic breathing, energy locks, sun salutations, standing postures and the finishing sequence. Upon completion of this class, you will feel confident to move on to any of our regular classes.

#### **COURSE ID: RF 0913**

A: MON, JAN 7 - FEB 11, 5:30 PM - 6:45 PM - 6 WEEKS, \$84 + GST  
 B: MON, FEB 25 - APR 15, 5:30 PM - 6:45 PM - 8 WEEKS, \$112 + GST  
 C: MON, APR 29 - JUN 24 (NO CLASS MAY 20), 5:30 PM - 6:45 PM - 8 WEEKS, \$112 + GST

### ▶ Ashtanga Flow

This class provides beginner students with basic instruction while more advanced students are able to work at their own pace. This energetic style of yoga will build core strength, flexibility and developmental focus while calming the spirit.

#### **COURSE ID: RF 0914**

A: MON, JAN 7 - FEB 11, 7:30 PM - 8:45 PM - 6 WEEKS, \$84 + GST  
 B: MON, FEB 25 - APR 15, 7:00 PM - 8:15 PM - 8 WEEKS, \$112 + GST  
 C: MON, APR 29 - JUN 24 (NO CLASS MAY 20), 7:00 PM - 8:15 PM - 8 WEEKS, \$112 + GST

### ▶ Yoga Flow

Open to all levels of practice and abilities, this class focuses on an exploration of basic yoga poses and how to connect them through attention to the breath, alignment and mindfulness. A mixture of standing, seated and inverted postures will leave you feeling strong and enlivened, yet calm and focused. All levels welcome.

#### **COURSE ID: RF 0928**

A: WED, JAN 9 - FEB 20, 5:30 PM - 6:45 PM - 7 WEEKS, \$98 + GST  
 B: WED, FEB 27 - APR 17, 5:30 PM - 7:10 PM - 8 WEEKS, \$112 + GST  
 C: WED, MAY 1 - JUN 26, 5:30 PM - 6:45 PM - 9 WEEKS, \$126 + GST

### ▶ Hatha

This yoga class is slower and gentler than Ashtanga. Hatha yoga aids in detoxifying the body, promotes balance, increases flexibility and concentration. You will also connect your breath and your body through breathing exercises, meditation and relaxation. Traditional yoga poses encourage the calming of the mind and nervous system. All levels welcome.

#### **COURSE ID: RF 0926**

A: MON, JAN 7 - FEB 11, 9:30 AM - 11:00 AM - 6 WEEKS, \$84 + GST  
 B: THUR, JAN 10 - FEB 21, 6:00 PM - 7:15 PM - 7 WEEKS, \$98 + GST  
 C: MON, FEB 25 - APR 15, 9:30 AM - 11:00 AM - 8 WEEKS, \$112 + GST  
 D: THUR, FEB 28 - APR 18, 6:00 PM - 7:15 PM - 8 WEEKS, \$112 + GST  
 E: MON, APR 29 - JUN 24 (NO CLASS MAY 20), 9:30 AM - 11:00 AM - 8 WEEKS, \$112 + GST  
 D: THUR, MAY 2 - JUN 27, 6:00 PM - 7:15 PM - 9 WEEKS, \$126 + GST

### ▶ Restorative Yoga (Gentle)

Restorative Yoga is a profoundly healing form of yoga that is quickly gaining popularity especially amongst those students who have limitations, injuries or who simply prefer to move at a slower pace. This mindful practice is self-nurturing, allowing time and space to deeply restore and heal from daily stress. This gentle practice can also help to dismantle chronic tension patterns, improve immune function, and bring the body and mind back to their original state of balance. All levels of ability are welcome.

#### **COURSE ID: RF 0925**

A: TUE, JAN 8 - FEB 10, 5:30 PM - 6:45 PM - 7 WEEKS, \$98 + GST  
 B: TUE, FEB 26 - APR 16, 5:30 PM - 6:45 PM - 8 WEEKS, \$112 + GST  
 C: TUE, APR 30 - JUN 25, 5:30 PM - 6:45 PM - 9 WEEKS, \$126 + GST

### ▶ Restorative Meditation

This class is for everybody. Proper relaxation is essential for the maintenance of good health and well being. Like restorative yoga, this class uses props such as blocks, blankets and bolsters to encourage the muscles to fully release. Combining restorative yoga poses with various meditation techniques calms the nervous system and produces the deepest relaxation possible for both the body and the mind. When meditation is practiced in a group, a broader energy field is created for the benefit of everyone.

#### **COURSE ID: RF 0930**

A: THUR, JAN 10 - FEB 21, 7:30 PM - 8:30 PM - 7 WEEKS, \$84 + GST  
 B: THUR, FEB 28 - APR 18, 7:30 PM - 8:30 PM - 8 WEEKS, \$96 + GST  
 C: THUR, MAY 2 - JUN 27, 7:30 PM - 8:30 PM - 9 WEEKS, \$108 + GST

### ▶ Kids Yoga

Ages 5 - 12 yrs. This playful class explores yoga poses, breathing exercises, visual imagery and relaxation. Children will have fun while they make new friends, imitate animals, and create meaningful art all while building strength, gaining flexibility, and improving focus and concentration. Partner poses, group games, self awareness and respect for others are emphasized in this fun and creative class.

#### **COURSE ID: RF 0916**

A: WED, JAN 9 - FEB 20, 4:00 PM - 5:00 PM - 7 WEEKS, \$70 + GST  
 B: WED, FEB 27 - APR 17 (NO CLASS APR 3), 4:00 PM - 5:00 PM - 7 WEEKS, \$70 + GST  
 C: WED, MAY 1 - JUN 26, 4:00 PM - 5:00 PM - 9 WEEKS, \$90 + GST

### ▶ Prenatal Yoga

Take care of yourself while bonding with your unborn baby. Gain physical, mental and emotional strength and calm, in a safe supportive environment surrounded by other expecting mothers. An experienced yoga instructor and Mom herself, Christine is well versed in the benefits of Prenatal yoga. Certainly there are many positive effects, perhaps the most alluring being the calming effects on both mother and baby. Focusing on the breath allows you to be more present and to bring awareness and wonder to what is happening in the body. This prenatal yoga class is the perfect way to learn how to make the most of this special time.

#### **COURSE ID: RF 0919**

A: WED, JAN 9 - FEB 20, 7:00 PM - 8:15 PM - 7 WEEKS, \$98 + GST  
 B: WED, FEB 27 - APR 17, 7:00 PM - 8:15 PM - 8 WEEKS, \$112 + GST  
 C: WED, MAY 1 - JUN 26, 7:00 PM - 8:15 PM - 9 WEEKS, \$126 + GST

### ▶ Partner Yoga Workshop

Celebrate Valentine's Day and connect with your partner in a meaningful way by practicing yoga together. During this workshop you will work with another person to help assist one another in each of the poses and to move deeper into each posture; often achieving greater release than when practicing on your own. This style of practicing yoga can enhance your relationship with whoever you decide to bring... your spouse, partner, friend, sibling, parent, or child. From beginners to advanced yogis, all are welcome – you and your partner do not need to have the same level of yoga experience. Instructor: Christine Pearson

**COURSE ID: RF 0922**

SAT, FEB 9, 10:00 AM – 12:00 PM – 1 MORNING, \$40 + GST/COUPLE

### ▶ Restorative Meditation Workshop

This class is for every body. Proper relaxation is essential for the maintenance of good health and well being. Like restorative yoga, this class uses props such as blocks, blankets and bolsters to encourage the muscles to fully release. Combining restorative yoga poses with various meditation techniques calms the nervous system and produces the deepest relaxation possible for both the body and the mind. When meditation is practiced in a group, a broader energy field is created for the benefit of everyone. Instructor: Christine Pearson

**COURSE ID: RF 0931**

SAT, MAY 4, 10:00 AM – 12:00 PM – 1 MORNING, \$30 + GST

## YOU AND THE LAW

The Public Legal Education program at Medicine Hat College provides general education and information about law and the legal system for people without legal training. During these sessions you will gain knowledge about the laws of Alberta and how they apply to you. Professionals from related fields instruct these courses and answer your questions. Seminars are free of charge, thanks to the professionals who volunteer their time, as well as grant funding from the Alberta Law Foundation.

Continuing Studies, Medicine Hat College, appreciates the continuing support of the Alberta Law Foundation.



### Law Video Conference Sessions

AT MEDICINE HAT COLLEGE, BROOKS CAMPUS

Medicine Hat College Public Legal Education program invites you to bring a brown bag lunch and enjoy these short talks on a variety of legal subjects.

All sessions are FREE of charge but advance registration is required by calling: 403.362.1677. Refreshments provided.

### ▶ Grandparents, Grandchildren and Law

Grandparents often play a significant role in the lives of their grandchildren and the emotional ties can be deep. If parents separate or divorce, it can become difficult for grandparents to maintain this relationship with their grandchildren. Other times, such situations can result in grandparents providing much or all of the care for their grandchildren. How does the legal system respond in these types of situations? This session looks at subjects like parenting of and contact with children (also referred to as custody and access), maintenance, and guardianship from the grandparent-grandchild perspective.

**COURSE ID: PL 0920**

WED, FEB 13, 12:00 PM – 1:30 PM

### ▶ Identity Theft, Frauds & Scams, Social Networking Sites Awareness Session

Driver's license information, SIN card, credit cards, medical records, banking information, passport... There's a whole identity out there made up of your personal information, much of it stored in electronic databases. If that identity is stolen, or your information gets into the wrong hands in some other way, or the information is wrong, the results can be serious. This presentation provides a general overview of legal issues related to your information identity. Topics for discussion include: knowing if/when you have to give out your personal information and to whom; what you can do if information is wrong, if somebody gives out information about you when they shouldn't, or if somebody steals your information; and if it makes a difference if your information is collected or stored somewhere outside Alberta or Canada.

**COURSE ID: PL 0904**

WED, MAR 6, 12:00 PM – 1:30 PM

### Evening Law Sessions

AT MEDICINE HAT COLLEGE, BROOKS CAMPUS

### ▶ Funeral Planning

THE BENEFITS OF PRE-PLANNING

Dealing with funeral arrangements while experiencing stress and a sense of loss is very difficult for any family. Pre-planning gives you the time to consider your options and make thoughtful, informed decisions, while releasing others from the burden of having to speculate on your final wishes.

When you pre-plan and pre-pay your funeral arrangements, you are protected from future changes in funeral costs. This practice totally removes any financial responsibility from your family, and gives you peace of mind. Host: Chris Thom, Thom's Funeral Home

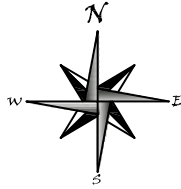
**COURSE ID: PL 0944**

A: TUE, FEB 26, 7:00 PM – 9:00 PM  
B: TUE, MAR 26, 7:00 PM – 9:00 PM  
C: TUE, APR 30, 7:00 PM – 9:00 PM



MEDICINE HAT COLLEGE

# PARKING PLAN



GROUNDS AND MAINTENANCE

N BUILDING

N  
VISUAL COMM.

H BUILDING

DAYCARE

COULEE VIEW STUDENT RESIDENCE

T1 F F E  
2 3 4

BUSINESS

HEALTH STUDIES

T2  
1

POWER ENGINEERING & TRADES

SCIENCE

THEATRE

SPORTS & WELLNESS

M2  
10

W

STUDENT SERVICES

LIBRARY

HUMANITIES

BUS STOP

9

M1

7

6

S1

11

S2

LAGOON

RESERVOIR

CONSERVATORY OF MUSIC & DANCE

8

CC

(ALSO \*PAY AND DISPLAY\* TICKETS)

## LEGEND

OPEN PARKING PERMITS  
DAILY "PAY AND DISPLAY"  
VISITOR PARKING



PLUG-IN PERMITS ONLY



BUDGET PERMITS ONLY



DROP OFF STOPPING  
(20 MINUTES FREE)



CONTRACTOR PARKING



TICKET DISPENSERS



DESIGNATED SMOKING AREA



BICYCLE LOCKERS (BY RENTAL)



HANDICAPPED PARKING



Pay and Display parking is available to anyone driving on campus. Daily permits are available through the dispensers located in open parking lots for a fee of \$2.00. Permits are only required from September to April. The hours of enforcement are 7 am to 5 pm, Monday to Friday.





**MEDICINE HAT  
COLLEGE**

CONTINUING STUDIES

#### MEDICINE HAT CAMPUS

##### Office Hours:

Mon to Thurs - 8:00AM–7:30PM

Friday - 8:00AM–4:00PM

Saturday & Sunday–Closed

#### BROOKS CAMPUS

##### Office Hours:

Mon to Thurs - 8:00AM–7:00PM

Friday - 8:00AM–4:00PM

Saturday & Sunday–Closed

## FIVE EASY WAYS TO REGISTER

MEDICINE HAT CAMPUS / BROOKS CAMPUS

To avoid cancellation of classes, please register early.

### ✓ ON-LINE REGISTRATION

with Visa/MasterCard:

[www.mhc.ab.ca/continuing-studies](http://www.mhc.ab.ca/continuing-studies)

### ✓ PHONE

with Visa/MasterCard ready to:

Medicine Hat Campus: 403.529.3844

Toll Free 1-866-282-8394

Brooks Campus: 403.362.1677

Toll Free 1-866-282-8394

**Registration by phone will only be taken by Visa or MasterCard.**

### ✓ FAX

Fill out registration form, including Visa / MasterCard information and fax it to:

Medicine Hat Campus: 403.504.3521

Brooks Campus: 403.362.1474

### ✓ IN PERSON

Drop by the Registration Desk - Main Entrance. Full payment of fees is required at time of registration. You can now use your bank debit card for payment of fees. We also accept cash, cheques, and Visa or MasterCard.

### ✓ MAIL

Send completed registration form and appropriate fees (cheques payable to Medicine Hat College) to:

Continuing Studies, Medicine Hat College

299 College Drive SE, MEDICINE HAT, AB T1A 3Y6

Continuing Studies, Medicine Hat College

Brooks Campus

200 Horticultural Rd East, BROOKS, AB T1R 1E5

**Keep in mind that courses may be full if your registration is delayed in the mail.**

#### PLEASE NOTE

- » Tuition fees do not include materials unless noted.
- » Courses are for persons 18 years of age and over unless otherwise indicated.
- » Some classes may be held off-campus.
- » Full payment of fees is required at time of registration.
- » Postdated cheques are not accepted.
- » Continuing Studies reserves the right to make changes in instructors, dates and times when necessary.
- » Students will be required to pay for supplies if they withdraw on the day of or day after course is scheduled.

#### WITHDRAWALS

To be eligible for a refund, notification of withdrawal from a course/ seminar must be received no later than two business days before the course begins and we will attempt to accommodate you into another course. All withdrawal refunds are subject to an administration fee of \$25.00. Registration withdrawals after the terms stated above will not be eligible for a refund. These standards apply to the majority of the Continuing Studies courses; any exceptions will be noted with the specific course information.

#### COURSE CANCELLATIONS

Continuing Studies reserves the right to cancel courses due to insufficient enrolment. If your course is cancelled, you may either transfer to another available course or receive a full refund. Credit card refunds are credited to your credit card account; cheque, cash and debit payments receive a refund with a mailed cheque. We will make every effort to inform you of the cancellation prior to the start of the course; therefore, please provide both a business and home phone number as well as an e-mail address when registering.

#### PARKING REGULATIONS

##### Medicine Hat Campus

- » Permit parking regulations will be in effect from the first Monday of September to the last day of April. During this time the hours of enforcement will be from 7:00AM to 5:00PM, Monday to Friday.
- » Daily permits are available for purchase through "pay & display" permit dispensers around the campus. Visitors are permitted to park in any lot except those designated for reserved parking.
- » Drop-off stopping is permitted at the front entrance of the Main Campus and Cultural Centre and is limited to 15 minutes.

##### Brooks Campus

Free parking permitted in front or north parking lots.

#### Alberta's Freedom of Information and Protection of Privacy Act.

Medicine Hat College collects and maintains information for the purpose of admissions, registrations and other activities directly related to you being a member of the Medicine Hat College community and its educational programs, and attending a public post-secondary institution in the Province of Alberta. You are advised that the information you provide, and any other information placed in the student record, will be protected and used in compliance with Alberta's Freedom of Information and Protection of Privacy Act.

# Winter/Spring 2013 Continuing Studies

# Registration Form

*Four easy ways to register!*

Please feel free to copy this form and pass it along to your friends!

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ TOWN/CITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ RESIDENCE \_\_\_\_\_ BUSINESS \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_ DATE OF BIRTH (M/D/Y) \_\_\_\_\_ PARENT/GUARDIAN \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ TOWN/CITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ RESIDENCE \_\_\_\_\_ BUSINESS \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_ DATE OF BIRTH (M/D/Y) \_\_\_\_\_ PARENT/GUARDIAN \_\_\_\_\_



## Course Registration

Unless stated otherwise, GST is included in course fee.

REGISTRANT NAME	COURSE NAME	COURSE CODE	START DATE	COURSE FEE

GST \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

## Select Method of Payment

- Cheque or Money Order  
Payable to *Medicine Hat College*  
(We are unable to accept post dated cheques) Name of Cardholder (please print) \_\_\_\_\_
-  Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_
-  Authorized Signature \_\_\_\_\_
- Purchase Order (for invoicing purposes only). If employer is to be invoiced, please include a letter of authorization or an authorized purchase order. Registered students are ultimately responsible for payment of fees regardless of a third party invoice.

PO Number \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

<b>MAIL REGISTRATION FORM TO:</b> Continuing Studies, Medicine Hat College 299 College Drive SE, MEDICINE HAT, AB T1A 3Y6 Continuing Studies, Brooks Campus 200 Horticultural Road East, BROOKS, AB T1R 1E5	<b>REGISTER WITH VISA/MASTERCARD:</b> Continuing Studies, Medicine Hat College <b>403.529.3844</b> Continuing Studies, Brooks Campus <b>403.362.1677</b>	<b>FAX REGISTRATION FORM TO:</b> Continuing Studies, Medicine Hat College <b>403.504.3521</b> Continuing Studies, Brooks Campus <b>403.362.1474</b> <small>(Your completed form must include your Visa/MasterCard number &amp; expiry date.)</small>	<b>VISIT OUR WEBSITE:</b> <a href="http://www.mhc.ab.ca/continuing-studies/">www.mhc.ab.ca/continuing-studies/</a>
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- If you would like to receive more information about Continuing Studies, MHC please check the applicable box:
- E-Mail \_\_\_\_\_
  - Mail \_\_\_\_\_

**ALBERTA'S FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**  
MEDICINE HAT COLLEGE COLLECTS AND MAINTAINS INFORMATION FOR THE PURPOSE OF ADMISSIONS, REGISTRATIONS AND OTHER ACTIVITIES DIRECTLY RELATED TO YOU BEING A MEMBER OF THE MEDICINE HAT COLLEGE COMMUNITY AND ITS EDUCATIONAL PROGRAMS, AND ATTENDING A PUBLIC POST-SECONDARY INSTITUTION IN THE PROVINCE OF ALBERTA. YOU ARE ADVISED THAT THE INFORMATION YOU PROVIDE, AND ANY OTHER INFORMATION PLACED IN THE STUDENT RECORD, WILL BE PROTECTED AND USED IN COMPLIANCE WITH ALBERTA'S FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.



**MEDICINE HAT COLLEGE**



# WHAT YOU CAN STUDY

Medicine Hat College offers many different programming options, including Degree Completion programs, Applied Degrees, University Studies, Diplomas, Certificates, and Apprenticeship Trades.

Adult Basic Education  
Addictions Counselling  
Addictions / Social Work  
Administrative Office Professional  
[formerly Office Technology]  
Arts [University Transfer]  
Automotive Service Technician  
Business Administration [Diploma and Degree]  
Carpenter  
Child & Youth Care Counsellor  
College Preparation  
Commerce / Management  
Communications Studies  
Computer Aided Drafting and Design [CADD]  
Criminal Justice  
Deaf & Blind Support Services  
Early Learning & Child Care  
Ecotourism & Outdoor Leadership  
Education Assistant  
Education  
Electrician  
English as a Second Language [ESL]  
Environmental Reclamation Technician  
Environmental Science  
Global Tourism & Marketing  
Health Care Aide  
Heavy Equipment Technician  
Human Services  
Information Technology  
Massage Therapy  
Nursing  
Occupational / Physical Therapist Assistant  
Paramedic  
Plumber / Gasfitter  
Police & Security  
Power Engineering Technology  
Practical Nurse  
Science and Engineering [University Transfer]  
Social Work  
Speech-Language Pathologist Assistant  
Steamfitter / Pipefitter  
Travel Counsellor  
Visual Communications  
Welder



MEDICINE HAT  
COLLEGE

[www.mhc.ab.ca](http://www.mhc.ab.ca)

we're  
Here

