

LIVE & LEARN



KENDRA M
OHS 2012



A MESSAGE FROM OUR PRESIDENT

Welcome to Medicine Hat College!

As an advocate for learning through all stages of life, I'm delighted that you're taking the time to review our Continuing Studies calendar. I'm sure you'll find an opportunity that meets your needs whether you're shopping for your family, yourself, or your business.

One of the college's most important goals is to be sure we're meeting the needs of students and employers. That simply means that you, and the quality of the experience you have, are very important to us.

I know the staff and leadership of the Continuing Studies team plan and work hard to provide a wide range of courses and programs to support personal needs, recreation, family wellness, and career development. As you can see, there are many courses to consider.

As your aspirations as a learner grow, please don't hesitate to share your needs and wants with us. We'd be more than happy to talk about the future, and how we can work together.

I wish you well in your pursuits.

Sincerely,

President & CEO
Medicine Hat College

THE CONTINUING STUDIES TEAM AT MEDICINE HAT COLLEGE

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Stay informed about special promotions and new course offerings!

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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. Certificate Request forms are available from your instructor or by contacting Continuing Studies at 403.529.3874
- ▶ Students have up to 2 years to complete the requirements to earn the certificates below.

Computer Office Certificate

- ▶ Take Charge of Your Files & Photos
- ▶ Microsoft Word 1A & 1B* (2 courses)
- ▶ Microsoft Excel 1A & 1B* (2 courses)
- ▶ Microsoft Access 1A & 1B* (2 courses)
- ▶ Microsoft Outlook
- ▶ Building PowerPoint Presentations

Advanced Computer Office Certificate

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

- ▶ Microsoft Word Levels 2 & 3* (2 courses)
- ▶ Microsoft Excel Levels 2 & 3* (2 courses)
- ▶ Microsoft Access Level 2*

Computerized Bookkeeping Certificate

- ▶ Introduction to Bookkeeping
- ▶ Sage 50 Level 1, 2 & Reconciliations* (3 Courses)
- ▶ Take Charge of Your Files & Photos
- ▶ Microsoft Word 1A & 1B* (2 courses)
- ▶ Microsoft Excel 1A & 1B* (2 courses)
- ▶ Microsoft Excel: Formulas & Functions

*Special pricing available when you enroll in multiple courses.

Individual courses are marked by the certificate symbols



Requirement for
Computer Office
Certificate



Requirement for
Advanced Computer
Office Certificate



Requirement for
Computerized
Bookkeeping Certificate

CERTIFICATE EXAMINATIONS

Exams may be booked on the exam dates below.

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

Exams	Programs
Basic Computers and Introduction to MS Office Applications for the PC	Hospital Unit Clerk Medical Office Assistant
Manage your Files & Photos	Computer Office Certificate Computerized Bookkeeping Certificate
MS Word Level 1A & MS Word Level 1B*	Computer Office Certificate Computerized Bookkeeping Certificate Medical Office Assistant Certificate
MS Word Level 2	Advanced Computer Office Certificate
MS Word Level 3	Advanced Computer Office Certificate
MS Excel Level 1A & MS Excel Level 1B*	Computer Office Certificate Computerized Bookkeeping Certificate
MS Excel Level 2	Advanced Computer Office Certificate
MS Excel Level 3	Advanced Computer Office Certificate
MS Excel Formulas & Functions	Computerized Bookkeeping Certificate
MS Access Level 1A & MS Access Level 1B*	Computer Office Certificate
MS Access Level 2	Advanced Computer Office Certificate
Building PowerPoint Presentations	Computer Office Certificate
MS Outlook	Computer Office Certificate
Sage 50 Levels 1, 2 & Reconciliations*	Computerized Bookkeeping Certificate
Introduction to Bookkeeping	Computerized Bookkeeping Certificate

EXAM DATES:

Course ID: CT 0401

DAYTIME:

A: THUR, OCT 23, 9:00 AM - 12:00 PM - 1 MORNING; B252

B: WED, NOV 5, 9:00 AM - 12:00 PM - 1 MORNING; B252

C: SAT, NOV 29, 9:00 AM - 12:00 PM - 1 MORNING; B252

D: SAT, DEC 13, 9:00 AM - 12:00 PM - 1 MORNING; B252

E: THUR, DEC 18, 6:00 PM - 9:00 PM - 1 EVENING; 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 prerequisite knowledge and does not wish to take the course but receive credit toward a certificate program. *If you do not receive a passing grade in the challenge exam, you must attend the course and re-write the exam to receive credit toward a certificate.* 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.



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➔ Introduction to Computers

Basics of Personal Computers

The very basic computer skills are introduced in this class. You will:

- ▶ Learn to turn the computer on
- ▶ Control the mouse
- ▶ Recognize the parts of the screen and their functions
- ▶ Run basic Windows programs
- ▶ Set up and maintain user accounts a parental controls

No previous experience is necessary. You will have time for practice experimenting with your new skills and leave the class with much more confidence using the computer. Instructors: Nancy Koenig / Joan Fleckenstein

Course ID: CT 0002

DAYTIME:

A: WED, SEP 17, 9:00 AM - 4:00 PM - 1 DAY, \$129+GST; B252

B: TUE, NOV 4, 9:00 AM - 4:00 PM - 1 DAY, \$129+GST; B252

EVENING:

C: MON, SEP 22 & 29, 6:00 PM - 9:00 PM - 2 EVENINGS, \$129+GST; B252

Course ID: CT 0005

SAVINGS! Take BOTH Basics of Personal Computers and Introduction to Microsoft Office Applications for the PC for only \$235+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. We will cover the basics of Microsoft Word, Excel and PowerPoint so that each student can decide which program will work for them. You will 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: WED, SEP 24, 9:00 AM - 4:00 PM - 1 DAY, \$129+GST; B252

B: THUR, NOV 6, 9:00 AM - 4:00 PM - 1 DAY, \$129+GST; B252

EVENING:

C: WED, OCT 1 & 8, 6:00 PM - 9:00 PM - 2 EVENINGS, \$129+GST; B252

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 online. 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, DEC 1, 6:00 PM - 9:00 PM - 3 HOURS, \$99+GST; B252

Take Charge of Your Files and Photos



Organize all of your files, whether they are data, photos, videos or music.

- ▶ Organize your files into file folders,
- ▶ Upload pictures from your digital camera
- ▶ Save the files attached to e-mails
- ▶ Copy or move files to portable storage devices like CDs or flash drives

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: WED, OCT 1, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; B252

EVENING:

B: WED, OCT 22 & 29, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179+GST; B252

JUMPSTART Your Re-Entry to the Workforce

Limited Seats – Register Early!

Click Ahead: Computer Skills Training for Today's Workforce

This program has been designed to provide participants with the skills that are commonly listed in Medicine Hat and area job postings. Many employers are looking for employees that possess the following skills; keyboarding, computer skills concentrating on Microsoft Word and Excel, and the ability to use the internet and email.

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)
- ▶ **Enhance your Resume using MS Word** - learn practical skills to create professional resumes, cover letters and business cards.
- ▶ **Job Search Preparation** – use your updated computer skills to produce an impressive resume and cover letter and learn the skills needed for today's on-line job market.

Course ID: CT 0012

EVENING:

MON, SEPT 22 - DEC 8 EVENINGS (NO CLASSES OCT 13 & NOV 10), 6:00 PM - 9:30 PM - 11 WEEKS, \$495+GST; B252

Funding may be available for qualified applicants – please call 403.504.3620 for more information.

LEARN
LIFELONG EDUCATION AND RESOURCE NETWORK

→ Computer Security

Protection from Malware, Spyware and Viruses

NEW

Almost all of us has experienced a virus or unknowingly installed a program that threatens our computer security and data. In this course we will discuss the difference between Spyware, Malware and Viruses and what can be done to protect your computer from attack. You will learn how to reduce the probability of installing these programs, and how to identify and remove the unwanted "bugs" from your computer. Prerequisite: Introduction to Basic Computers or equivalent knowledge and experience. Instructor: David Borella

Course ID: CT 0006

DAYTIME:

TUE, NOV 18, 6:00 PM - 9:00 PM - 3 HOURS, \$99+GST; B252

Hack Your Way to Security

ONLINE

When is hacking legal? When you use it to secure your own network. This new method of hacking, called ethical hacking or white-hat hacking, uses common and readily available hacking tools and techniques to audit your network so you can locate and close security holes. Whether you're running a small home network or you're an enterprise network administrator, this course will teach you how to better protect your system against those who wish to gain unauthorized access.

ONLINE COURSE (6 WEEKS) - REGISTER AT WWW.ED2GO.COM/MHC
VARIOUS START DATES: SEP 17, OCT 15, NOV 12 AND DEC 10; \$139+GST

→ Google

Google Drives and Gmail

NEW

These features are FREE to use!

Google is known for its search capabilities; however, it is capable of so much more! In this course you will create your own Gmail account and learn useful and exciting features that Gmail offers. You will learn about customizing your email settings, creating contacts, entering calendar events, and so much more. In the afternoon, you will learn about the features of Google Drive and how it can be used in your personal and business life. By the end of the class you will be able to read, edit, share your documents no matter where you are in the world. Instructor: Jenna Williams

Course ID: CT 0148

DAYTIME:

SAT, OCT 4, 1:00 PM - 5:00 PM - 4 HOURS, \$115+GST; B252

Introduction to Google Analytics

ONLINE

In this course, you'll learn to use Google Analytics to make the most of your online traffic. You'll see how you can track not just the traffic to all of your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and where they went when they left.

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) - REGISTER AT WWW.ED2GO.COM/MHC
VARIOUS START DATES: SEP 17, OCT 15, NOV 12 AND DEC 10; \$139+GST



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→ Social Media

Introduction to Blogging

NEW

Wondering what all the hype is about? A Blog may provide commentary on a particular subject; or function as an on-line diary as you go through an experience that you want to share with others. A blog may advertise your company or cause. This class will give you the skills and inspiration to create your own blog whether for business or personal use. Different options for hosting will be discussed. We will discuss setting up and maintaining your blog, and getting people to read it! Instructor: Davilyn Atwood

Course ID: CT 0098

DAYTIME:

FRI, OCT 17, 9:00 AM - 12:00 PM - 1 MORNING, \$99+GST; B252

Course ID: CT 0099

SAVINGS! Take BOTH Introduction to Blogging and Blogs for Marketing for only \$179+GST.

Blogs for Marketing

Whether you are trying to promote your business or your cause, a blog can be an effective way to generate interest in your pursuit and increase visits to your website or business. This course will demonstrate and discuss ways to use your blog to sell your products or ideas and increase interest in your target market. Instructor: Davilyn Atwood

Course ID: CT 0100

DAYTIME:

FRI, OCT 24, 9:00 AM - 12:00 PM - 1 MORNING, \$99+GST; B252

Getting Started with Pinterest

NEW

Pinterest is a nifty social bookmarking website that helps you organize and discover all of the many things you want to plan, buy, do, or simply just like. Save nearly any of your favourite websites, online recipes, or craft ideas to visual Pinboards that link back to the original website for viewing later on. It's time to end your search! Get started with Pinterest and learn the features that make it such an addictive website and an increasingly popular search engine. Instructor: Andrea Woods

Course ID: CT 0102

EVENING:

WED, NOV 5, 6:00 PM - 9:00 PM - 1 EVENING, \$99+GST; B252

Course ID: CT 0103

SAVINGS! Take BOTH Getting Started with Pinterest and Pinterest for Business for only \$179+GST.

Pinterest for Business

NEW

Businesses looking to increase their social media presence may be turning to Pinterest as a way to drive traffic to their website, and it's no surprise considering millions of potential customers visit Pinterest every day to explore their specific interests and search for all kinds of products. This course will expand your prior knowledge of Pinterest by providing effective strategies for businesses to increase their website traffic and sales. Instructor: Andrea Woods

Course ID: CT 0104

DAYTIME:

FRI, NOV 7, 1:00 PM - 4:00 PM - 1 AFTERNOON, \$99+GST; B252

Podcasting**ONLINE NEW**

Businesses are turning to podcasting to grow their brand and connect with customers. People with a niche hobby are turning podcasts into a business. Podcasting is experiencing a rebirth as mobile devices are everywhere. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they want to do business. Learn how to take your business or hobby and turn it into a podcast. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. Come to class with your idea and end with your show online for all to hear.

Course ID: ON 0102

SEP 2 - 26, \$245+GST

Social Media for Business**NEW**

Over the last decade, social media has become a game changer for businesses. Using platforms such as Facebook, Twitter, and LinkedIn we will help you learn the right way to promote your business without adding a full-time job to your plate. By the end of the course, you will have found a new way to market your businesses in a successful way and have a better understanding about the excitement of social media. Prerequisite: Email & the Internet or equivalent knowledge. Instructor: Jenna Williams

Course ID: CT 0007**DAYTIME:**

FRI, OCT 17 & 24, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$179+GST; B252

YouTube**NEW**

Come check out the largest video-sharing website in the world and see how powerful YouTube can be in both the business world and your personal life. Learn how to create a YouTube account and customize your viewing experience. You will learn about key features such as subscriptions, channels, and playlists. You will also learn how to upload videos, change privacy settings, and manage your videos. Prerequisite: Email & the Internet or equivalent knowledge. Instructor: Jenna Williams

Course ID: CT 0014**DAYTIME:**

SAT, NOV 1, 1:00 PM - 4:00 PM - 1 AFTERNOON, \$99+GST; B252

→ Apple Courses**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 skills that will allow you to tap into the full power of your Mac. You will receive a \$15 iTunes card so you download apps. In this course you will learn how to:

- ▶ Navigate your Mac
- ▶ Create and store files where you can find them
- ▶ Customize your Mac so it works and looks the way you want it to
- ▶ Set up Gmail accounts.
- ▶ Browse the iCloud, see what's available.
- ▶ Explore and set up accounts for the Apple App store and iTunes.
- ▶ Make a video and upload it to Youtube.
- ▶ Discuss and explore other applications, iPhoto. Garage Band etc

Instructor: Paul McCluskey

Course ID: CT 0011**EVENING:**

WED, NOV 12 & 19, 6:00 PM - 9:00 PM - 2 EVENINGS, \$199+GST; B252

→ iPad Courses

Take one or both courses to get the most from 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, iTunes username and password with you, so you can test it all out! It may also be useful to bring your charger along.

Introduction to Your iPad - Getting Started

Do you want to take advantage of the world of apps for your iPad 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. Instructor: David Borella

Course ID: CT 0061**EVENING:**

SAT, NOV 29, 1:00 PM - 5:00 PM - 4 HOURS, \$99+GST; F1006

Course ID: CT 0085

SAVINGS! Take BOTH Introduction to Your iPad and Getting More from Your iPad for only \$179+GST.

Getting More from Your iPad

We'll look at some of the more popular activities for enjoyment of your iPad, apps and accessories that can turn travelling into a whole new experience. The iPad can help with work too! You will receive a \$15 iTunes card so you download apps. Instructor David Borella

Some of the topics we will discuss include:

- ▶ Reading on your iPad
- ▶ Manipulating photographs
- ▶ Enjoying music
- ▶ Planning and enjoying vacations
- ▶ Checking your email
- ▶ Business Suite options
- ▶ Preparing meetings and presentations

Course ID: CT 0062**EVENING:**

SAT, DEC 6, 1:00 PM - 5:00 PM - 4 HOURS, \$99+GST; F1006

Mac, iPhone, and iPad Programming**ONLINE**

Learn to create Mac, iPhone and iPad apps and programs. 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.

ONLINE COURSE (6 WEEKS) - REGISTER AT WWW.ED2GO.COM/MHC
 VARIOUS START DATES: SEP 17, OCT 15, NOV 12 AND DEC 10; \$139+GST

➔ Microsoft Applications

Prerequisites are suggested for you to feel comfortable with the material and get the most from the class. It is assumed that you have the suggested knowledge in the prerequisite course material in each class.

Microsoft Outlook: Calendars, Contacts & Meetings

Are you using Microsoft Outlook to its full extent?

- ▶ Create appointments from e-mails, schedule and reschedule meetings and invite attendees
- ▶ Share calendars with the people you work with, so you can check availability or even make appointments for each other
- ▶ Keep track of task progress, send reminders, or assign a task to someone else
- ▶ Save hours of searching for addresses and information using Contacts

Prerequisite: Familiar with sending and receiving email.

Instructor: Nancy Koenig

Course ID: CT 0093

DAYTIME:

MON, NOV 3, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; B252

Microsoft Word 2010 Level 1A: Fundamentals

An introduction to Microsoft Word 2010 - discover the basics of creating great Word documents including:

- ▶ Enter and edit text
- ▶ Create, save, and edit Word files
- ▶ Format your text
- ▶ Spelling and grammar checks

Prerequisite: Basics of Personal Computers.

Instructors: Nancy Koenig / Joan Fleckenstein

Course ID: CT 0016

DAYTIME:

A: WED, OCT 8, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; B252
B: MON, NOV 17, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; B252

EVENING:

C: MON, OCT 6 & 20, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179+GST; B252

Course ID: CT 0024

SAVINGS! Take BOTH Microsoft Word 2010 Level 1A and Microsoft Word 2010 Level 1B for only \$329+GST.

Microsoft Word 2010 Level 1B: Formatting for Clarity

Add clarity and improve the appearance of your documents.

- ▶ Set, use and modify tabs
- ▶ Align paragraphs and adjusting spacing
- ▶ Add bullets or numbers to your text
- ▶ Use page numbers, headers and footers
- ▶ Adjust margins, orientation and page layout

Prerequisite: Microsoft Word Level 1A.

Instructors: Nancy Koenig / Joan Fleckenstein

Course ID: CT 0017

DAYTIME:

A: WED, OCT 15, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; B252
B: MON, NOV 24, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; B252

EVENING:

C: MON, OCT 27 & NOV 3, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179+GST; B252

Microsoft Word Level 2: Adding Visual Impact and Clarity

Give your documents a professional appeal and deliver information in fast and exciting ways. Add the following features to your Word documents:

- ▶ Pictures, illustrations or diagrams, tables and columns
- ▶ Mail merges
- ▶ Styles, Quick parts and Themes

Prerequisite: Microsoft Word Level 1A & 1B.

Instructor: Nancy Koenig

Course ID: CT 0020

DAYTIME:

WED, OCT 22, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; B252

Course ID: CT 0027

SAVINGS! Take BOTH Microsoft Word 2010 Level 2 and Microsoft Word 2010 Level 3 for only \$329+GST.

Microsoft Word Level 3: Maximized Efficiency

Save time, effort and improve your documents.

- ▶ Control text flow
- ▶ Use section breaks for custom formats
- ▶ Share documents and track revisions
- ▶ Create indexes, tables of contents, footnotes, cross references and bibliographies
- ▶ Create templates

Prerequisite: Word Levels 1A, 1B, and Level 2.

Instructor: Nancy Koenig

Course ID: CT 0025

DAYTIME:

WED, OCT 29, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; B252

Microsoft Excel 2010 Level 1A: Fundamentals

You will discover the basics of creating Excel spreadsheets:

- ▶ Navigate the MS Excel 2010 window
- ▶ Enter and edit cell contents
- ▶ Build spreadsheets
- ▶ Save and edit spreadsheet files
- ▶ Create basic formulas

Prerequisite: Basics of Personal Computers.

Instructors: Nancy Koenig / Joan Fleckenstein

Course ID: CT 0031

DAYTIME:

A: MON, SEP 29, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; B252

EVENING:

B: MON, NOV 17 & 24, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179+GST; B252

Course ID: CT 0026

SAVINGS! Take BOTH Microsoft Excel 2010 Level 1A and Microsoft Excel 2010 Level 1B for only \$329+GST.

Microsoft Excel 2010 Level 1B: Spreadsheet Solutions



You can improve the function and appearance of your spreadsheets by:

- ▶ Attractively format and print your spreadsheets
- ▶ Create formulas and functions
- ▶ Understand relative and absolute addresses in formulas
- ▶ Use multiple sheets in one workbook

Prerequisite: Microsoft Excel Level 1A.

Instructors: Nancy Koenig / Joan Fleckenstein

Course ID: CT 0032

DAYTIME:

A: MON, OCT 6, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; B252

EVENING:

B: WED, NOV 26 & DEC 3, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179+GST; B252

Microsoft Excel Level 2: Dynamic Spreadsheets



Enhance the clarity and efficiency of your spreadsheets.

- ▶ Use functions to calculate and summarize spreadsheets
- ▶ Apply text functions to eliminate retyping data
- ▶ Use cell formats and worksheet styles for improved worksheet appearance
- ▶ Insert graphic elements and interactive charts

Prerequisite: Microsoft Excel Level 1A & 1B.

Instructor: Nancy Koenig

Course ID: CT 0035

DAYTIME:

MON, OCT 20, 9:00AM - 4:00 PM - 1 DAY, \$179+GST; B252

Course ID: CT 0048

SAVINGS! Take BOTH Microsoft Excel Level 2 and Microsoft Excel Level 3 for only \$329+GST.

Microsoft Excel Level 3: Power Tools



Eliminate many repetitive tasks and get valuable information from your existing worksheets.

- ▶ Sort and extract information from lists
- ▶ Apply custom cell formats and styles
- ▶ Create simple templates and validate cell input
- ▶ Protect your data from changes
- ▶ Pivot tables and pivot charts

Prerequisite: Microsoft Excel classes (Level 1A, Level 1B Level 2).

Instructor: Nancy Koenig

Course ID: CT 0036

DAYTIME:

MON, OCT 27, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; B252

Microsoft Excel: Formulas and Functions



Improve your formula writing skills so that you can create more efficient worksheets.

- ▶ Understand the math behind functions & formulas so you can create better spreadsheets
- ▶ Create seemingly complex formulas and functions with ease
- ▶ Practice your new formula writing skills using various real world examples

Prerequisite: Microsoft Excel Level 1A & 1B. Instructor: Rene Hemenway

Course ID: CT 0041

DAYTIME:

A: FRI, NOV 14 & 21, 9:00 AM - 12:00 PM - 2 MORNINGS, \$179+GST; B252

EVENING:

B: TUE & THUR, DEC 9 & 11, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179+GST; B252

Microsoft Access 2010 Level 1A: Database Fundamentals



Databases can store and retrieve vast quantities of data. You can manage and understand this data easily and extract useful information from it.

- ▶ Create and modify tables
- ▶ Add, delete and modify data within tables
- ▶ Design databases efficiently using Access "normalization"
- ▶ Select and sort data

Prerequisite: Introduction to MS Office Applications, Computer experience is recommended. Instructor: Nancy Koenig

Course ID: CT 0056

DAYTIME:

MON, DEC 1, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST, B252

Course ID: CT 0058

SAVINGS! Take BOTH Microsoft Access 2010 Level 1A and Microsoft Access 2010 Level 1B for only \$329+GST.

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



Display, extract and print the information stored in your tables in an efficient and meaningful way.

- ▶ Extract information using queries
- ▶ Create forms for attractive data entry and display
- ▶ Use reports to print information
- ▶ Create lookup fields to eliminate extra typing and data storage

Prerequisite: Microsoft Access Level 1A. Instructor: Nancy Koenig

Course ID: CT 0057

DAYTIME:

MON, DEC 8, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; B252

Can't Afford Classes?

Financial assistance may be available to adults for programs such as...

▶ **Computer Skills Training
for Today's Workplace**

▶ **Ed2Go Online Courses
& GED Preparation**

Call 403.504.3620

All L.E.A.R.N. Programs are funded through Alberta Enterprise & Advanced Education.

LEARN
LIFELONG EDUCATION AND RESOURCE NETWORK

Microsoft Access Level 2: Database Management

Build relationships and logical solutions to managing large amounts of data in simple ways.

- ▶ Create and customize relationships
- ▶ Build queries that summarize data or perform actions on data in multiple tables
- ▶ Create calculated fields to eliminate redundant data storage
- ▶ Create and use forms that allow entry into multiple tables and control the quality of data stored in the tables
- ▶ Report information that summarizes data in professional and attractive layouts

Prerequisite: Microsoft Access Level 1A & 1B or equivalent knowledge and experience. Instructor: Nancy Koenig

Course ID: CT 0060

DAYTIME:

MON, DEC 15, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; B252

Building PowerPoint Presentations

Create dynamic PowerPoint presentations for business or personal purposes.

- ▶ Build and edit presentations
- ▶ Include with text, graphics and tables
- ▶ Add sound and animation
- ▶ Prepare and deliver presentations

Students are encouraged to bring digital photos and music to create their own presentation.

Prerequisite: Introduction to Microsoft Applications. Instructors: Nancy Koenig

Course ID: CT 0045

DAYTIME:

WED, DEC 3 & 10, 9:00 AM - 4:00 PM - 2 DAYS, \$279+GST; B252

➔ Bookkeeping Courses**Introduction to Bookkeeping**

Introductory theory-based course designed for individuals who will be doing books for small businesses. Delivers the necessary theory and fundamental practices to pursue computerized bookkeeping projects.

- ▶ Understand the accounting cycle and accepted practices
- ▶ Enter transactions into journals including: Accounts Receivable/Payable, Inventory & Payroll transactions
- ▶ Post to ledgers
- ▶ Prepare trial balances and financial statements
- ▶ Complete year end procedures

Instructors: Nancy Koenig / Shelley Beck

Course ID: CA 0001

DAYTIME:

A: TUE & THUR, SEP 16 - OCT 16, 9:00 AM - 12:00 PM - 10 MORNINGS, \$299+GST; B252

EVENING:

B: TUE & THUR, SEP 23 - OCT 23, 6:00 PM - 9:00 PM - 10 EVENINGS, \$299+GST; B252

Course ID: CT 0071

SAVINGS! Take BOTH Introduction to Bookkeeping and Sage 50 Level 1 for only \$539+GST.

Sage 50 - Level (Formerly Simply Accounting)

A hands-on business simulation in which students will create and post a complete set of books using Sage 50. Even if you haven't upgraded to Sage 50, this class will be suitable for those using Simply Accounting

- ▶ Set up and maintain a company's books
- ▶ Enter transactions in all journals of Sage 50
- ▶ Correct and adjust entries
- ▶ Produce reports and statements

Pre/Co-requisite: Introduction to Bookkeeping, or understanding of double entry bookkeeping and recording debits and credits. Instructor: Nancy Koenig

Course ID: CT 0065

DAYTIME:

A: TUE & THUR, SEP 30 - OCT 9, 1:00 PM - 4:00 PM - 4 AFTERNOONS, \$299+GST; B252

EVENING:

B: THUR, OCT 30 - NOV 20, 6:00 PM - 9:00 PM - 4 EVENINGS, \$299+GST; B252

Sage 50 - Level 2 (Formerly Simply Accounting)

The tips and tricks of Sage 50 will get the software doing more of the work for you. Features include:

- ▶ Program security
- ▶ Recurring entries
- ▶ Make CCRA payments for payroll and GST
- ▶ Prepare budget reports
- ▶ Job costing or Departmentalized tracking
- ▶ Record the sale of service
- ▶ Credit cards and sales taxes

This class will be suitable for those using Simply Accounting

Prerequisite: Sage 50 Level 1. Instructor: Nancy Koenig

Course ID: CT 0066

DAYTIME:

A: TUE & THUR, OCT 14 & 16, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$189+GST; B252

B: TUE, DEC 9, 9:00 AM - 4:00 PM - 1 DAY, \$189+GST; B252

EVENING:

SAGE 50 LEVEL 2 WILL BE OFFERED IN THE EVENING IN THE WINTER SEMESTER

Course ID: CT 0063

SAVINGS! Take BOTH Sage 50 Level 2 and Sage 50 Reconciliations for only \$259+GST.

Sage 50 Reconciliations (Formerly Simply Accounting)

Use the bank reconciliation and deposit slip features to automate your banking transactions and any journal entries they produce. This feature is versatile and can be used to reconcile any account that includes statements, including credit cards. Suitable for those using Simply Accounting. Prerequisites: Sage 50 Level 2. Instructor: Nancy Koenig

Course ID: CT 0067

DAYTIME:

A: TUE, OCT 21, 9:00 PM - 12:00 PM - 1 MORNING, \$99+GST; B252

B: THUR, DEC 11, 9:00 PM - 12:00 PM - 1 MORNING, \$99+GST; B252

EVENING:

SAGE 50 RECONCILIATIONS WILL BE OFFERED IN THE EVENING IN THE WINTER SEMESTER



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

Sage 50: Managing Payroll (Formerly *Simply Accounting*)

Take advantage of the full power of the Sage 50 Payroll module!

- ▶ Suitable for those using *Simply Accounting*
- ▶ Set up different pay periods and pay types for employees
- ▶ Record employee benefits and deductions in addition to Revenue Canada
- ▶ Set up payroll authorities to remit any employee deductions
- ▶ Produce records of employment, and year end reports, including T4s and T4 summaries

Prerequisites: Sage 50 Level 1. Instructor: Nancy Koenig

Course ID: CT 0070

DAYTIME:

TUE, OCT 28, 9:00 AM - 4:00 PM - 1 DAY, \$189+GST; B252

EVENING:

SAGE 50: MANAGING PAYROLL WILL BE OFFERED IN THE EVENING IN THE WINTER SEMESTER

Introduction to QuickBooks 2012**ONLINE**

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: SEP 17, OCT 15, NOV 12 AND DEC 10; \$139+GST

Intermediate QuickBooks 2012**ONLINE**

QuickBooks is a popular way for small and midsized 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: SEP 17, OCT 15, NOV 12 AND DEC 10; \$139+GST



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

Our instructors can come to your office and work on a one-on-one basis with your employees to address their specific training needs.

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

→ Webinars

Designing Successful Webinars**ONLINE**

Webinars are a hot new meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization. Then learn the 4 key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences.

Course ID: ON 0046

OCT 6 - 31, \$195+GST

Managing & Marketing Webinars**ONLINE**

Boost your success with webinars by getting the most advanced and latest information on managing and marketing webinars. Find out when and how often to promote webinars, how to do follow up promotion to those who click-through on your initial emails, and how to generate more leads and inquiries. Discover our unique needs assessment model, and take back our 5 secrets to creating high response surveys. Market research can be simple, no-cost and effective, lowering your risks. Then take home our webinar planning timeline with the ideal timeframe for planning and marketing webinars for maximum success.

Course ID: ON 0067

NOV 3 - 28, \$195+GST

→ Digital Graphics and Design

Creating Your Own Website Using Weebly

"Do you want a simple way to create a FREE website? Whether you are creating a website for your business, an upcoming family reunion, a wedding website, or a simple blog, Weebly is a fun, creative, and easy way to create your own website. It is a great tool for "non-techies" to build and maintain their own website. By the end of class, you will have created your own website that will catch anyone's attention. If you would like to include pictures and information on your website, be sure to bring all material on a flash drive." Prerequisite: Basics of Personal Computers. Instructor: Jenna Williams

Course ID: CT 0105

DAYTIME:

SAT, NOV 22, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; B252

Photoshop Elements

Capture, enhance and edit images in Photoshop Elements. Adobe's low-cost, high-performance editing software is designed specifically for home use.

- ▶ Import images
- ▶ Understand file size & formats
- ▶ Change image size & orientation
- ▶ Selection techniques
- ▶ Add layers to add or delete elements in your photos
- ▶ Retouch, add artistic filters or text to your photos
- ▶ Adjust the colour and/or lighting in your photos

Students are encouraged to bring their own photographs.

Prerequisite: Basics of Personal Computers.

Course ID: CT 0115

DAYTIME:

TUE, NOV 18 & 25, 9:00 AM - 4:00 PM - 2 DAYS, \$269+GST; B252

InDesign**NEW**

This basic introduction will focus on InDesign's text and layout features with a look at adding graphics. A series of exercises will introduce basic concepts which can be put together to create some practical documents. Instructor: Darin Clisby

Course ID: CT 0146**DAYTIME:**

FRI, DEC 5, 9:00 AM - 4:00 PM - 1 DAY, \$325+GST; B252

REGISTRATION DEADLINE: FRI, NOV 21**Working with PDF Files****NEW**

Adobe PDF files are everywhere, but few people realize how PDFs can simplify their work day. Harness the power of Adobe PDF files using Acrobat XI! Learn how to edit PDF documents and create files in Adobe Acrobat such as fillable forms and protected documents. Prerequisite: Introduction to Basic Computers or equivalent and considerable computer experience. Instructor: Andrea Woods

Course ID: CT 0145**DAYTIME:**

FRI, NOV 28, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; B252

REGISTRATION DEADLINE: FRI, NOV 14

→ Just In Time For Christmas – Photo Creations

Finish your Holiday Shopping Early!! The courses in the Photo Creation Series are designed for those who have basic computer skills and want to use their digital photos in new, creative ways. We will provide you with the skills to keep creating masterpieces after the class is over and we use internet based programs, so no software purchase is needed. We plan these courses so that your photo creations are delivered to you before Christmas. Instructor: Angela Guest

Course ID: CT 0114

SAVINGS! Take **WHOLE SERIES** of
Photo Creations for only \$179+GST

Photobooks

Always a treasured gift and a perfect way to preserve memories. Create a wonderful, professionally bound book of your favorite photos. Add captions and descriptions to photos to really personalize your book. Our instructor will lead you through the steps, saving you precious time becoming familiar with the software. The instructor will assist you with creating the final copy and, if you chose, ordering the book to be delivered to your home. Photobook purchase optional.

Course ID: CT 0116**DAYTIME:**

SAT, OCT 18 & 25, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$79+GST; B252

Calendars

Would you like to create a wonderful, personalized Christmas gift for someone special? This fun computer based, hands on course will provide you with the tools and skills to create your own calendars. Add all of the important dates in your family; use your own photos to make it uniquely yours. Set aside time in your busy schedule to create a special, personalized gift for your friends and family. Calendar purchase optional.

Course ID: CT 0122**DAYTIME:**

SAT, OCT 18, 9:00 AM - 12:00 PM - 1 MORNING, \$39+GST; B252

Photo Gifts

Treat all the people on your Christmas list to a unique photo gift. Whether you want a cell phone case for your teenager, a table runner for mom, a thermal coffee mug for dad, or a special mug for a teacher; this course will give you the skills to create personalized photo gifts for everyone on your list.

Course ID: CT 0119**DAYTIME:**

SAT, OCT 25, 9:00 AM - 12:00 PM - 1 MORNING, \$39+GST; B252

An Heirloom Recipe Book**NEW**

Do you have a box filled with family and friends' favorite recipes? Turn those cards into a beautiful heirloom. This computer based class will give you the skills to compile all of your recipes into a beautifully bound book. You can include pictures of the final delicious results, or the person who gave you the recipe, maybe both. We will be using internet based software, so there is no software to purchase to continue compiling and creating after the course is finished. Bring some of your favorite recipes and digital pictures to complement the recipe. This class includes instruction, hands on experience and the skills to finish your book. Recipe book purchase optional.

Course ID: CT 0123**DAYTIME:**

SAT, NOV 1, 9:00 AM - 12:00 PM - 1 MORNING, \$39+GST; B252

→ Digital Cameras & 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. Topics include

- ▶ Features of digital images and printing
- ▶ Camera features that will get you out of 'Auto' mode
- ▶ Zoom, exposure settings, flash, and more

Students will need to bring a digital camera with fully charged batteries to the course.

Instructor: Darin Clisby

Course ID: CT 0110

A: SAT, SEP 27, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; F1007

Course ID: CT 0137

SAVINGS! Take **BOTH** Introduction
to Digital Cameras and Digital Photography
Fundamentals for only **\$329+GST**.

Digital Photography: Fundamentals

Get the skills to take great digital pictures.

- ▶ Learn to compose your pictures
- ▶ Use symmetry and asymmetry to add strength & interest
- ▶ Change the depth of field and selective focuses
- ▶ Use and manipulate light and more

Prerequisite: Introduction to Digital Cameras or equivalent knowledge.

Instructor: Darin Clisby

Course ID: CT 0106

B: SAT, OCT 18, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; F1009

Intermediate Photography: Beyond the Basics

Learn creative techniques with exposure by using manual mode for shutter, aperture and ISO settings:

- ▶ Photo Software programs and their uses & advantages
- ▶ Learn to shoot specific subjects
- ▶ 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". Instructor: Tyson Josey

Course ID: AC 0083

MON, OCT 27 & NOV 3, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179+GST; F1008

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

SAT, OCT 25, 1:00 PM - 4:00 PM - 1 AFTERNOON, \$69+GST; F1008

Course ID: AC 0087

SAVINGS! Take ALL 3 Outdoor Photography, Portrait and Night Photography and Introduction to Flash Photography for only \$199+GST

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

MON, DEC 1, 5:30 PM - 9:00 PM - 1 EVENING, \$69+GST; F1008

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. It is best suited for those who have purchased external flashes. Instructor: Tyson Josey

Course ID: AC 0086

WED, DEC 3 & 10, 6:30 PM - 9:00 PM - 2 EVENINGS, \$89+GST; F1008

What Does This Button Do?

NEW

Have you ever wondered what all those buttons and settings on your digital camera do and how they work? This class will give you the answers you are looking for, Tyson will show you how to operate your camera to its fullest potential and will give you time to practice using those buttons and settings. And if you have some specific questions about your camera, bring them with you. By the end of this class, you will be confident and will enjoy using your camera. Instructor: Tyson Josey

Course ID: AC 0090

THUR, OCT 2, 6:30 PM - 9:00 PM - 1 EVENING, \$49+GST; F1008

Introduction to Adobe Lightroom

This course is designed for those looking for an easier way to deal with their digital images. Lightroom provides what photographers need to manage, edit, and display all images in one clean, uncluttered, intuitive package. The course provides you with a straightforward introduction to RAW & JPG processing and the most important features of Lightroom. Typical workflow requirements from importing and cataloguing, developing and outputting for print and web will be covered. Photographers using either Mac or PC will benefit by learning how to use Lightroom. Instructor: Tyson Josey

Course ID: AC 0088

THUR, NOV 20 & 27, 6:30 PM - 9:00 PM - 2 EVENINGS, \$89+GST; B234

Simple Product Photography

NEW

You put a lot of time into your products, and you need to make sure the images don't take away from the true quality of the items you're trying to sell or promote. Poor photos can result in loss of sales, so your photos should make a good first impression. In this course, you will create a mini studio on a budget for small products like craft and food items, as well as learn a few simple tricks any entrepreneur or business owner can do to take professional looking product photos. Don't forget to bring your camera or DSLR! Instructor: Andrea Woods

Course ID: AC 0092

SAT, NOV 22, 1:00 PM - 4:00 PM - 1 AFTERNOON, \$59+GST; F1009

Corporate Contract Training

Use our expertise to help your business stay productive and competitive.

Continuing Studies at the Medicine Hat College has proven that we can provide quality training to meet the ever-changing and unique needs of the companies in our community.

We understand that in the busy day-to-day activities of your organization, that it can be a challenge to find time to provide training to your staff. But we can help you! Let us teach your staff at a time and place that is convenient for you. We can even design the content of the course to specifically meet your needs.

We provide training services in the following areas:

- ▶ Business and Leadership
- ▶ Management Seminars
- ▶ Computers and Technology
- ▶ Trades
- ▶ Workplace Health & Safety
- ▶ Language and Communication

Shannan Hurlbut

Program Administrator – Continuing Studies

Medicine Hat College

Direct Line: 403.529.3849

■ COMPUTERS AND TECHNOLOGY CERTIFICATE PROGRAMS

For detailed course information, dates and times, please refer to **Computers and Technology, page 2 through 7.**

→ Computerized Bookkeeping Certificate

This program will prepare students for entry level positions in accounts receivable and accounts payable departments, payroll units, income tax firms, and financial services organizations. Students will learn traditional bookkeeping techniques, bookkeeping software and computer applications for business.

Students must complete the following courses:

- ▶ Introduction to Bookkeeping
- ▶ Sage 50 Levels 1, 2 & Reconciliations* (3 Courses)
- ▶ Take Charge of Your Files & Photos
- ▶ Microsoft Word Levels 1A & 1B* (2 courses)
- ▶ Microsoft Excel Levels 1A & 1B* (2 courses)
- ▶ Microsoft Excel: Formulas & Functions

Introduction to Bookkeeping

Introductory theory-based course designed for individuals who will be doing books for small businesses. Delivers the necessary theory and fundamental practices to pursue computerized bookkeeping projects.

- ▶ Understand the accounting cycle and accepted practices
- ▶ Enter transactions into journals including: Accounts Receivable / Payable, Inventory & Payroll transactions
- ▶ Post to ledgers
- ▶ Prepare trial balances and financial statements
- ▶ Complete year end procedures

Sage 50 - Level 1 (Formerly Simply Accounting)

A hands-on business simulation in which students will create and post a complete set of books using Sage 50. Even if you haven't upgraded to Sage 50, this class will be suitable for those using Simply Accounting

- ▶ Set up and maintain a company's books
- ▶ Enter transactions in all journals of Sage 50
- ▶ Correct and adjust entries
- ▶ Produce reports and statements

Pre/Co-requisite: Introduction to Bookkeeping, or understanding of double entry bookkeeping and recording debits and credits. Instructor: Nancy Koenig

Sage 50 - Level 2 (Formerly Simply Accounting)

The tips and tricks of Sage 50 will get the software doing more of the work for you. Features include:

- ▶ Program security
- ▶ Recurring entries
- ▶ Make CCRA payments for payroll and GST
- ▶ Prepare budget reports
- ▶ Job costing or Departmentalized tracking
- ▶ Record the sale of service
- ▶ Credit cards and sales taxes

This class will be suitable for those using Simply Accounting

Prerequisite: Sage 50 Level 1. Instructor: Nancy Koenig

Sage 50 Reconciliations (Formerly Simply Accounting)

Use the bank reconciliation and deposit slip features to automate your banking transactions and any journal entries they produce. This feature is versatile and can be used to reconcile any account that includes statements, including credit cards. Suitable for those using Simply Accounting. Prerequisites: Sage 50 Level 2. Instructor: Nancy Koenig

→ Computer Office Certificate

For detailed course information, please refer to **the Computers and Technology section.**

- ▶ Take Charge of Your Files & Photos
- ▶ Microsoft Word 1A & 1B* (2 courses)
- ▶ Microsoft Excel 1A & 1B* (2 courses)
- ▶ Microsoft Access 1A & 1B* (2 courses)
- ▶ Microsoft Outlook
- ▶ Building PowerPoint Presentations

→ Advanced Computer Office Certificate

For detailed course information, please refer to **the Computers and Technology section.**

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

- ▶ Microsoft Word Levels 2 & 3* (2 courses)
- ▶ Microsoft Excel Levels 2 & 3* (2 courses)
- ▶ Microsoft Access Levels 1 & 2* (2 courses)

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Learn More

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 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.

www.ed2go.com/mhc



CERTIFICATES IN HEALTH CARE

For more details about the Certificate Programs, please go to: www.mhc.ab.ca/continuing-studies

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.

Successful completion of Medical Terminology is a prerequisite to entering the Medical Office Assistant and Hospital Unit Clerk certificate programs. In order to successfully complete the course, students must earn a grade of 75% or better and have a minimum of 85% attendance and active participation in class. Instructor: Brenda Dola

PLEASE NOTE: The 'Medical Terminology' course offered through ed2go is not an acceptable prerequisite to the Medical Office Assistant Certificate or Hospital Unit Clerk Certificate.

Course ID: CA 0005

A: *CLASSES: TUE, SEP 16 - DEC 9 (NO CLASS TUE, NOV 11)
6:30 PM - 9:30 PM - 12 WEEKS, \$595+GST; F1007
*EXAMS: MIDTERM: THUR, OCT 23, 6:30 PM - 9:30 PM; F1007 / FINAL: THUR, DEC 11, 6:30 PM - 9:30 PM; F1007
B: MATERIAL FEES: \$35+GST
C: REQUIRED TEXTBOOK - MEDICAL TERMINOLOGY SYSTEMS (7TH EDITION), AUTHOR: BARBARA A. GYLYS & MARY ELLEN WEDDING, \$85+GST
REGISTRATION DEADLINE: MON, SEP 8

NOTE: Material fees and textbooks costs will not be refunded after the Registration Deadline. Textbook fees are subject to change.

→ 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. Students have 3 years to complete courses for certification.

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

Course ID: CA 0010

A: MON & WED, SEP 22 - DEC 1 (NO CLASS OCT 13), 6:30 PM - 9:30 PM - 10 WEEKS, \$825+GST; F1007
PRACTICUM DATES: DEC 2/14 - FEB 2/15
B: MATERIAL FEES: \$45+GST
REGISTRATION DEADLINE: FRI, SEP 12
C: MON & WED, FEB 23 - APR 29/15, 6:30 PM - 9:30 PM - 10 WEEKS, \$825+GST; F1007
PRACTICUM DATES: MAY 1- JUL 3/15
D: MATERIAL FEES: \$45+GST
REGISTRATION DEADLINE: FRI, FEB 13/15

NOTE: Material fees will not be refunded after the Registration Deadline.

Unit Clerk Practicum Experience Requirements: To experience firsthand 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. Students must earn a grade of 75% or better and have a minimum of 85% attendance and active participation in Exploring the Role of the Hospital Unit Clerk in order to be placed in the practicum. 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.

Keyboarding/Skillbuilding I

Student self-directed study: 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 for the PC

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 for the PC. For exam dates, see Computers & Technology, page 3.

Standard First Aid with Level C CPR

The Standard First Aid course must be successfully completed before the Hospital Unit Clerk Certificate will be awarded.

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

The Hospital Unit Clerk student 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 student 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.

→ 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. Students have 3 years to complete courses for certification

Procedures and Ethics for the Medical Office

Prerequisite: Medical Terminology. 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. In order to successfully complete the course, students must earn a grade of 75% or better and have a minimum of 85% attendance and active participation in class. Instructor: Betty Szondi.

Course ID: CA 0006

A: TUE & THUR, FEB 3 - MAR 12/15, 6:30 PM - 9:30 PM - 6 WEEKS, \$525+GST; B201 (FEB 3-12) & B241 (FEB 17-MAR 12)

B: MATERIAL FEES: \$45+GST

REGISTRATION DEADLINE: MON, JAN 26

C: TUE & THUR, APR 7 - MAY 14/15, 6:30 PM - 9:30 PM - 6 WEEKS, \$525+GST; B201 (APR 7-16) & B241 (APR 21-MAY 14)

D: MATERIAL FEES: \$45+GST

REGISTRATION DEADLINE: MON, MAR 30

NOTE: Material fees will not be refunded after the Registration Deadline.

Standard First Aid with Level C CPR

The Standard First Aid course must be successfully completed before the Medical Office Assistant Certificate will be awarded.

Keyboarding/Skillbuilding I

Student self-directed study: 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 for the PC

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 for the PC. For exam dates, see Computers & Technology, page "Introduction to Microsoft Office Applications for the PC" on page 2

Microsoft Word Level 1A & 1B

Effective September 1, 2013, Microsoft Word Level 1A & 1B will also be required to earn the Medical Office Assistant Certificate. For upcoming dates and times see Computers & Technology. Students who feel they have the prerequisite computer skills, may challenge the exam for Microsoft Word Level 1A & 1B. For exam dates, see Computers & Technology, page 2

"I am very happy that I took this program, I wouldn't be where I am now without having taken it. When I was taking the program I knew this is what I wanted for a career, and I love it."

– Kristen D
Medical Office Assistant






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1910

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→ Management Seminars For Supervisory Personnel

Foundations for Management Excellence

For more details about the Certificate Programs, please go to:
www.mhc.ab.ca/continuing-studies

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 performance and job satisfaction. These engaging seminars will provide you with the tools you need to start creating change within your organization. You will take away practical, realistic and down-to-earth information that is easy to apply in the workplace right away.

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

Participants will receive a personalized certificate of completion. Course fee includes materials.

To ensure that course materials are available, please register no later than 3 business days prior to course commencement.

Savings! Take all 5 sessions for \$1,295+GST

Management Foundations

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

Course ID: CA 0101

WEDNESDAY, OCTOBER 8, 9:00 AM - 4:00 PM, \$299+GST; F1007

The Challenge of Leadership

- ▶ Managerial styles
- ▶ Which kind of leadership style is best?
- ▶ What makes an effective leader?
- ▶ Improving your leadership ability

Course ID: CA 0102

WEDNESDAY, OCTOBER 15, 9:00 AM - 4:00 PM, \$299+GST; 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, OCTOBER 22, 9:00 AM - 4:00 PM, \$299+GST; F1007

Effective Communications

- ▶ Communications and the leadership
- ▶ Why communications break down
- ▶ Giving and receiving instructions
- ▶ Guides to readable writing
- ▶ Ten commandments for effective listening
- ▶ Challenges with diversity
- ▶ Upward, downward and lateral communications
- ▶ Communications and team building
- ▶ Making more effective decisions

Course ID: CA 0104

WEDNESDAY, OCTOBER 29, 9:00 AM - 4:00 PM, \$299+GST; 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, NOVEMBER 5, 9:00 AM - 4:00 PM, \$299+GST; F1007

"This course was easily in my top 5 courses I have attended in my 25-year career. It gave me a ton of valuable tools as a leader and manager. The material was very relevant to my job and career."

— Sargent, 4 Wing, CFB Cold Lake



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.

CERTIFICATES IN BUSINESS & LEADERSHIP

→ Supply Management Diploma

Offered in Partnership with the
Supply Chain Management Association



For more details about the program go to:
www.mhc.ab.ca/continuing-studies

Today's global market demands skilled entry to mid-level practitioners to support the management of increasingly complex upstream and downstream components of extended supply chains. The Supply Chain Management Association (SCMA) is the principal source of training, education and professional development for supply management professionals in Canada. SCMA's series of Courses and Seminars in supply management meets this need for proficiency in functional area processes and technical competencies.

We've made it easy for you! No education or experience prerequisites are required. Participants can access either a single Course or Seminar, or can take the entire package and receive recognition of completion.

Those who successfully complete all Courses and Seminars within a stipulated timeframe will receive recognition of completion (Diploma/Certificate in Supply Management), granted from the Supply Chain Management Association.

Who Should Attend

- ▶ Junior buyers, purchasing assistants, production planners, warehouse clerks, material handlers, logistics administrators, inventory co-ordinators as well as associates, analysts and specialists
- ▶ Individuals who work outside of the supply management field but have some procurement, logistics, transportation or operations responsibilities
- ▶ Those with supervisory/management responsibility seeking basic knowledge of their direct reports' supply management functional areas
- ▶ Anyone who influences an organization's procurement decisions

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

Introduction to Procurement

From recognizing a need to issuing a purchase order, Participants will learn the essentials of determining quantity, specifications and price that are the cornerstones of procurement. This course covers a variety of procurement scenarios: repetitive purchases of production materials, procuring one-time low-cost items, large capital goods acquisition and securing commodities under long-term supply contracts. The opportunities and challenges of international procurement versus domestic procurement will be discussed. Participants will gain a broad understanding of the role of procurement and the various ways it can be organized.

Course ID: CA 0020

A: SAT & SUN, NOV 1, 2, 15, 16, 22 & 23, 8:30 AM - 4:00 PM - 6 DAYS, \$695+GST; F2002
B: REQUIRED TEXT - PURCHASING AND SUPPLY CHAIN MANAGEMENT (FIFTH EDITION)
\$195+GST
REGISTRATION DEADLINE: OCT 17

Introduction to Accounting and Finance

This seminar provides a comprehensive overview of how finance impacts supply management. Basic terminology used in finance and accounting are defined. Participants learn how to read financial statements and understand how decisions are taken. They will be introduced to using key ratios to interpret financial information. The principles of accounting and budgeting will be presented. Participants will gain an understanding of how supply management practitioners make a business case for an investment and evaluate investment opportunities. Pre-course assignment required.

Course ID: CA 0021

SAT & SUN, DEC 6 & 7, 8:30 AM - 4:30 PM - 2 DAYS, \$595+GST; F1009
REGISTRATION DEADLINE: NOV 21

Free Information Session

Thursday, September 25, 6:00 PM - 7:00 PM
Medicine Hat College, Room F1008

Learn more about the Program - Everyone Welcome!

Please RSVP to Erin at 403.502.8975



→ Project Management Extension Certificate

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



Continuing Education
and Extension

You may also register in individual courses for general interest.

**For more details about the Certificate Programs please go to:
www.mhc.ab.ca/continuing-studies**

This program will help prepare you for the Project Management Professional (PMP) Certification from the Project Management Institute (PMI). 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, plus the Final Assessment with a minimum of 75% attendance and active participation in each course. Instructor: Robin Levesque, MA, PMP

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

A: THUR & FRI, FEB 26 & 27/15, 8:30 AM - 5:00 PM - 2 DAYS, \$569+GST; F1007
B: MATERIALS FEE: \$35+GST

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

A: THUR & FRI, MAR 12 & 13/15, 8:30 AM - 5:00 PM - 2 DAYS, \$569+GST; F1007
B: MATERIALS FEE: \$35+GST

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

A: THUR & FRI, MAR 26 & 27/15, 8:30 AM - 5:00 PM - 2 DAYS, \$569+GST; F1007
B: MATERIALS FEE: \$35+GST

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

A: THUR & FRI, APR 9 & 10/15, 8:30 AM - 5:00 PM - 2 DAYS, \$569+GST; F1007
B: MATERIALS FEE: \$35+GST

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

A: THUR & FRI, APR 23 & 24/15, 8:30 AM - 5:00 PM - 2 DAYS, \$569+GST; F1007
B: MATERIALS FEE: \$35+GST

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

A: THUR & FRI, MAY 7 & 8/15, 8:30 AM - 5:00 PM - 2 DAYS, \$569+GST; F1007
B: MATERIALS FEE: \$35+GST

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

NOTE: This course is offered as an optional course to help learners prepare for writing the Final Assessment Paper and is not a requirement for the certificate.

Course ID: CA 0046

SAT, MAY 9/15, 9:00 AM - 12:00 PM - 1 MORNING, \$135+GST; F1008

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.mtroial.ca, Continuing Education and follow the links to Project Management Extension Certificate.

NOTE: We strongly recommend completion of the six classroom courses or three online modules before registering in this workshop. Students should register for the Final Assessment Paper in the semester immediately following completion of their last course.

Free Information Session

Thursday, January 29, 6:00 PM - 7:00 PM
Medicine Hat College, Room F1007

Everyone Welcome!

Please RSVP to Shannan at 403.529.3849

CERTIFICATES IN INDUSTRY & WORKPLACE

→ Occupational Health and Safety Certificate



For more details about the certificate program go to www.mhc.ab.ca/continuing-studies

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 more informations on courses, go to page 34

Free Information Session

Thursday, September 4
6:00 PM - 7:00 PM

Medicine Hat College, Room F1007
Please RSVP to Shannan at 403.529.3849

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!



→ Home Inspection Certificate

There has never been a stronger demand for home inspections than there is today. Consumers have a need to be better informed – and want maximum value for what is often their largest financial decision – purchasing a home.

Medicine Hat College is pleased to partner with Carson Dunlop and Associates to offer this high quality and convenient program. This 10-course program provides students with the technical skills and expertise needed to succeed in the Home Inspection field. Students learn how to conduct visual examinations and deliver written reports on the physical and operational condition of homes or housing units.

For course details, see page 33 or visit www.mhc.ab.ca/continuing-studies

BUSINESS & LEADERSHIP

Lean Six Sigma

ONLINE

In today's world, Lean is a part of the business environment. Lean Six Sigma attacks inefficiencies, non-value added wastes caused by defects, non-value-added flow of information or materials, non-productive time, data storage, stacks of inventory, overproduction and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries. No pre-requisites required!

Course ID: ON 0100

NOV 3 - 28, \$245+GST

Applying Lean Sigma Practices to HR Functions **ONLINE**

Develop the mindset of Lean Operational Excellence, an advanced problem solving approach that facilitates continuous improvement within the organization through the identification and elimination of waste. Lean principles can also be used to streamline processes in the human resource functions such as recruiting, hiring, training, compensating and managing performance. After taking this course you will have an expanded capacity to facilitate small groups and teams using Lean Process Improvement principles and methodologies to create change within your organization.

Course ID: ON 0093

OCT 6 - 31, \$245+GST

Onboarding New Employees

ONLINE

Ensure a smooth transition from best candidate to star employee. Onboarding is the process of socializing new employees into the organization. Onboarding of employees begins well before traditional new-hire orientation and has long reaching implications. At the conclusion of the class you will have constructed an Onboarding Program for use in your own organization.

Course ID: ON 0094

SEP 2 - 26, \$195+GST

Interview Skills

ONLINE

Acquire new skills in job interviewing. You should attend if you want to improve your chances for being hired for a position, as well as if you are a leader who wants to improve the results of your hiring practices. A recent study by The Society of Human Resource Management (SHRM) found that up to 75% of employee performance issues can be directly identified during the interview process. This class will help you identify the "red flags" during the interview process so that you can avoid all the expense and problems associated with a bad hire.

Course ID: ON 0099

SEP 2 - 26, \$295+GST

Blue Seal

Business Proficiency Designation



The Blue Seal Certification - Business Proficiency Designation was established by the Alberta Apprenticeship and Industry Training Board to encourage and recognize business training. If you are a certified Alberta Journeyperson in a designated trade or occupation, earning a Blue Seal proves that you not only meet Alberta's high industry standards, but you also have the drive to develop your business skills.

Medicine Hat College is an approved provider of training. To earn a Blue Seal you must complete 150 hours of study in business courses. There are 18 business subject areas you may study. For more information, visit www.mhc.ab.ca/continuing-studies.

→ Human Resources

Instructor: Paula J. MacLean is the best-selling author of six books focused on human resources management and organizational leadership. She is well-recognized for being inspiring, educational and entertaining course leader. Paula is a former senior manager of several organizations and for the past 23 years has owned MMCS Ltd, a leading Alberta organizational consulting enterprise. She also owns and operates Silver Creek Press (www.silvercreekpress.ca).

Creating Productive (and Harmonious) Multi-Generational Workplaces

NEW

Are you a manager, supervisor, owner/operator or entrepreneur who is facing the challenges of working with a mixed group of younger and older employees? Generational diversity at work often frustrates and mystifies leaders and employees alike. Using recent research findings, we will help you understand the unique priorities of Generation Y (Millennials), Generation X and Baby Boomers. You'll learn practical strategies that will have immediate positive impact on the productivity and communication of your multi-generational teams. We will use the book, "7 New Rules for the Sandbox" (included in your registration) by Paula J. MacLean (course instructor) to guide your learning.

Course ID: CA 0057

TUE, OCT 14, 21 & 28, 9:00 AM - 12:00 PM - 3 MORNINGS, \$499+GST; F1007
REGISTRATION DEADLINE: FRI, OCT 3

Employee Performance Management - Preventing and Solving Performance Issues at Work

NEW

You have likely heard that 80 percent of the "people problems" managers and supervisors must deal with come from only 20 percent of employees. Join us as we discover practical and powerful strategies to:

- ▶ prevent many common employee performance issues
- ▶ properly "diagnose" two very different types of performance issues
- ▶ develop an improvement plan for addressing each type of issue
- ▶ provide constructive critical feedback that gives long lasting results
- ▶ get off the performance roller coaster when performance improves and then deteriorates again
- ▶ understand the steps of progressive discipline and how to use each step
- ▶ decide when dismissing an employee may be necessary and how to prevent negative consequences that sometimes happen when an employee is terminated.

This course will use "From Hiring to Firing - A No Nonsense Guide to Managing Employee Performance" by Paula J. MacLean and Derek G. Redman, Q.C. to guide participant learning. The book is included in your registration.

Course ID: CA 0058

WED, NOV 5, 12 19 & 26, 9:00 AM - 12:00 PM - 4 MORNINGS, \$699+GST; COURTYARD
REGISTRATION DEADLINE: FRI, OCT 24

Managing Workplace Change and Transition

NEW

Discover why introducing changes can be challenging in workplaces and then learn what leaders can do to help people make a positive transition to new ways of work. Using William Bridges leading edge book "Managing Transitions: Making the Most of Change" we will discover how changing just one thing results in a chain reaction that multiplies the impact on people and organizations. You will learn about why managing transitions is more important than managing change events themselves.

Explore practical strategies for:

- ▶ Creating positive endings with old ways, systems and structures;
- ▶ Navigating through the chaotic times of the "Neutral Zone";
- ▶ Preventing resistance to change and managing resistance when it occurs
- ▶ Fully supporting "new ways of work" as changes are completed.
- ▶ A copy of "Managing Transitions: Making the Most of Change" by William Bridges is included in your course registration.

Course ID: CA 0059

TUE, DEC 2 & 9, 9:00 AM - 12:00 PM - 2 MORNINGS, \$349+GST; F1007
REGISTRATION DEADLINE: MON, NOV 17

→ Entrepreneurship

Introduction to the Business Model Canvas

NEW

Are you an entrepreneurial spirit? Are you thinking about how to build a new business, or how to improve and transform your existing organization? Are you trying to find innovative ways of doing business to replace old, outdated ones? If you answered yes to any of these questions, then this interactive workshop is for you! In week one, participants will learn the nine building blocks of the Business Model Canvas, a tool for describing, analyzing and designing business models, plus the five key business model patterns. In week two, participants will practice the techniques of business model design including ideation, visual thinking, prototyping and storytelling to design a new business model for a new business, a new product, or an existing problem. Book included: Business Model Generation by Alexander Osterwalder and Yves Pigneur. Instructor: Jon Sookocheff

Course ID: CA 0016

TUE, OCT 28 & NOV 4, 6:00 PM - 9:00 PM - 2 EVENINGS, \$159+GST; F1008
REGISTRATION DEADLINE: FRI, OCT 17

Entrepreneur Boot Camp

ONLINE

Starting a business is something that all of us have thought about at one time or another. Everyone wants to be their own boss. Yet statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur. Upon completion of this course, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage your new business.

Course ID: ON 0034

SEP 2 - 26, \$195+GST

The Business Plan

ONLINE

Whether writing a business plan to secure capital, as mandated by most funding sources, or to lessen the risks of business ownership, the planning process you undertake to do so enables you to evaluate the many aspects and potential hurdles of your businesses. In the online Business Plan course, you will discover the basics of the entrepreneurial planning process culminating in the development of an early-stage business plan. By preparing your business concept, building your plan, and evaluating your business for feasibility, you gain knowledge critical for business start-up and development. A practical, hands-on approach encourages you to immerse yourself in the vision, research, and planning aspects of your new venture.

Course ID: ON 0069

OCT 6 - 31, \$195+GST

Entrepreneurial Marketing**ONLINE**

To succeed in today's marketplace, entrepreneurs must know how to effectively market their product or service. This course offers you a step by step approach to attract and keep customers, all within a realistic budget. With an emphasis on customer-driven marketing decisions, you will learn how to build a strong brand, analyze which tactics to use, and implement your marketing plan. Whether you are starting a business or growing an existing one, you will take away practical marketing tips and tools that you can use to improve your marketing efforts.

Course ID: ON 0070

NOV 3 - 28, \$195+GST

→ Leadership**Leading High Performing Teams**

Leading high performing teams is a unique challenge that handled correctly can provide astounding results. This course explores the benefit of coaching and mentoring teams to achieve full potential. Participants will take away tools that allow present and future supervisors to get the most from their star employees. Instructor: Chris Sheehan

Course ID: CA 0033

TUES, NOV 18, 9:00 AM - 4:30 PM - 1 DAY, \$175+GST; F1007

Leadership Principles**ONLINE**

Especially for Gen Y (born 1980-1999), the course serves as the first of three in a series addressing the development of Generation Y leadership. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals.

Finally, the course offers the opportunity to perform a case study analysis of workplace conflicts that require effective leadership, allowing you to apply your unique leadership characteristics revealed through completing the class.

Course ID: ON 0096

SEP 2 - 26, \$145+GST

Developing Your Leadership Skill**ONLINE**

Especially for future and emerging leaders in Gen Y, come discover the key concepts of being a leader and the best strategies for developing your leadership skills and influence. Learn the unspoken secrets that leaders know and the strategies they employ/exhibit in for influencing others. Leadership skills are acquired and learned. The action takes place in attending meetings, running meetings, interacting with others 1:1, and employing successful techniques to convince and influence others. You can become a leader if you know the do's and don'ts; what to say, what not to say; what to do, what not to do.

Course ID: ON 0097

OCT 6 - 31, \$145+GST

Developing Your Professional Career**ONLINE**

Have you ever wondered how do I get to that next level in my career? What does it take? This course will help you identify those skills that all great leaders possess, while learning new skills that will help take you to the next level. Whether you are leading a department or a organization you will gain the knowledge you need to be successful. Learn how to incorporate a developed image and communication skills that will rocket you to that next level.

Course ID: ON 0098

NOV 3 - 28, \$145+GST

→ Business Communication**Become an Effective Minute-Taker**

Help your company or organization make meetings more productive by learning to become an effective minute-taker. In this full day workshop, you will increase your awareness of your role as a minute taker, learn how to work effectively with the Chair and how to write minutes that are clear, concise and accurately reflect the important components of a meeting.

Workshop topics include:

- ▶ How to co-ordinate meetings and prepare agendas
- ▶ How to work with the Chair to improve communication and information flow during a meeting
- ▶ Basic elements of minute-taking – what to record and what not to record
- ▶ How to use different minute-taking styles and formats - informal, formal and action.
- ▶ How to enhance your listening skills
- ▶ Rules of Order and their impact on minutes
- ▶ How to present, distribute and maintain the minutes most effectively
- ▶ How to prepare for the next meeting

Instructor: Heather Lyon is the owner and operator of FirstStart Planning Ltd., and has been providing training and business services to her clients throughout Western Canada for the past 20 years including Red Deer College and Northern Lakes College.

Participants will receive a personalized certificate of completion. Course fee includes materials and refreshments.

Course ID: CA 0034TUES, OCT 21, 8:30 AM - 4:30 PM, \$259+GST; B301
REGISTRATION DEADLINE: FRI, OCT 10**Conflict Resolution in the Workplace**

Find out why conflicts occur, how they get out of control, how to nip them in the bud and how to prevent them in the future. Assess and develop the key critical skills, to learn the essential process (the how) and the understanding needed for successful conflict resolution not just in the workplace but any area of business: between employer/employee, coworker/coworker, staffer/customer, business/supplier or other areas. See the true costs of conflict in your organization or with your customers and how you can reduce those costs. Over 95% of past participants said they would recommend this course. Instructor: Laurel Scharfenberg

Course ID: CA 0217THUR, OCT 30, 9:15 AM - 4:15 PM - 1 DAY, \$175+GST; F1007
REGISTRATION DEADLINE: THUR, OCT 23

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Anger Management - Don't Push My Buttons

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 also to manage these situations, deal successfully with the anger of others, and help them manage their anger as well. Instructor: Laurel Scharfenberg

Course ID: CA 0227

FRI, NOV 21, 9:15 AM - 4:15 PM - 1 DAY, \$175+GST; F1007
REGISTRATION DEADLINE: FRI, NOV 14

Prezi**ONLINE**

Take a journey into the world of creative presentations. Bring your vision to life with Prezi and leave PowerPoint behind. Learn how to use and engage your creative side for amazing presentations. Your audience will be stimulated with what you are presenting as well as how you are presenting.

Course ID: ON 0078

SEP 2 - 26, \$195+GST

Photoshop for Presentations**ONLINE**

Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of the popular software, and practice the most commonly used methods, such as managing text, working with layers, and image file properties. You will find out the purpose of each photo-editing tool and walk away with the skills to use them. You will even learn what the pros know.

Course ID: ON 0079

OCT 6 - 31, \$195+GST

Creating Visual Presentations**ONLINE**

Make your visual presentations look professional, and communicate effectively. Get the latest most advanced techniques on graphic design principles, including page layout, typography and basic design considerations. Take away more skills to create an effective and beautiful visual presentation on any presentation software program that you choose.

Course ID: ON 0080

NOV 3 - 28, \$195+GST

Conflict Management**ONLINE**

A recent study conducted by the American Management Association (AMA) revealed that the average manager spends more than 20 percent of their day engaged in or reacting to a conflict situation. This study also identified that out of twenty-five management skills, conflict management was the only one positively correlated to higher earnings and promotion. Discover a workable conflict management model, discuss case studies in conflict management, and then take away successful conflict management strategies to apply in your workplace.

Course ID: ON 0086

SEP 2 - 26, \$245+GST

Negotiation: Get What You Want**ONLINE**

Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and how to prioritize needs will ensure you get more of what's essential. Having the skills to help others get what they want will improve relationships and increase your odds of success in the future. Work with a pro to learn how to plan, implement and win in the bargaining process. Save time, grow your business network and gain confidence when dealing with even the shrewdest of deal-makers. Invest in these skills now and reap a lifetime of rewards.

Course ID: ON 0087

OCT 6 - 31, \$195+GST

Using Personality Profiles for Better Work Performance**ONLINE**

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.

Course ID: ON 0051

NOV 3 - 28, \$295+GST

Powerful Presentations & Effective Speaking Techniques**ONLINE**

Nearly every job or business has an element of speaking, presentations, or sales. This course will allow you to master all three and accelerate your success in every aspect of your career. Learn everything from voice and speech basics like proper breathing, diction and enunciation, all the way to specific presentation templates and techniques that will allow you to deliver your presentations with ease and confidence. From the board-room, to the class-room, to speaking for thousands of people, there are several critical factors that every speaker must master. You will learn how to effectively deliver a presentation to one person across the table, in front of a small group in a boardroom, from stage for a large audience, and host tele-seminars or webinars online.

Course ID: ON 0104

SEP 2 - 26, \$195+GST

→ Marketing**Social Media for Business****NEW**

Over the last decade, social media has become a game changer for businesses. Using platforms such as Facebook, Twitter, and LinkedIn we will help you learn the right way to promote your business without adding a full-time job to your plate. By the end of the course, you will have found a new way to market your businesses in a successful way and have a better understanding about the excitement of social media. Prerequisite: Email & the Internet or equivalent knowledge. Instructor: Jenna Williams

Course ID: CT 0007**DAYTIME:**

FRI, OCT 17 & 24, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$179+GST; B252

Introduction to Blogging**NEW**

Wondering what all the hype is about? A Blog may provide commentary on a particular subject; or function as an on-line diary as you go through an experience that you want to share with others. A blog may advertise your company or cause. This class will give you the skills and inspiration to create your own blog whether for business or personal use. Different options for hosting will be discussed. We will discuss setting up and maintaining your blog, and getting people to read it! Instructor: Davilyn Atwood

Course ID: CT 0098**DAYTIME:**

FRI, OCT 17, 9:00 AM - 12:00 PM - 1 MORNING, \$99+GST; B252

Course ID: CT 0099

SAVINGS! Take both Introduction to Blogging and Blogs for Marketing for only \$179+GST.

Blogs for Marketing**NEW**

Whether you are trying to promote your business or your cause, a blog can be an effective way to generate interest in your pursuit and increase visits to your website or business. This course will demonstrate and discuss ways to use your blog to sell your products or ideas and increase interest in your target market. Instructor: Davilyn Atwood

Course ID: CT 0100**DAYTIME:**

FRI, OCT 24, 9:00 AM - 12:00 PM - 1 MORNING, \$99+GST; B252

Media Buying Strategies**ONLINE**

Discover the marketing planning process to clearly delineate the relationship between marketing and media-buying decisions. Marketing functions are examined through case analysis to successfully integrate all elements of the media-buying process. The course presents concepts and strategies from a business decision-making perspective. This approach reflects the emphasis on the marketing decisions that business owners are most likely to confront in their marketing operations when meeting with various media outlets and managing their marketing campaigns. Come away with knowledge of media-buying strategies to promote your organization and boost sales and profits.

Course ID: ON 0075

OCT 6 - 31, \$195+GST

Introduction to Mobile Marketing**ONLINE**

More than half of U.S. consumers who've made purchases on their smartphones have done so in response to a mobile marketing message. Smartphone sales exceeded 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

SEP 2 - 26, \$195+GST

Creating Cell Phone Apps for Your Business**ONLINE**

(Non-technical course) Cell phone apps are the latest way smart businesses are reaching their customers. It seems that nearly everyone is carrying and using a smartphone these days. Smart organizations across the globe are investing in building cell phone apps for their businesses. In this four-week course, 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 to how quickly deploy smartphone applications.

Course ID: ON 0057

OCT 6 - 31, \$245+GST

Advanced Mobile Marketing**ONLINE**

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

NOV 3 - 28, \$245+GST

Video Marketing**ONLINE**

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.

Course ID: ON 0011

SEP 2 - 26, \$245+GST

YouTube for Business**ONLINE**

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.

Course ID: ON 0042

OCT 6 - 31, \$245+GST



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FINANCIAL MANAGEMENT

➔ Money Matters

These workshops are Non-proprietary and are presented for general information and should not be considered as providing any specific investment advice or guidance. Consult with your Licensed Investment Professional for specific advice on Personal Portfolio Management.

Instructor: Tom McCormick has 30 years of experience in the Financial Service Industry including Account Management and as a Former Financial Advisor at Banks in Medicine Hat and in Western Canada. He is a Local Tax Consultant with Farm Business Consultants (FBC) and lives in Medicine Hat. His approach is open and informative. Bring your general questions on Investing and a pen a paper to take notes.

Money Matters - Getting Started

Do you hear others talking about their investments and wonder how they got started? Presented in plain language this non-promotional course will introduce:

- ▶ Savings Strategies;
- ▶ Investment Products (High Interest Savings Account, Mutual Funds, Segregated Funds, Fixed Term Investments as well as limited discussion on the fundamentals of the Stock and Bond Markets)
- ▶ Investment Vehicles (Tax Free Savings Accounts, Registered Retirement Savings Plans (RRSP's), Registered Retirement Income Funds (RRIF's), Registered Education Savings Plans (RESP)
- ▶ Government Incentives available to encourage Personal Investing
- ▶ You will also briefly touch on Insurance and Planning, Tax Benefits and Estate planning.

Instructor: Tom McCormick PFC.c

Course ID: CA 0027

TUE, NOV 18, 6:00 PM - 9:00 PM - 1 EVENING, \$25+GST; F1008

Money Matters - For the Experienced Investor

Presented in plain language this non-promotional course will review Investing, Investment Product Options, Investment Strategies, Taxation, and Estate Issues.

Topics covered will include review of:

- ▶ Investment Product Options including High Interest Savings, Mutual Funds, Segregated Funds, Exchange Traded Funds, Discount Brokerage and Full Service Brokerage
- ▶ Investment Vehicles including Tax Free Savings Accounts, RRSP's, RIFS, RESP's, Registered Disability Savings Plan (RDSP), Locked In Retirements Accounts (LRSP, LRIF)
- ▶ Government Incentives available to encourage Personal Investing.
- ▶ Tax Benefits and Strategies
- ▶ Estate Planning and Strategies as they relate to Investing
- ▶ Insurance Planning and Strategies
- ▶ General Discussion of Investing in Stocks and Bond Markets
- ▶ Insurance Planning and Strategies
- ▶ Family Trusts and Corporate Structures

Instructor: Tom McCormick PFC.c

Course ID: CA 0028

TUE & THUR, NOV 25 & 27, 6:00 PM - 9:00 PM - 2 EVENINGS, \$35+GST; F1008

Introduction to Bookkeeping

Introductory theory-based course designed for individuals who will be doing books for small businesses. Delivers the necessary theory and fundamental practices to pursue computerized bookkeeping projects.

- ▶ Understand the accounting cycle and accepted practices
- ▶ Enter transactions into journals including: Accounts Receivable/Payable, Inventory & Payroll transactions
- ▶ Post to ledgers
- ▶ Prepare trial balances and financial statements
- ▶ Complete year end procedures

Instructors: Nancy Koenig / Shelley Beck

Course ID: CA 0001

DAYTIME:

A: TUE & THUR, SEP 16 - OCT 16, 9:00 AM - 12:00 PM - 10 MORNINGS, \$299+GST; B252

EVENING:

B: TUE & THUR, SEP 23 - OCT 23, 6:00 PM - 9:00 PM - 10 EVENINGS, \$299+GST; B252

➔ Professional Development

Finding Work - Life Balance

All work and no play? Learn how to make choices and changes that will enhance your work satisfaction as well as your personal and family life and health. You will explore and develop alternatives to overwork, shortened holidays and interrupted personal time. Study ways of reducing stress, increasing productivity and strengthening relationships at work and at home. Instructor: Laurel Scharfenberg

Course ID: CA 0251

SAT, OCT 18, 9:15 AM - 4:15 PM - 1 DAY, \$175+GST; F1008

REGISTRATION DEADLINE: FRI, OCT 10

Building on Strengths

Tap into your natural talents and develop your personal strengths to advance your career and become a better leader and team member. The secret of truly successful people lies in their ability to discover their strengths and to organize their life so that the strengths can be applied. You can do the same.

This course uses the #1 Wall Street Journal and Business Week bestseller Strengths Finder 2.0 to help identify your strengths. In this interactive course you will:

- ▶ Identify your Strengths
- ▶ Discover why and how you need to build on your strengths
- ▶ Learn to share your strengths with your team (family, friends or coworkers)
- ▶ Learn the value of strengths-based leadership as a tool for creating positive change
- ▶ Discover how to incorporate your strengths into your personal learning plan.

Please note: An online assessment is required for this course. Students can purchase the book 'Strength Finder 2.0' which includes the assessment (approx. \$30), or purchase the online assessment only (approx. \$10). Details will be emailed to registrants.

Instructor: Robin Levesque

Course ID: CA 0030

A: THUR, NOV 6, 9:00 AM - 5:00 PM - 1 DAY, \$175+GST; F1007

REGISTRATION DEADLINE: MON, OCT 27

Introduction to Data Analysis**ONLINE**

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey.

Course ID: ON 0072

SEP 2 - 26, \$195+GST

Intermediate Data Analysis**ONLINE**

Many of your business decisions involve comparing groups for differences. For example, would men and women prefer different product features? In addition, you may look at relationships between variables. Does product recognition relate to subsequent product purchase? This Intermediate Data Analysis course will introduce you to the statistics behind these group differences and relationships. In addition, you'll learn how to work with ratings, graphs and user-friendly reports of statistical results.

Course ID: ON 0073

OCT 6 - 31, \$195+GST

Advanced Data Analysis**ONLINE**

After taking this Advanced course in Data Analysis, you will be able to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Take the guesswork out of important company decisions and make decisions based on statistically significant information. Whether your business is home based or a large company, this class will take you to the next level where important decision-making is concerned.

Course ID: ON 0074

NOV 3 - 28, \$195+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.

- ▶ On-site catering service
- ▶ Complete event management
- ▶ Multi-media equipment

So, it's a win-win situation for you and your guests when you host your meeting or seminar at Medicine Hat College,

Call: Medicine Hat Campus – 403.529.3875
Brooks Campus – 403.362.1677

→ Academic Transitions

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, OCT 7-DEC 2 (NO CLASS NOV 11), 6:30 PM-9:30 PM-8 WEEKS, \$395+GST; B316

Course ID: CA 0513**TUESDAYS ONLY (MATH & SCIENCE)**

A: TUE, OCT 7 - DEC 2 (NO CLASS NOV 11), 6:30 PM - 9:30 PM - 8 WEEKS, \$249+GST; B316

THURSDAYS ONLY (ENGLISH & SOCIAL STUDIES)

B: THUR, OCT 9 - NOV 27, 6:30 PM - 9:30 PM - 8 WEEKS, \$249+GST; B316

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.

Course ID: CA 0511

A: SAT, AUG 23, 8:15 AM - 5:30 PM - 1 DAY, \$185

REGISTRATION DEADLINE: FRI, AUG 8

B: SAT, SEP 27, 8:15 AM - 5:30 PM - 1 DAY, \$185

REGISTRATION DEADLINE: FRI, SEP 12

C: SAT, NOV 1, 8:15 AM - 5:30 PM - 1 DAY, \$185

REGISTRATION DEADLINE: FRI, OCT 17

D: SAT, DEC 6, 8:15 AM - 5:30 PM - 1 DAY, \$185

REGISTRATION DEADLINE: FRI, NOV 21**LOCATION:** ACADEMIC RESOURCE CENTRE, 3RD FLOOR, ROOM B316**MAXIMUM:** 8 - FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

Subject rewrites are available for a \$165 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.

Eligibility Criteria Alberta resident, 18 years of age or older, and have been out of school for at least 10 consecutive months.

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.

Funding may be available for qualified applicants – please call 403.504.3620 for more information.

LEARN
 LIFELONG EDUCATION AND RESOURCE NETWORK

ONLINE CERTIFICATES AND COURSES



YouGotClass Certificates Online

Overview Do you want to expand your knowledge and skills, but lack the time or flexibility needed to participate in classroom-based training? MHC's UGotClass Online Certificates allow you to invest in your career anytime and from anywhere.

An investment in your education will boost your productivity and your organization's bottom line. Online learning is easy, accessible and fun!

How It Works In the online classroom; listen to audio lectures, view slides and take an optional quiz to test yourself.

- ▶ Discussion and Questions: post comments to online discussions with your fellow participants and instructor. The instructor answers questions and facilitates the discussion.
- ▶ Readings: many courses have online readings of up to 20 pages a week.
- ▶ Participate: anytime day or night, as little or as often as you like. It's recommended to go online 2-3 times a week.

→ Business

Certificate In Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned. Three one-month courses.

This Certificate includes the following three courses:

- ▶ Introduction to Data Analysis
- ▶ Intermediate Data Analysis
- ▶ Advanced Data Analysis

Course ID: ON 0071

SEP 2 - NOV 28, \$495+GST

For individual course information, please see Business & Leadership section of this calendar on page 24.

Entrepreneurship Certificate

Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. Then learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. Then take home a step by step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand.

At the end of this certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage and market your new business.

Three one-month courses, available separately or as a certificate.

This Certificate includes the following three courses:

- ▶ Entrepreneur Boot Camp
- ▶ The Business Plan
- ▶ Entrepreneurial Marketing

Course ID: ON 0068

SEP 2 - NOV 28, \$495+GST

For individual course information, please see Business & Leadership section of this calendar on page 19-20.

→ Business Communication

Certificate in Presentation Media

Presentation media are keys to communication, sales, speeches and any other effective presentations today. Whether your presentation is online or in-person, presentation media not only enhance your message but often make your message successful. Find out how to use Prezi, the new slide software that goes beyond one-dimensional presentations, and the finer points of Photoshop for presentations. Then discover the design elements to creating visual presentations for success using any media. Take away critical skills for both training yourself and others in your organization. You will come away with the latest, most advanced practical and design knowledge in presentation media.

Three one-month courses, available separately or as a certificate

This Certificate includes the following three courses:

- ▶ Prezi
- ▶ Photoshop for Presentations
- ▶ Creating Visual Presentations

Course ID: ON 0077

SEP 2 - NOV 28, \$495+GST

For individual course information, please see Business & Leadership section of this calendar on page 21.

Certificate In Self-Publishing And Ebooks

NEW

A book can help you expand your business in the way no form of advertising can. This practical certificate is designed to help entrepreneurs, businesses, and organizations self-publish as well as gain a complete understanding of this often-complicated marketplace. Learn how to understand your publishing options and how to select the best pathways given your business and personal objectives. Then come discover what makes a great ebook and how you go about creating, formatting and publishing your eBook.

Finally acquire the keys to marketing your book or eBook. Most importantly, you will create a marketing plan so you can map out your marketing steps all the steps from start to finish. Three one-month courses

This Certificate includes the following three courses:

- ▶ Growing Your Business with Self-Publishing
- ▶ Self-Publishing eBooks
- ▶ Marketing eBooks

Course ID: ON 0081

SEP 2 - NOV 28, \$495+GST

For individual course information, please see Languages & Communication section of this calendar on page 45

Certificate In Workplace Communication

Good communication in the workplace is more important than ever. And critical to your career advancement and success. Come get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work. Three one-month courses

This Certificate includes the following three courses:

- ▶ Conflict Management
- ▶ Negotiation: Get What You Want
- ▶ Using Personality Profiles for Better Work Performance

Course ID: ON 0085

SEP 2 - NOV 28, \$595+GST

For individual course information, please see Business & Leadership section of this calendar on page 21.

→ Human Resources

Business Coaching Certificate

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support, with benefits for both the employer and employee. Acquire 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 takes a further in-depth look at variables involved in employee support. Critical analysis and improvement of your programs alongside group dynamics and innovative strategies will also be examined in terms of coaching and mentoring programs. Two-month courses (only available as a Certificate).

This Certificate includes the following two courses:

- ▶ Mentoring and Coaching in the Workplace Level 1
- ▶ Mentoring and Coaching in the Workplace Level 2

Course ID: ON 0043

SEP 2 - OCT 31, \$295+GST

For individual course information, go to Ugot Class website: <http://www.yougotclass.org/catalog-complete.cfm/MHC>

→ Leadership

Certificate In Leadership Development

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals.

Then learn the unspoken secrets that leaders know and the strategies they employ/exhibit in for influencing others. Leadership skills are acquired and learned. You can become a leader if you know the do's and don'ts; what to say, what not to say; what to do, what not to do. At the end of completing the three course certificate, you will come away with a new understanding, new toolbox of leadership skills, and the information to move your leadership development into high gear. Three one-month courses

This Certificate includes the following three courses:

- ▶ Leadership Principles
- ▶ Developing Your Leadership Skills
- ▶ Developing Your Professional Career

Course ID: ON 0095

SEP 2 - NOV 28, \$395+GST

For individual course information, please see Business & Leadership section of this calendar on page 20.

→ Training And Education

Certificate In Designing Webinars

Finally, you can acquire the best professional development in webinar design, presentations, planning, and marketing. Webinars are a popular format for delivering information. They can be very successful for your organization, IF you have good webinar presentations and good management and marketing. Discover the power of successful webinars for your business organization. Then learn the 4 key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences. Then acquire the webinar planning skills involved in budgeting, pricing, and marketing webinar meetings. Take back a certificate in designing webinars that provides you with the latest and best information about presenting webinars, as well as managing and marketing them. You will be learning from two of the foremost authorities on webinars. Two one-month courses

This Certificate includes the following two courses:

- ▶ Designing Successful Webinars
- ▶ Managing & Marketing Webinars

Course ID: ON 0053

OCT 6 - NOV 28, \$345+GST

For individual course information, please see Computers & Technology section of this calendar on page 9.

➔ New Media Marketing

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, nonprofits, 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, available separately or as a certificate

This Certificate includes the following three courses:

- ▶ Improving Email Promotions
- ▶ Boosting Your Website Traffic
- ▶ Online Advertising

Course ID: ON 0021

SEP 2 - NOV 28, \$495+GST

For individual course information, go to Ugot Class website: <http://www.yougotclass.org/catalog-complete.cfm/MHC>

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. Three one-month courses, available separately or as a certificate

This Certificate includes the following three courses:

- ▶ Introduction to Mobile Marketing
- ▶ Creating Cell Phone Apps for Your Business
- ▶ Advanced Mobile Marketing

Course ID: ON 0055

SEP 2 - NOV 28, \$595+GST

For individual course information, please see Business & Leadership section of this calendar on page 22.

Video Marketing Certificate

Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up on page one of Google searches. When done correctly, video can tell a story, and stories connect people. Video also leads to an emotional 'trigger' that plain text cannot do. Two one-month courses, available separately or as a certificate

This Certificate includes the following two courses:

- ▶ Video Marketing
- ▶ YouTube for Business

Course ID: ON 0010

SEP 2 - OCT 31, \$395+GST

For individual course information, please see Business & Leadership section of this calendar on page 22.

➔ Social Media For Business

Managing Social Media Platforms Certificate

Different social networks have distinct characteristics, different features, and are used to develop a two-way communication and marketing strategy for your organization. Get a skill set for working and managing different social media platforms. 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. You will get a firm foundation in Twitter, LinkedIn, and Facebook platforms. Come away with both an understanding of these 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

This Certificate includes the following three courses:

- ▶ Twitter
- ▶ Facebook for Business
- ▶ LinkedIn for Business

Course ID: ON 0103

SEP 2 - NOV 28, \$495+GST

For individual course information, go to Ugot Class website: <http://www.yougotclass.org/catalog-complete.cfm/MHC>

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, available separately or as a certificate

This Certificate includes the following three courses:

- ▶ Introduction to Social Media
- ▶ Marketing Using Social Media
- ▶ Integrating Social Media in Your Organization

Course ID: ON 0025

SEP 2 - NOV 28, \$495+GST

For individual course information, go to Ugot Class website: <http://www.yougotclass.org/catalog-complete.cfm/MHC>



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.

When you're
READY

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 or contact Continuing Studies at 403.529.3874.



TRADES & INDUSTRY

→ 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, safety training and essential employability skills. 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 career change.

PRE-EMPLOYMENT ELECTRICAL - MEDICINE HAT CAMPUS

\$4,650, BOOKS/MATERIALS: \$500 (APPROX.), AIT EXAM: \$150
WINTER 2015: JANUARY 6 - APRIL 30
TUE & THUR: 6:00 PM - 10:00 PM PLUS 12 HOURS/WEEK OF ONLINE WORK.
REGISTRATION DEADLINE DEC 1, 2014

PRE-EMPLOYMENT CARPENTRY - MEDICINE HAT CAMPUS

COMING SPRING 2015
CALL 403-502-8975 OR E-MAIL EFERRIS@MHC.AB.CA TO BE PUT ON THE INTEREST LIST

PRE-EMPLOYMENT WELDING - BROOKS CAMPUS

\$5,100, BOOKS/MATERIALS: \$500 (APPROX.), AIT EXAM: \$150
WINTER 2015: JANUARY 6 - JUNE 27
TUE & THUR: 6:00 PM - 10:00 PM/ SAT: 8:00 AM - 4:00 PM
REGISTRATION DEADLINE DEC 1, 2014



Pre-Employment gives you a leg up. You can hit the ground running when you start work! You learn the industry lingo in pre-employment so you know what your colleagues are talking about right away.

— Jay Hamilton
Journeyman Electrician

Pre-Employment Trades Free Information Session

Thursday, October 16

6:00 PM - 7:00 PM

Medicine Hat College, Room F1009

Pre-Employment Electrical

Program Dates: January 6 - April 30, 2015
Part Time, Tuesday/Thursday, 6:00 PM - 10:00 PM
plus 12 hours/week of online work.

Pre-Employment Carpentry coming Spring 2015!

For more information contact:

Erin Ferris, Medicine Hat – 403.502.8975

→ Power Engineering

4th Class Power Engineering - Power Lab

This course is approved by the Alberta Boiler Safety Association (ABSA) and meets the standard for a 4th class power lab and is considered equivalent to six months power plant experience required by the Power Engineering Regulation for a 4th class power engineer.

Topics and Competencies include:

- ▶ Boiler fittings, boiler controls, and safe work practices within a power lab.
- ▶ Start up, operation, and shut down of a low pressure boiler, high pressure firetube, and high pressure watertube boiler.
- ▶ Start up, operation and shut down of all power plant auxiliary equipment (including: feedwater pumps, turbines, generators).
- ▶ Boiler water treatment testing and control parameters.

Evaluation: Students **must** complete a minimum 200 hours in the Medicine Hat College power lab in order to be eligible to obtain an ABSA 4th Class Power Engineering Certificate. Students will be expected to attend **all** scheduled classes. A grade will be issued based on completed assignments, daily operation and a Final Practical Operation Exam. A certificate of completion will be issued to students who successfully complete all required elements of the program.

Please note: This course is a non-credit course, and is not part of the Power Engineering Diploma Program. For more information about the Diploma program please contact Advising at 403.529.3819. This course is not considered a course equivalency for any section of the MHC Power Engineering Diploma program.

Prerequisite: Successful completion of 4th Class Power Engineering Part A and B theory courses from a recognized post-secondary institution. Please email your transcripts to: eferris@mhc.ab.ca within one week of registering.
Instructor: Josh Gale

Course ID: TT 0080

A: SAT & SUN, SEP 13 - DEC 14 (NO CLASSES OCT 11 & 13)
8:00 AM - 4:30 PM - 13 WEEKENDS, \$4,750; POWER ENGINEERING LAB

REGISTER IN PERSON OR BY PHONE ONLY

A \$500 NON-REFUNDABLE DEPOSIT IS REQUIRED AT TIME OF REGISTRATION TO HOLD A SEAT. FULL TUITION MUST BE RECEIVED BY TUESDAY, SEP 2

Blue Seal

Business Proficiency Designation



The Blue Seal Certification - Business Proficiency Designation was established by the Alberta Apprenticeship and Industry Training Board to encourage and recognize business training. If you are a certified Alberta Journeyman in a designated trade or occupation, earning a Blue Seal proves that you not only meet Alberta's high industry standards, but you also have the drive to develop your business skills.

Medicine Hat College is an approved provider of training. To earn a Blue Seal you must complete 150 hours of study in business courses. There are 18 business subject areas you may study. For more information, visit www.mhc.ab.ca/continuing-studies.

→ Trades

Blueprint Reading

NEW

If you work in the building or construction trades and have had some experience with blueprints, this course is an excellent way to upgrade your skills. Students will focus on interpreting blueprints for multi-residential and small commercial structures. Reduce costly mistakes when bidding and working on a job by learning to read drawings from all trades involved as well as how to read a specification booklet. On the final day of class you will utilize your upgraded skills by participating in a class project. This class provides an excellent opportunity to add to your professional development and enhance your overall employability.

Course ID: TT 0041

TUE & THUR, DEC 2 - 11, 6:30 PM - 9:30 PM - 4 DAYS, \$290+GST; F1008

Basic TIG Welding

This course trains in the use of the GTAW process. Students will weld different metals in different positions. CSA approved steel-toed footwear, gloves and safety glasses are required on the first evening (not supplied).

Course ID: TT 0017

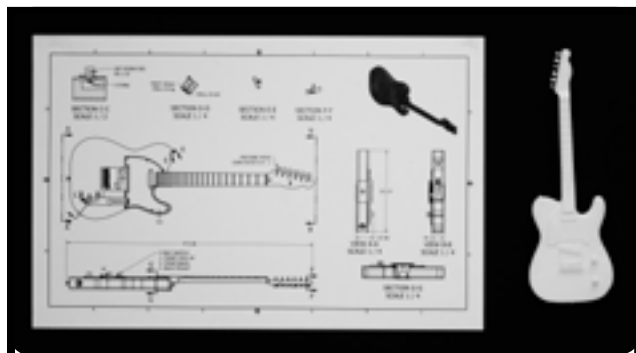
TUE & THUR, NOV 25 - DEC 11, 6:00 PM - 9:00 PM - 6 DAYS, \$445+GST; T130

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. Instructor: Todd Letkeman

Course ID: TT 0020

TUE & THUR, NOV 18 - DEC 18, 6:00 PM - 9:00 PM - 5 WEEKS (30 HOURS), \$835+GST; T135



Introduction to 3D Printing

An exciting, hands-on workshop for creative/professional people focusing on the potential that 3D modelling and printing offers. Learn how easy and inexpensive it can be to get started. There will be in-class demonstrations of 3D software, and plenty of hands on time. You will have the opportunity to design a simple 3D object, learn how to prepare your design file for printing and have your project printed into a real object. Whatever your background (architectural, engineering, product design, visual arts, or just a hobbyist) this workshop will enable you begin your 3D journey! Participants should possess good, basic computer skills using Windows 7. Instructor: James Kuehn

Course ID: TT 0042

SAT, NOV 15 & 22, 9:00 AM - 4:00 PM - 2 DAYS, \$329 + GST, B208

Cross Connection Control Testers Specialist Certification

Cross Connection Control is a systemic approach used to protect our drinking water from pollution and contamination. 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. The written and practical exams will be held on the last day of classes

Training Credit: 3.0 CEUs

Note: All participants must bring a calculator to class.

Course ID: TT 0200

A: SAT - TUE, DEC 13 - 16, 8:00 AM - 5:00 PM - 4 DAYS (34 HOURS), \$895+GST (EXAM FEE INCLUDED IN TUITION); T158/159

REGISTRATION DEADLINE: DEC 3

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

Cross Connection Control Tester 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, DEC 13 - 16

SAT - MON: 12:30 PM - 5:00 PM / TUE: 8:00 AM - 5:00 PM - 4 DAYS (22 HOURS), \$465+GST (EXAM FEE INCLUDED IN TUITION); T158/159

REGISTRATION DEADLINE: DEC 3

Refresher Cross Connection Control Challenge Exam **NEW**

This challenge examination for Cross Connection Control includes written and practical components only and no instruction or study materials are provided for this "test only" session. This is for those individuals who are already certified and wish to challenge the refresher exam rather than take the refresher course. A passing grade of 75% is required in both written and practical portions. Those who do not succeed are recommended to take TT0201. The AWWA certification fee is \$100 plus GST (valid for 5 years) and can be paid with cheque at the time of the test. Students must have the latest American Water Works Association (AWWA) Canadian CCC Manual (2011).

Course ID: TT 0202

A: FRI, OCT 17, 1:00 PM - 4:00 PM - 1 AFTERNOON, \$169+GST; T158/159

B: FRI, NOV 14, 1:00 PM - 4:00 PM - 1 AFTERNOON, \$169+GST; T158/159

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 Friday Feb 27 (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

TUE & SAT, JAN 13 - FEB 21/15
TUE: 6:00 PM - 9:00 PM / SAT: 9:00 AM - 4:00 PM - 6 WEEKS, \$915+GST; H115
REGISTRATION DEADLINE: JAN 7

Electrical/Arc Flash Safety for Professionals

Developed in collaboration with the Canadian Standards Association, this course identifies the two basic hazards associated with energized electrical equipment: electric shock and arc flash. Participants will gain knowledge of electrical hazards and how to control the risk associated with these hazards. Methods to select appropriate personal protective equipment for shock and arc flash will be identified and practiced. Lockout of electrical equipment and maintenance of personal protective equipment will also be covered. Components of this course include seminar and workshops and a written test. Participants will receive a certificate of attendance at the end. Electrical workers, plant operations personnel, OH& S professionals, maintenance personnel and building engineers are encouraged to attend! Instructor: Daniel Roberts

Course ID: TT 0021

A: FRI, MAR 27/15, 8:30 AM - 4:30 PM - DAY, \$559+GST; B356
B: REQUIRED TEXTBOOK: CSA Z462 STANDARD; \$125+GST
REGISTRATION DEADLINE: MAR 6/15

➔ Oil and Gas Safety Training**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.

Course ID: WH 0080

B: MON - WED, OCT 27 - 29, 8:30 AM - 4:30 PM - 3 DAYS, \$775+GST; B356

Detection and Control of Flammable Substances

This one day program is designed for personnel working with or near flammable substances in the oil and gas industry. The primary focus is to safely monitor and control these substances. The program includes introduction to flammable substances, principles of flammable gas/vapour detection, care and preparation of combustible gas monitors, interpreting combustible gas readings and control methods. Upon successful completion of the prescribed practical skills and written examination, students receive a certificate of completion from ENFORM.

Course ID: WH 0082

B: THUR, OCT 30, 8:00 AM - 4:30 PM - 1 DAY, \$310+GST; B356

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. Students are reminded to please bring a calculator to class.

Course ID: WH 0085

D: MON - THUR, OCT 6 - 9, 8:30 AM - 4:30 PM - 4 DAYS, \$835+GST; B356
E: MON - THUR, NOV 24 - 27, 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

D: FRI, OCT 10, 8:30 AM - 4:30 PM - 1 DAY, \$420+GST; B356
E: FRI, NOV 28, 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

B: FRI, OCT 31, 8:30 AM - 4:30 PM - 1 DAY, \$330+GST; B356

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

We have knowledge instructors and the lab space to design and deliver the training that you need. For more information, please contact Erin Ferris at 403.502.8975 or eferris@mhc.ab.ca.

→ Home Inspection Certificate



There has never been a stronger demand for home inspections than there is today. Consumers have a need to be better informed and want maximum value for what is often their largest financial decision – purchasing a home.

Medicine Hat College is pleased to partner with Carson Dunlop and Associates to offer this high quality and convenient program.

This 10-course program provides students with the technical skills and expertise needed to succeed in the Home Inspection field. Students learn how to conduct visual examinations and deliver written reports on the physical and operational condition of homes or housing units.

Required Courses The 10-courses will be delivered through a blended approach of printed material and online sessions. Each of the 10 courses require a minimum of 42 hours of study and you can work from the comfort of your own home or office. Exercises and practical quizzes allow you to check your level of understanding with feedback.

ALL COURSES: COURSES BEGIN THE 1ST BUSINESS DAY OF EACH MONTH. STUDENTS MUST REGISTER BY THE 15TH OF THE PRIOR MONTH. (I.E. REGISTER BY SEPT 15, TO START OCT 1). STUDENTS WILL HAVE UP TO 6 MONTHS TO COMPLETE EACH COURSE.

COURSES CAN BE TAKEN IN ANY ORDER.

ALL COURSES: ONLINE/ONGOING REGISTRATION EACH SEMESTER (WINTER/SPRING, SUMMER & FALL)

COURSE FEES: \$295+GST PER COURSE

TEXTBOOKS AND MATERIALS ARE AN ADDITIONAL \$200+SHIPPING AND HANDLING PER COURSE. UPON REGISTRATION STUDENTS WILL RECEIVE A LETTER WITH A 'PROMO CODE' AND DETAILS ON HOW TO PLACE THEIR ORDER FOR THE TEXTBOOK AND MATERIALS.

Home Inspection - Online - 01 Roofing

This course discusses both sloped and flat roof construction. Extensive descriptions and illustrations help to explain flashing details and the intersections that are often problems on roofs. Roof problems, causes and implications are identified for all of the common roofing materials. Included are sections on how to inspect roofs and what to watch for with various roofing materials. All the structural elements of a building from the footings and foundations to the floor, wall and roof assemblies are addressed in detail. Elements of good construction are illustrated, along with common failure modes and how to identify them.

Course ID: TT 0121

Home Inspection - Online - 02 Structure

All the structural elements of a building from the footings and foundations to the floor, wall and roof assemblies are addressed in detail. Elements of good construction are explained and illustrated, along with common failure modes and how to identify them.

Course ID: TT 0122

Home Inspection - Online - 03 Electrical

This program starts with a description of house electricity and develops an understanding of the basics. The course moves on to address getting electricity into the house, and distributing it safely to its end-use points including switches, lights and receptacles. The course is designed to provide people who do not have an electrical background with the skills necessary to perform the electrical part of a professional home inspection.

Course ID: TT 0123

Home Inspection - Online - 04 Heating I

This course provides an introduction to residential heating systems, starting with a description of fuels and then focusing on furnaces and boilers. Detailed instructions on operational tests, common failure modes and life expectancies of various systems are included.

Course ID: TT 0124

Home Inspection - Online - 05 Heating II

The heating discussion is continued with a focus on chimneys, wood heating, fireplaces, steam heating, electric heating systems and space heaters. Each topic starts with a description of how the system works. Again, this course concentrates on inspection strategies, test procedures and problem identification.

Course ID: TT 0125

Home Inspection - Online - 06 Air Conditioning / Heating

These complicated mechanical systems are broken down into simple components. The course starts with basic principles of operation and builds an understanding. Considerable detail is provided on how these systems fail. Upon completion, the learner is able to test and inspect air conditioning and heat pump systems as a professional home inspector.

Course ID: TT 0126

Home Inspection - Online - 07 Plumbing

The plumbing course is broken into four segments - supply piping, water heaters, waste piping, and plumbing fixtures. The physics of water is covered at the beginning in a simple, common sense way. Instruction on how systems work and common failure modes is provided. Again, the illustrations add significantly to the learning experience.

Course ID: TT 0127

Home Inspection - Online - 08 Exterior

This subject covers retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, stoops and steps, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, as well as exterior doors and windows. Students learn to describe the exterior wall covering and inspect all aspects of the exterior named above.

Course ID: TT 0128

Home Inspection - Online - 09 Insulation and Interior

Focus is on the Inspection of thermal insulation, vapor barrier and ventilation systems, as well as the Inspection of interior elements of residential dwellings such as walls, ceilings, floors, basements, doors, windows, interior stairs/railings, installed counter tops and cabinets, and garage doors/door operators.

Course ID: TT 0129

Home Inspection - Online - 10 Communication and Professional Practice

The professional Home Inspector is required, both verbally and in writing, to describe the Inspection process and communicate Inspection findings to the client. It is important that the Home Inspector be able to communicate clearly and effectively to ensure that clients understand the Inspection results and the report. Students develop their oral and written communication skills, and learn the reporting requirements and proper conduct for a professional Home Inspector.

Course ID: TT 0130

WORKPLACE HEALTH & SAFETY

→ Occupational Health and Safety Certificate

Offered in Partnership with the University of Alberta, Faculty of Extension

For more details about the certificate program go to www.mhc.ab.ca/continuing-studies



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.

Free Information Session

Thursday, September 4
6:00 PM - 7:00 PM

Medicine Hat College, Room F1007
Please RSVP to Shannan at 403.529.3849

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

REQUIRED TEXTBOOK - OHS ACT, REGULATION AND CODE BOOK, \$39+GST

Introduction to Health and Safety Systems

(Core Course) This course will provide an introduction to the theory and practice of building and integrating health and safety systems in the workplace. You will gain an appreciation for the legal, moral, and financial motivators of managing OH&S. This course is designed for beginning and practicing health and safety coordinators, professionals, officers, technicians, supervisors, trainers, and administrators to gain knowledge of the fundamental OH&S principles used to manage workplace safety and health issues. Instructor: Merrick Brown

Pickup Date for pre-course work and textbooks: Fri, Sep 12. Pre-course work must be completed before first class.

Course ID: WH 0035

A: SAT & SUN, SEP 20, 21, OCT 4 & 5, 8:30 - 4:30 PM - 4 DAYS, \$695+GST; F1007
B: REQUIRED TEXT - PRACTICAL LOSS CONTROL LEADERSHIP (3RD EDITION); \$125+GST
REGISTRATION DEADLINE: MON, SEP 8

NOTE: Textbooks costs will not be refunded after the Registration Deadline. Textbook fees are subject to change.

Safety Hazard Recognition, Evaluation and Control (SHREC)

(Core 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.

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 (allowing time for delivery). Instructors: Angie Anton and Jennifer Pongracz

Pickup Date for pre-course work: Fri, Oct 10. Pre-course work must be completed before first class.

Course ID: WH 0040

SAT & SUN, OCT 18, 19, NOV 1 & 2, 8:30 AM - 4:30 PM - 4 DAYS; \$695+GST; F1007
REGISTRATION DEADLINE: FRI, OCT 3

Fatigue Risk Management

(Enrichment Seminar) Human Fatigue is recognized as being one of the primary causes of accidents in the industrial sector. The costs of fatigue are a major human and financial burden to companies, workers, and their families. Employers must ensure that everyone in their workplace is aware of potential workplace hazards (such as fatigue), and take steps to prevent workplace accidents, injuries and illnesses that may be a result of fatigue. The resources and strategies presented in this seminar have been developed to help manage fatigue at the various stages, ranging from demanding compliance with legal and regulatory requirements to investigating accidents in the workplace. Instructor: Merrick Brown

Course ID: WH 0071

SAT, NOV 15, 8:30 AM - 4:30 PM - 1 DAY; \$349+GST; F1007
REGISTRATION DEADLINE: FRI, NOV 7

Fundamentals of Ergonomics

(Elective Course) The study of ergonomics will result in reductions of injury and increases in productivity by improving the “fit” between the worker and the work environment. This is achieved by matching the physiological and psychological capabilities of a person to the design of the equipment, tasks to be performed and the total workplace environment. This course will introduce the student to the need for ergonomics, methods for problem identification, solution development and effectiveness evaluation of implemented changes. Instructor: Sheila Angerman

Pickup Date for pre-course work: Fri, Nov 21. Pre-course work must be completed before first class.

Course ID: WH 0033

SAT & SUN, NOV 29, 30, DEC 13 & 14, 8:30 AM - 4:30 PM - 4 DAYS; \$695+GST; F1007
REGISTRATION DEADLINE: FRI, NOV 14

Health and Safety Law (formerly Health and Safety Legislation and Policy)

(Core Course) As a health and safety practitioner your practice is governed by an array of Federal and Provincial legislation and policy. This course will guide you through the key elements of the regulatory environment governing workplace safety. Learn about your organization's obligations as well as begin to understand your personal responsibilities related to provincial occupation health and safety law, provincial worker's compensation law and federal law. Instructors: Angie Anton and Jennifer Pongracz

Pickup Date for pre-course work: Fri, Jan 30/15. Pre-course work must be completed before first class.

Course ID: WH 0036

SAT & SUN, FEB 7, 8, 21 & 22/15, 8:30 AM - 4:30 PM - 4 DAYS, \$695+GST; F1007
REGISTRATION DEADLINE: FRI, JAN 23/15
REQUIRED COMMON TEXTBOOK: OHS ACT, REGULATION AND CODE BOOK, \$39+GST (SEE WH 0049)

NOTE: Textbooks costs will not be refunded after the Registration Deadline. Textbook fees are subject to change.

Fundamentals of Occupational Hygiene

(Core Course) Occupational Hygiene is the science devoted to the recognition, evaluation, and control of workplace hazards that may result in illness or injury. This introductory course is designed to provide you with a basic understanding of some of the key concepts in Occupational Hygiene, including routes of entry of contaminants into the body, classification of hazards, occupational exposure limits, and methods of controlling workplace exposures. In addition, you will be introduced to methods of evaluation including the development of sampling strategies. Instructor: Ryan Stewart

Pickup Date for pre-course work: Fri, Feb 27/15. Pre-course work must be completed before first class.

Course ID: WH 0031

A: SAT & SUN, MAR 7, 8, 21, 22 & 28/15, 8:00 AM - 3:30 PM - 5 DAYS, \$695+GST; F1007
B: REQUIRED TEXT: BASICS OF INDUSTRIAL HYGIENE (1999); \$150+GST
REGISTRATION DEADLINE: FRI, FEB 13/15

NOTE: Textbooks costs will not be refunded after the Registration Deadline. Textbook fees are subject to change.

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. Instructor: Miranda Davies

Course ID: WH 0045

FRI, SAT & SUN, APR 24, 25, 26, MAY 1, 2 & 3/15
FRI: 6:30 PM - 9:30 PM / SAT: 8:00 AM - 5:00 PM / SUN: 9:00 AM - 3:00 PM, \$695+GST; F1007
REGISTRATION DEADLINE: FRI, APR 17/15
REQUIRED TEXT: CANADIAN ORGANIZATIONAL BEHAVIOUR, 8TH EDITION; AVAILABLE AT THE MHC BOOKSTORE

NOTE: Textbooks costs will not be refunded after the Registration Deadline. Textbook fees are subject to change.

Avoiding a Wrong with Two Rights

(Enrichment Seminar) Human Rights Legislation and Safety Legislation do not always work harmoniously together. When conflict occurs, one must be careful to achieve the safety objective with a minimal impact to fundamental human rights. This seminar will discuss the major areas of conflict including: pre-employment medical testing and medical information, duty to accommodate disabilities, provision of programs in different languages, drug and alcohol testing, and PPE and religious practices.

Also, this seminar will acquaint you with the Human Rights Process and discuss strategies to ensure that you and your company are complying with the legislation. Instructor: Sheila Angerman

Course ID: WH 0054

SAT & SUN, MAY 9 & 10/15, 8:30 AM - 4:30 PM - 2 DAYS; \$479+GST; F1007
REGISTRATION DEADLINE: FRI, MAY 1/15

Management of Health and Safety Systems

(Core Course) 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: Merrick Brown

Pick up of pre-course work: Fri, May 8/15. Pre-course work must be completed prior to first class.

Course ID: WH 0041

A: SAT & SUN, MAY 23, 24, JUN 6 & 7/15, 8:30 AM - 4:30 PM - 4 DAYS, \$695+GST; F1007
B: REQUIRED TEXTBOOK: OCCUPATIONAL HEALTH & SAFETY THEORY, STRATEGY & INDUSTRY PRACTICE, SECOND EDITION; \$185+GST
REGISTRATION DEADLINE: THUR, APR 23/15

NOTE: Textbooks costs will not be refunded after the Registration Deadline. Textbook fees are subject to change.

➔ 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

ONE DAY FOOD SAFETY CLASS

A: SAT, SEP 27, 9:00 AM - 5:00 PM - 1 DAY, \$165 (INCLUDES COURSE MATERIALS); B356
 B: SAT, NOV 15, 9:00 AM - 5:00 PM - 1 DAY, \$165 (INCLUDES COURSE MATERIALS); B356
 C: SAT, FEB 14/15, 9:00 AM - 5:00 PM - 1 DAY, \$165 (INCLUDES COURSE MATERIALS); B356
 D: SAT, APR 18/15, 9:00 AM - 5:00 PM - 1 DAY, \$165 (INCLUDES COURSE MATERIALS); B356

2 EVENING FOOD SAFETY CLASSES

E: TUE, OCT 21 & 28, 6:00 PM - 10:00 PM - 2 EVENINGS, \$165 (INCLUDES COURSE MATERIALS); B356
 F: WED, MAR 11 & 18/15, 6:00 PM - 10:00 PM - 2 EVENINGS, \$165 (INCLUDES COURSE MATERIALS); B356

4 EVENING FOOD SAFETY CLASSES

G: WED, JAN 7, 14, 21 & 28/15, 7:00 PM - 10:00 PM - 4 EVENINGS, \$165 (INCLUDES COURSE MATERIALS); B356

BROOKS

Course ID: WH 0901

ONE DAY FOOD SAFETY CLASS

A: SAT, SEP 13, 9:00 AM - 5:00 PM - 1 DAY, \$165 (INCLUDES COURSE MATERIALS)
 B: SAT, NOV 22, 9:00 AM - 5:00 PM - 1 DAY, \$165 (INCLUDES COURSE MATERIALS)
 C: SAT, FEB 7/15, 9:00 AM - 5:00 PM - 1 DAY, \$165 (INCLUDES COURSE MATERIALS)
 D: SAT, MAR 21/15, 9:00 AM - 5:00 PM - 1 DAY, \$165 (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 3 business days prior to course commencement.

➔ 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: WED, SEP 10, 8:00 AM - 4:00 PM - 1 DAY, \$105+GST
 B: SAT, SEP 20, 8:00 AM - 4:00 PM - 1 DAY, \$105+GST
 C: TUE, OCT 7, 8:00 AM - 4:00 PM - 1 DAY, \$105+GST
 D: SAT, OCT 18, 8:00 AM - 4:00 PM - 1 DAY, \$105+GST
 E: TUE, NOV 4, 8:00 AM - 4:00 PM - 1 DAY, \$105+GST
 F: SAT, NOV 15, 8:00 AM - 4:00 PM - 1 DAY, \$105+GST
 G: WED, DEC 10, 8:00 AM - 4:00 PM - 1 DAY, \$105+GST
 H: SAT, DEC 20, 8:00 AM - 4:00 PM - 1 DAY, \$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, SEP 16 & 17, 8:00 AM - 4:30 PM - 2 DAYS, \$145+GST
 B: SAT & SUN, OCT 4 & 5, 8:00 AM - 4:30 PM - 2 DAYS, \$145+GST
 C: WED & THUR, OCT 29 & 30, 8:00 AM - 4:30 PM - 2 DAYS, \$145+GST
 D: SAT & SUN, NOV 1 & 2, 8:00 AM - 4:30 PM - 2 DAYS, \$145+GST
 E: WED & THUR, NOV 26 & 27, 8:00 AM - 4:30 PM - 2 DAYS, \$145+GST
 F: SAT & SUN, DEC 6 & 7, 8:00 AM - 4:30 PM - 2 DAYS, \$145+GST
 OFF CAMPUS - ST. JOHN AMBULANCE, 346 - 4 STREET SE

Health Care Provider (HCP) CPR

HCP CPR is for individuals who are working or plan to be working in the Health Care field and require the Health Care Provider level of CPR. The course includes all CPR skills plus advanced skills such as artificial respiration and use of bag valve masks and AEDs. Minimum age: 16 years.

Course ID: FA 0047

A: TUE & WED, SEP 23 & 24, 6:00 PM - 9:00 PM - 2 EVENINGS, \$100+GST
 B: SAT, OCT 25, 8:00 AM - 3:00 PM - 1 DAY, \$100+GST
 C: SAT, NOV 8, 8:00 AM - 3:00 PM - 1 DAY, \$100+GST
 D: WED & THUR, NOV 12 & 13, 6:00 PM - 9:00 PM - 2 EVENINGS, \$100+GST
 OFF CAMPUS - ST. JOHN AMBULANCE, 346 - 4 STREET SE

➔ Alberta Transportation

Alberta Transportation 101

NEW

The truck transportation industry is heavily regulated, and most carriers either don't know they are classified as a transport carrier, or don't know what the rules are that they have to follow. We will go through the National Safety Code Standards and related legislation governing the truck driving industry that you are expected to comply with. This 1-day course will also cover hours of service regulations. Save your company the cost of heavy fines and be prepared for an NSC Audit. Instructor Dan Wallis is an auditor for Alberta Transportation and is very knowledgeable of current NSC safety standards.

Course ID: WH 0020

A: WED, SEP 24, 8:30 AM - 4:30 PM - 1 DAY, \$380+GST; B356
 B: WED, OCT 22, 8:30 AM - 4:30 PM - 1 DAY, \$380+GST; B356

➔ Canadian Mental Health



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 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 person who is interested or who may come in contact with a person at risk of suicide is encouraged to attend. ASIST meets the requirements for Alberta College of Social Workers Category A credits. Each participant will receive a certificate upon completion.

A: THUR & FRI, SEP 25 & 26, 8:30 AM - 4:30 PM - 2 DAYS, \$195
 B: THUR & FRI, NOV 27 & 28, 8:30 AM - 4:30 PM - 2 DAYS, \$195
 C: THUR & FRI, MAR 5 & 6/15, 8:30 AM - 4:30 PM - 2 DAYS, \$195
 D: THUR & FRI, MAY 7 & 8/15, 8:30 AM - 4:30 PM - 2 DAYS, \$195
 LOCATION: OFF CAMPUS, CMHA, 204, 1865 DUNMORE ROAD SE
 PLEASE REGISTER FOR THE ABOVE CLASSES WITH CMHA OFFICE, 403-504-1811

Course ID: PD 0250

E: THUR & FRI, AUG 27 & 28/15, 8:30 AM - 4:30 PM - 2 DAYS, \$195+GST
 LOCATION: MEDICINE HAT COLLEGE, ROOMS F1007/CROWFOOT
 PLEASE REGISTER FOR THE ABOVE CLASS WITH MHC, 403-529-3844

ASIST - Applied Suicide Intervention Skills Training Tune Up Version X

This ½ day tune up is for individuals who have completed the two day version of ASIST within the last three years. This interactive tune up will refresh skills learned in the previous ASIST and keep the certificate valid for an additional two years.

A: FRI, SEP 12, 8:30 AM - 12:00 PM, \$110

B: FRI, NOV 7, 8:30 AM - 12:00 PM, \$110

C: FRI, FEB 27/15, 8:30 AM - 12:00 PM, \$110

LOCATION: OFF CAMPUS, CMHA, 204, 1865 DUNMORE ROAD SE

PLEASE REGISTER FOR THE ABOVE CLASSES WITH CMHA OFFICE, 403-504-1811

Mental Health First Aid

Mental Health First Aid teaches first aid skills to help someone who is experiencing a mental health problem or crisis. This 12-hour interactive workshop teaches practical skills using a five step model that is easy to remember and apply in real life settings. The course also provides information about depression, anxiety disorders, psychosis and substances related disorders. Anyone who is interested or may come in contact with individuals dealing with a mental health problem or crisis can benefit from Mental Health First Aid. Each participant will receive a certificate upon completion.

A: THUR & FRI, OCT 2 & 3, 2014, 9:00 AM - 4:00 PM - 2 DAYS, \$150

B: THUR & FRI, FEB 5 & 6/15, 2015, 9:00 AM - 4:00 PM - 2 DAYS, \$150

LOCATION: OFF CAMPUS, CMHA, 204, 1865 DUNMORE ROAD SE

PLEASE REGISTER FOR THE ABOVE CLASSES WITH CMHA OFFICE, 403-504-1811

Mental Health First Aid for Adults Who Interact with Youth

This 2-day workshop focuses on mental health problems for youth ages 12-24. Mental Health problems often develop during adolescence or early adulthood, with half of all mental health disorders beginning by age 14, and 75 percent beginning by age 24. 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 the appropriate first aid intervention strategies. The course also provides information about depression, anxiety disorders, psychosis, eating disorders, self-harming behaviors and substances related disorders. Each participant will receive a certificate upon completion.

A: THUR & FRI, DEC 4 & 5, 2014, 8:30 AM - 4:30 PM - 2 DAYS, \$150

B: THUR & FRI, APR 16 & 17/15, 2015, 8:30 AM - 4:30 PM - 2 DAYS, \$150

LOCATION: OFF CAMPUS, CMHA, 204, 1865 DUNMORE ROAD SE

PLEASE REGISTER FOR THE ABOVE CLASSES WITH CMHA OFFICE, 403-504-1811

Home and Family Emergency Preparedness

A step by step course to help you decide how prepared your home is for any emergency situation and to also give you the knowledge to be better prepared. Some core areas that will be addressed are water, food, shelter, medical, financial, sanitation and safety. You will also learn what you should prepare ahead of time, how to store various items and how many items need to be stored. Whether it is a natural disaster, home fire, unemployment or sickness, this class will give you the understanding of what you can do now to be prepared for what may happen later. Instructor: Davilyn Atwood

Course ID: LR 0022

WED, SEP 17 & 24, 6:00 PM - 9:00 PM - 2 EVENINGS, \$59+GST; F1009

➔ Health

Dementia Care

ONLINE

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.

Course ID: ON 0012

SEP 2 - OCT 24, \$495+GST

Dementia for Family Care Givers

ONLINE

Designed for family caregivers dealing with Alzheimer's disease, Vascular dementia, Lewy-Body Dementia or other conditions which cause significant memory problems. In addition to basic information about dementia, this 4-week course will cover essential elements to address throughout the illness, common health complications, and tips from professional care providers who deliver person-centered care. Use of materials and internet will facilitate learning and maximize competence in care-giving beyond the end of the course. Your instructor is an authority on dementia.

Course ID: ON 0090

SEP 2 - 26, \$149+GST

Key Elements of Elder Care

ONLINE

Know more about taking care of your loved one. Geared towards family and friends of an elderly person, including spouses/significant others, parent-child, elder-other relative, friends, even long-distance caregivers. You will get essential information that caregivers or care partners need to know as you care for an older adult. Learn how to prepare for changes in personal relationships when taking on caregiving roles. Improve your understanding of resources and the long-term care services and supports available. Come away with a developed confidence in techniques in assisting others with variety of needs. This course will also be useful for health program students and emerging professionals.e

Course ID: ON 0091

SEP 2 - 26, \$149+GST

Understanding Adolescents

ONLINE

Yesterday, she was a sweet young girl. Today, you swear aliens have abducted her and put an evil twin in her place. To know your kids is to love them. In this course, an experienced social worker will help you gain a deep understanding and appreciation of your adolescent's development and behavior. You'll uncover the secrets of the adolescent mind and gain valuable information on how they think, how they feel, and how their identities develop.

ONLINE COURSE (6 WEEKS) - REGISTER AT WWW.ED2GO.COM/MHC
VARIOUS START DATES: SEP 17, OCT 15, NOV 12 AND DEC 10; \$139+GST

ARTS & LEISURE

Drawing with Charcoal

In this workshop we will explore a variety of drawing techniques using charcoal. Learn about the different kinds of charcoal, materials to use when drawing with charcoal, and elements of art such as contrast and texture. Discover how to use highlights, shadows, and mid-tones to create beautiful works of art. Charcoal can be messy and/or dusty so please remember to wear an apron or old shirt. Instructor: Katrina Simpson

Course ID: AC 0003

SAT, OCT 18, 1:00 PM - 4:00 PM - 1 AFTERNOON, \$79+GST; S108

Visual Journaling

One of the greatest tools of the artist is a sketchbook. These collections can contain anything from drawings to found materials, and hold countless inspiration and ideas. In this workshop, view several examples of sketchbooks, try your hand at different sketching techniques and materials, and begin a special visual journal that will last a lifetime. Instructor: Katrina Simpson

Course ID: AC 0004

SAT, NOV 15, 1:00 PM - 4:00 PM - 1 AFTERNOON, \$59+GST; S108

Vision Boarding: Gratitude Jars

Gratitude Jars are a great place to share all that you are grateful for today and days to come. In this class you will decorate your own Gratitude Jar. We will share in tips and ideas on how to take the Gratitude Jar concept into your daily routine. This is a fun class that will get you thinking. All Supplies are included. Instructor: Angelique Doyle

Course ID: LR 0026

SAT, DEC 6, 10:00 AM - 11:30 AM - 1 MORNING, \$49+GST; F1008

CS Lewis: A Closer Look

NEW

C.S. Lewis was a widely read author of the 20th Century, yet much of his philosophical and theological theories are unfamiliar. Some of his fiction and philosophical writings will be explored to better understand some perspectives on modern humanity. In this class, we will take a closer look at some of Lewis' thoughts about life. We will refer to these two pieces of literature: The Pilgrim's Regress and The Problem of Pain. Instructor: Tom Strecker

Course ID: AC 0035

MON, SEP 22 & 29, 7:00 PM - 9:00 PM - 2 EVENINGS, \$49+GST; F1008

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. Bring a bag lunch for our "brainstorm lunch breaks"! Maximum: 8 participants. Instructor: Jill Timushka

Course ID: AC 0072

A: SAT & SUN, OCT 18 & 19, 8:30 AM - 12:00 PM & 1:00 PM - 4:00 PM, \$239+GST; T135
B: SAT & SUN, NOV 15 & 16, 8:30 AM - 12:00 PM & 1:00 PM - 4:00 PM, \$239+GST; T135

Crazi Quilting: Winter Mug Rug

NEW

A little bit of applique, a little bit of hand embroidery and a little bit of quilting make this entire quilted mug mat in just 3 hours. To use in your home or for those you love. Students are asked to bring their own working sewing machine. The kit, pattern and supplies are available at Crazi Quilters Lair. Register early, limited spots!

Course ID: AC 0006

MON, SEP 15, 6:30 PM - 9:30 PM - 1 EVENING, \$49+GST
OFF CAMPUS: CRAZI QUILTERS LAIR, 902 KINGSWAY AVENUE SE; PH: 403.487.5114

Crazi Quilting: Table Runner "Garland"

NEW

An easy quilt pattern for beginning quilters. We will show you detailed instructions and illustrations that take you through the construction process in a step-by-step manner in just 9 hours. Get off to a quick start for your gift giving. Students are asked to bring their own working sewing machine. The kit, pattern and supplies are available at Crazi Quilters Lair. Register early, limited spots!

Course ID: AC 0005

TUE, SEP 16, 23 & 30, 6:30 PM - 9:30 PM - 3 EVENINGS, \$89+GST
OFF CAMPUS: CRAZI QUILTERS LAIR, 902 KINGSWAY AVENUE SE; PH: 403.487.5114

Crazi Quilting: Lap Quilt "Chevron Bliss"

NEW

We all know that chevrons (or zig zags, if you prefer) are all the rage right now. Now, the first thing you need to know about chevron quilts is that there are lots of variations. We will show you how to create a chevron quilt where each stripe is a different color in just 12 hours. Students are to bring their own working sewing machine. The kit, pattern and supplies are available at Crazi Quilters Lair. Register early, limited spots!

Course ID: AC 0007

TUE, OCT 7, 21, 28 & NOV 4 (NO CLASS OCT 14), 6:30 PM - 9:30 PM - 4 EVENINGS, \$109+GST
OFF CAMPUS: CRAZI QUILTERS LAIR, 902 KINGSWAY AVENUE SE; PH: 403.487.5114



Give a Gift of Class

Consider giving a gift of class to someone special with a gift certificate from Continuing Studies, MHC.

Great for that hard-to-buy-for person, gift certificates are available in any dollar amount and can be purchased at the Registration Desk, MHC or by calling 403.529.3844.

→ 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. Topics include:

- ▶ Features of digital images and printing
- ▶ Camera features that will get you out of 'Auto' mode
- ▶ Zoom, exposure settings, flash, and more
- ▶ Students will need to bring a digital camera with fully charged batteries to the course.

Instructor: Darin Clisby

Course ID: CT 0110

A: SAT, SEP 27, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; F1007

Course ID: CT 0137

SAVINGS! Take BOTH Introduction to Digital Cameras and Digital Photography Fundamentals for only \$329+GST.

Digital Photography: Fundamentals

Get the skills to take great digital pictures.

- ▶ Learn to compose your pictures
- ▶ Use symmetry and asymmetry to add strength & interest
- ▶ Change the depth of field and selective focuses
- ▶ Use and manipulate light and more

Prerequisite: Introduction to Digital Cameras or equivalent knowledge.

Instructor: Darin Clisby

Course ID: CT 0106

A: SAT, OCT 18, 9:00 AM - 4:00 PM - 1 DAY, \$179+GST; F1009

Intermediate Photography: Beyond the Basics

Learn creative techniques with exposure by using manual mode for shutter, aperture and ISO settings:

- ▶ Photo Software programs and their uses & advantages
- ▶ Learn to shoot specific subjects
- ▶ 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". Instructor: Tyson Josey

Course ID: AC 0083

MON, OCT 27 & NOV 3, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179+GST; F1008

What Does This Button Do?

Have you ever wondered what all those buttons and settings on your digital camera do and how they work? This class will give you the answers you are looking for, Tyson will show you how to operate your camera to its fullest potential and will give you time to practice using those buttons and settings. And if you have some specific questions about your camera, bring them with you. By the end of this class, you will be confident and will enjoy using your camera. Instructor: Tyson Josey

Course ID: AC 0090

THUR, OCT 2, 6:30 PM - 9:00 PM - 1 EVENING, \$49+GST; F1008

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

SAT, OCT 25, 1:00 PM - 4:00 PM - 1 AFTERNOON, \$69+GST; F1008

Course ID: AC 0087

SAVINGS! Take ALL 3 Outdoor Photography, Portrait and Night Photography and Introduction to Flash Photography for only \$199+GST

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

MON, DEC 1, 5:30 PM - 9:00 PM - 1 EVENING, \$69+GST; F1008

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. It is best suited for those who have purchased external flashes. Instructor: Tyson Josey

Course ID: AC 0086

WED, DEC 3 & 10, 6:30 PM - 9:00 PM - 2 EVENINGS, \$89+GST; F1008

Drumming Circle with RYAN MASSINI of Mahoney

Hand drummers and drumming fans are invited to come out and drum together. Bring your drum of choice and meet on Sundays from 4 - 5 p.m. around the pond outside the Culture Centre (or in the choir room if the weather is poor). Drumming Circle is free and will start on Sunday, September 7 and end on October 12.

**For more information,
contact Ryan at 403-529-4818**



CONSERVATORY
OF MUSIC
AND DANCE

Introduction to Adobe Lightroom

This course is designed for those looking for an easier way to deal with their digital images. Lightroom provides what photographers need to manage, edit, and display all images in one clean, uncluttered, intuitive package. The course provides you with a straightforward introduction to RAW & JPG processing and the most important features of Lightroom. Typical workflow requirements from importing and cataloguing, developing and outputting for print and web will be covered. Photographers using either Mac or PC will benefit by learning how to use Lightroom. Instructor: Tyson Josey

Course ID: AC 0088

THUR, NOV 20 & 27, 6:30 PM - 9:00 PM - 2 EVENINGS, \$89+GST; B234

Simple Product Photography

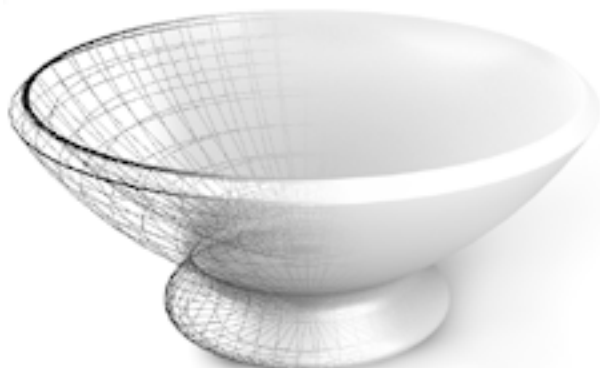
You put a lot of time into your products, and you need to make sure the images don't take away from the true quality of the items you're trying to sell or promote. Poor photos can result in loss of sales, so your photos should make a good first impression. In this course, you will create a mini studio on a budget for small products like craft and food items, as well as learn a few simple tricks any entrepreneur or business owner can do to take professional looking product photos. Don't forget to bring your camera or DSLR! Instructor: Andrea Woods



Course ID: AC 0092

SAT, NOV 22, 1:00 PM - 4:00 PM - 1 AFTERNOON, \$59+GST; F1009

The Art of 3D



Coming Winter/Spring, 2015!

3D Scanning for Design

Be one of the first to access Medicine Hat College's new 3D scanning equipment! This hands on workshop will have you capturing real objects into a digital environment for reverse engineering, archiving, and design for 3D printing. You will learn about the many types of scanning technologies as well as how to work with scanned models for CAD and arts based projects. A basic understanding of 3D modelling concepts is beneficial (SketchUp, 3DS Max, Maya, or ZBrush). Instructor: James Kuehn

From Bits to Atom – the Art of 3D Modelling

The world of digital design (the bits) and its output to 3D printers is forever changing the way that artists and designers create. In the world of ceramics how do we translate this new digital movement into a permanent media (the atoms)?

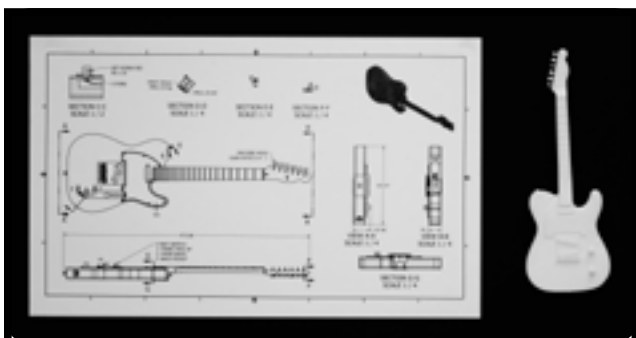
In this two week intensive workshop, students will be introduced to a sampling of digital rendering programs, 3D scanning, printing, mold making, slip casting and finally firing.

The course will be divided into two components. The digital component will take place at a Medicine Hat College and will involve using a variety of software tools, including a pre-course video tutorial. Students will then output their designs to the 3D printer. In addition there will be a module on 3D scanning pre-existing objects.

The studio component of this course will take place at the Shaw International Centre for Contemporary Ceramics at Medalta. In the studio, students will learn the process of making plaster and rubber molds from their 3D printed models. Using these molds, students will then be able to translate their digitally rendered models into the permanent media of ceramics. These pieces can then be glazed and fired in a variety of ways

This workshop will merge thirty thousand years of ceramics technology with emerging digital tools to produce objects that have never been before been possible.

Instructors: James Kuehn and Aaron Nelson



Introduction to 3D Printing

An exciting, hands-on workshop for creative/professional people focusing on the potential that 3D modelling and printing offers. Learn how easy and inexpensive it can be to get started. There will be in-class demonstrations of 3D software, and plenty of hands on time. You will have the opportunity to design a simple 3D object, learn how to prepare your design file for printing and have your project printed into a real object. Whatever your background (architectural, engineering, product design, visual arts, or just a hobbyist) this workshop will enable you begin your 3D journey! Participants should possess good, basic computer skills using Windows 7. Instructor: James Kuehn

Course ID: TT 0042

SAT, NOV 15 & 22, 9:00 AM - 4:00 PM - 2 DAYS, \$329 + GST, B208



DO IT YOURSELF

Beginner Woodworking Level 1

Thinking about a new hobby and would like to try woodworking? Learn how to use the basic power tools for woodworking by constructing one of three approved projects. Projects include a small decorative/jewelry box, router bit storage rack or a serving tray. Come prepared with sturdy footwear and safety glasses. Coveralls or shop coat optional. Supplies are available from the instructor at an extra charge – approximately \$10-30 depending on the project. This class will be a prerequisite for Woodworking Level 2 in Winter/Spring Semester. Instructor: Paul Schaan.

Course ID: DY 0053

TUE & THUR, SEP 16, 18 & 25, 6:00 PM - 9:00 PM - 3 EVENINGS, \$145+GST; T129

Basic Electrical for the Homeowner

Gain hands-on experience and the confidence to tackle home electrical projects! Learn how to change outdated light fixtures, switches and wall outlets. 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. Get the know-how to stay safe and save yourself time and money. Instructor: Amanda Hennessey

Course ID: DY 0059

WED, OCT 15 & 22, 6:30 PM - 10:00 PM - 2 EVENINGS, \$145+GST; T261

Basic Plumbing for the Homeowner

Don't want to call the repairman - again? Confronted with countless plumbing problems? Build your confidence and knowledge of basic plumbing techniques and theory to perform numerous types of plumbing jobs around the home. You will learn about procedures such as unclogging fixtures, replacing faucets, how to fix leaky or constantly running toilets, and basic soldering. Come to class with specific questions and Rob will answer them. Maximum: 8 participants. Instructor: Rob Stroh

Course ID: DY 0060

TUE & THUR, NOV 13, 18 & 20, 6:30 PM - 9:00 PM - 3 EVENINGS, \$145+GST; T158/T159

Basic Tiling for Backsplashes (Kitchen & Bath)

Looking for a quick and easy way to update your kitchen? In this course you will learn how to tile a kitchen or bathroom backsplash. You will learn everything from how to apply adhesive, cut tiles using a tile cutter and wet saw, safety procedures and installing grout. This course is perfect for the beginner do-it-yourselfer who would like some hands on experience. Come prepared with sturdy footwear and safety glasses.

Course ID: DY 0055

WED, NOV 26, 6:00 PM - 9:00 PM - 1 EVENING, \$85+GST; T158

Course ID: DY 0057

SAVINGS! Take BOTH Basic Tiling for Backsplashes and Ceramic Floor Tiling for only \$145+GST.

Ceramic Floor Tiling

This course is for those who would like to tile a bathroom, mud room, laundry room or entryway. Topics covered in this course include how to prepare the subfloor, calculate how much material is needed, what tools you will need and safety procedures. Students will measure and cut floor tiles with a wet saw and learn how to mix and apply mortar and grout. Come prepared with sturdy footwear and safety glasses.

Course ID: DY 0056

WED, DEC 3, 6:00 PM - 9:00 PM - 1 EVENING, \$85+GST; T158

Interior Design 101: Accessorizing Your Home

How high should I hang a picture? How many pictures should be in a grouping? Where do I hang them so they look their best? I have great accessories but they just don't look right in my house! How do I put them together? Find out of these things & more! *Bring to class 5 of your favorite decorating pieces! Instructor: Bernice Bonneau

Course ID: AC 0019

THUR, SEP 25, 6:30 PM - 9:30 PM - 1 EVENING, \$49+GST; F1007

Course ID: AC 0021

SAVINGS! Take both Interior Design 101: Accessorizing Your Home and Lighting - Sparkle & Style for only \$119+GST.

Interior Design 101: Lighting - Sparkle & Style

Create rooms that WOW! We'll look at new kinds of lighting & where the best place is to use them. We will also discuss common mistakes and how to fix them. Instructor: Bernice Bonneau

Course ID: AC 0020

THUR, NOV 20 & 27, 6:30 PM - 9:00 PM - 2 EVENINGS, \$79+GST; F1007

Interior Design 101: Window Coverings

What's in? What's out? What's back in style? How important are blinds? What is the best kind of blind for a specific window? Take this class & find out all these things & more! Instructor: Bernice Bonneau

Course ID: AC 0022

THUR, OCT 9 & 16, 6:30 PM - 9:00 PM - 2 EVENINGS, \$79+GST; F1007

Course ID: AC 0024

SAVINGS! Take both Interior Design 101: Window Coverings and Colors for only \$145+GST.

Interior Design 101: Colors

Color plays such an important part of our everyday life. Some are more soothing, some encourage eating, some make us want to smile! We will explore why color changes from the paint store to your wall. We will work with color to find the "right ones" for your home. We will also discuss which paint type best fits your needs. Instructor: Bernice Bonneau

Course ID: AC 0023

THUR, OCT 30 & NOV 6, 6:30 PM - 9:00 PM - 2 EVENINGS, \$79+GST; F1007

Cool Nail Art - Anybody Can Do It!

See everyone else with great ideas on their nails but you don't want to pay to have someone paint your nails? We will learn what tools work best for the job! We'll learn how to polka dots, stripes, make cupcake nails, palm trees, sharks, tuxedo, how to add gems to finish off a look, & much more!!! Supplies available for purchase. Instructor: Bernice Bonneau

Course ID: AC 0027

SAT, NOV 15, 9:00 AM - 12:00 PM - 1 MORNING, \$69+GST; E160/161

DIY Gel Polish

Learn how to apply & remove gel polish the right way! We will also apply shimmer/ glitter and learn an easy way to do ombre nails plus more! Prior to the course, you will need to purchase a kit with UV/LED light. These kits cost anywhere between \$30-\$100. Instructor: Bernice Bonneau

Course ID: AC 0033

SAT, NOV 22 & 29, 9:00 AM - 12:00 PM - 2 MORNINGS, \$89+GST; E160/161

FOOD & BEVERAGE

Check out our new food courses!
Be sure to bring some containers for your tasty leftovers!

Soups, Stocks and Sauces

During this time of year, comfort food is always the best! Soups are perfect because you can make a big batch, freeze what you don't need and soup will warm you up on those chilly days. In this hands-on class, you will explore the history of soup, the various types and thickening agents and their uses. You will be learning about three different soups and then choose your favorite to make and take home. Instructor: Tim Schorno, Executive Chef

Course ID: FB 0067

WED, SEP 24 & OCT 1, 6:00 PM - 9:00 PM - 2 EVENINGS, \$129+GST
 OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

Healthy and Nutritious Cooking

Are you tired of eating the foods that you love but not loving the results that your body feels afterwards? Or are you looking for a way to improve your mental and physical health by way of the kitchen? In this course you will learn great substitutions, variations, and a new way to look at ingredients. Gain a new perspective on how and why to cook amazing dishes without sacrificing taste, quality or your all-time favorites. Instructor: Tim Schorno, Executive Chef

Course ID: FB 0011

WED, NOV 5 & 12, 6:00 PM - 9:00 PM - 2 EVENINGS, \$129+GST
 OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

For The Love of Cheesecake!

Join executive chef, Tim Schorno in this highly demanded class! You will learn the art of making the perfect cheesecake. Create the classic cheesecake and learn how to infuse with flavors. And you will be amazed as you learn wide range of variations, with toppings, flavorings and decorations. All tools & supplies included.

Course ID: FB 0059

TUE, DEC 2 & 9, 6:00 PM - 9:00 PM - 2 EVENINGS, \$129+GST
 OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

Sushi Making

Join this fun, hands-on cooking class to learn how to properly season sushi rice and how to make Sushi. You will create Uramaki (California rolls) and other rolls. Practice your techniques in a friendly atmosphere, and then take home some sushi recipes to impress your family and friends. Instructor: Misayo Hernandez

Course ID: FB 0025

A: TUE, SEP 23, 6:00 PM - 9:00 PM - 1 EVENING, \$69+GST
 B: TUE, NOV 18, 6:00 PM - 9:00 PM - 1 EVENING, \$69+GST
 OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

Chinese Cooking

NEW

Think you know Chinese cooking based on what you have eaten from a Chinese restaurant? Well, you probably never even tasted authentic Chinese cuisine. Cooking Chinese food is not hard at all. In fact, many Chinese dishes are all very similar so once you learn how to cook a few different dishes, you can create many others! Come and join this hands-on cooking lesson, so that you will be able to reproduce real Chinese food when you return home! Instructor: Mei-Chen Lin

Course ID: FB 0066

A: WED, OCT 15, 6:00 PM - 9:00 PM - 1 EVENING, \$69+GST
 B: TUE, NOV 25, 6:00 PM - 9:00 PM - 1 EVENING, \$69+GST
 OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

SOS Meal Systems - Lunchbox, Lunchtime and Snack Attack Survival Guide

Looking for new and yummy ideas for lunches and snacks for you and your kids? Here are a number of easy ways to prepare delectable foods for lunches and snacks and healthy eating. This practical and tasty course shows you how. Get recipes, tons of fun ideas, taste delicious food and learn how to reduce your lunch and snack stress. Instructor: Laurel Scharfenberg

Course ID: FB 0084

THUR, OCT 9, 6:30 PM - 9:00 PM - 1 EVENING, \$89+GST
 OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE
 TO ENSURE ADEQUATE SAMPLES, PLEASE REGISTER BY: OCT 2

Course ID: FB 0086

SAVINGS! Take ALL 3 SOS Meal Systems Classes: Lunchbox, Lunchtime & Snack Attack Survival Guide; Harvest Bounty! and The Mediterranean Way for only \$245+GST

SOS Meal Systems Presents: Harvest Bounty!

Autumn is a chance to take advantage of the beautiful fresh produce in our gardens and markets. This program shows you how to take advantage of the beautiful and bountiful fall produce to prepare all your main entrees for one month in one day or in a variety of time saving ways. This highly effective system can give you time to unwind at mealtime without the stress of deciding what's for dinner. Wouldn't it be nice to have delicious meals on hand for unexpected guests, quick entertaining or a friend-in-need or just to make the evening more relaxing? This lively program shows you a meal preparation system that can save you time, money and allow you to eat great food! The menus are easy to follow and are included. Save time using the S.O.S. Meal System to create a new combination of 30 delicious and healthy entrees and vegetable dishes. Sample Roast Beef with Harvest Vegetable Medley, Citrus Glazed Ham with Glazed Squash and Sweet Potatoes and other dishes. You get menus, (a set of at least 30) recipes and instructions. Instructor: Laurel Scharfenberg

Course ID: FB 0081

THUR, OCT 23, 6:30 PM - 9:00 PM - 1 EVENING, \$89+GST
 OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE
 TO ENSURE ADEQUATE SAMPLES, PLEASE REGISTER BY: OCT 9

SOS Meal Systems - The Mediterranean Way

The Mediterranean way of eating, from regions that border on the azure shores of the Mediterranean Sea, is touted as among the world's healthiest, not to mention delicious and it's perfect for easy meals. Learn simple and delicious ways to serve up the best from Italy, France, Spain, Greece and the Middle East regions that make up the vibrant tapestry that is Mediterranean cuisine. Come taste several easy Mediterranean dishes to start including in your menu planning. Recipes include Roasted Mediterranean Chicken and Vegetables, Couscous, Pesto, and several others. Instructor: Laurel Scharfenberg

Course ID: FB 0085

THUR, NOV 6, 6:30 PM - 9:00 PM - 1 EVENING, \$89+GST
 OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE
 TO ENSURE ADEQUATE SAMPLES, PLEASE REGISTER BY: OCT 30



Gluten-Free Cooking

Celiac disease and gluten-free diets are becoming an everyday reality for a great number of Canadians. If you're struggling to imagine a life without pasta, bread and many other products, fear not. Lisa will guide you through the basics of a gluten-free lifestyle. In this class you will learn gluten-free recipes and try them out, how to shop for gluten-free ingredients while remaining on a budget, and tips and tricks to order gluten-free dishes at a restaurant or away from home. Instructor: Lisa Waites

Course ID: FB 0095

THUR, NOV 27, 6:30 PM - 9:00 PM - 1 EVENING, \$69+GST
OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE
TO ENSURE ADEQUATE SAMPLES, PLEASE REGISTER BY: NOV 20



Wine Appreciation

Take your palate on a journey through the vineyards of the wine world. We will look at various wines from white to red and trying rose on the way. Expand your wine knowledge and learn how to select the best bottle for various meals and occasions. This course will include a tasting of eight wines. You will find something to suit your taste. We ask that students arrange for a safe drive home after the class. Instructor: Paul Howe

Course ID: FB 0108

SAT, OCT 18, 3:00 PM - 6:00 PM - 1 AFTERNOON, \$99+GST; COURTYARD

Scotch: An Introduction

Explore the wonderful world of Scotch. This class is for those who are curious about Scotch or those who would like to discover a little more. Within the class, you will be learning about the different scotch producing regions and tasting a selection of scotch from those regions. Blake will teach you about the proper way to drink scotch and how to select the right scotch for you. We ask that students arrange for a safe drive home after the class. Instructor: Blake Shaw

Course ID: FB 0100

SAT, NOV 8, 3:00 PM - 6:00 PM - 1 AFTERNOON, \$139+GST; COURTYARD

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. Lilas has obtained her Bachelor of Education Degree through the University of Alberta/Medicine Hat College.

Course ID: FC 0060

A: SAT, SEP 27 - DEC 6 (NO CLASS OCT 11), 9:30 AM - 10:30 AM - 10 WEEKS, \$69
 B: FOR EACH ADDITIONAL SIBLING TO SESSION A, \$20
 C: SAT, SEP 27 - DEC 6 (NO CLASS OCT 11), 11:00 AM - 12:00 PM - 10 WEEKS, \$69
 D: FOR EACH ADDITIONAL SIBLING TO SESSION C, \$20
OFF CAMPUS: CULTURAL CENTRE, RR#3

Create a Critter!

Ages 10-12. Join us for this interactive and unique class where you get to create your very own puppet! You can be as cool or crazy as you would like to be as you get to choose the body for your puppet and whatever accessories you want. Let your creative juices flow as you get to invent your very own puppet character! All supplies are included. Instructors: Anne Franks and Melisha Lassey

Course ID: FC 0041

SAT, OCT 25, 10:00 AM - 12:00 PM - 1 MORNING, \$49; F1008

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, SEP 27, 9:00 AM - 4:00 PM - 1 DAY, \$79; S144

Self-Image Class

Girls Ages 14-17. If you are struggling with the way you see yourself, this class is for you. Come and learn how to see yourself in a different light. You will learn affirmations on how to take the step into seeing your true beauty inside and out. Take control of you and take the step to learning to see you for who you really are. All Supplies are included. Instructor: Angelique Doyle

Course ID: FC 0030

SAT, SEP 20, 1:00 PM - 3:00 PM - 1 AFTERNOON, \$49 + GST; F1008

Who Am I?**Explore, Discover & Share!**

Girls Ages 10-12 Years. Through the creation of puppets and asset building, experience the following:

- ▶ Session 1: Explore the possibilities of who you are!
- ▶ Session 2: Discover your strengths and what makes you unique and wonderful!
- ▶ Session 3: Share your potential through communication and engagement!

Three session workshop includes decorating a puppet in each session and creating it to fit your own personality, learn what your assets and strengths are as you create your personalized puppets, and build your communication skills through customized puppet plays. Acting skills are not required, but bring your creative flare! As you explore and discover your uniqueness, decorate your puppets as super-heroes, warrior girls, or as uniquely creative as you can be! Learn and build active communication skills as you develop your own puppet plays! Instructors: Anne Franks and Melisha Lassey

Course ID: FC 0031

SAT, SEP 27, OCT 4 & 18 (NO CLASS OCT 11), 9:00 AM - 12:00 PM, \$119; F2002

➔ 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

J: MON - FRI, SEP 8 - 12, 5:15 PM - 9:30 PM (EXC FRI, 5:15 PM - 6:15 PM), \$710; S144
 K: MON - FRI, OCT 6 - 10, 5:15 PM - 9:30 PM (EXC FRI, 5:15 PM - 6:15 PM), \$710; S144
 L: MON - FRI, NOV 3 - 7, 5:15 PM - 9:30 PM (EXC FRI, 5:15 PM - 6:15 PM), \$710; S144
 M: MON - FRI, DEC 1 - 5, 5:15 PM - 9:30 PM (EXC FRI, 5:15 PM - 6:15 PM), \$710; S144
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

J: MON - FRI, SEP 8 - 12, 5:15 PM - 9:30 PM (EXC FRI, 5:15 PM - 6:15 PM), \$740; S144
 K: MON - FRI, OCT 6 - 10, 5:15 PM - 9:30 PM (EXC FRI, 5:15 PM - 6:15 PM), \$740; S144
 L: MON - FRI, NOV 3 - 7, 5:15 PM - 9:30 PM (EXC FRI, 5:15 PM - 6:15 PM), \$740; S144
 M: MON - FRI, DEC 1 - 5, 5:15 PM - 9:30 PM (EXC FRI, 5:15 PM - 6:15 PM), \$740; S144
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, SEP 22-OCT 27 (NO CLASS OCT 13), 7:00PM-9:00PM - 20 HRS, \$179+GST; S141

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

MON & WED, OCT 29 - DEC 1, 7:00 PM - 9:00 PM - 20 HRS, \$179+GST; S141

➔ 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, OCT 8 - NOV 26, 7:00 PM - 9:00 PM - 16 HRS, \$179+GST+GST; F1008

➔ Mandarin**Mandarin Language Class****NEW**

你好 or *Nihao!* Do you know what this means? Mandarin is spoken by more people in the world than other language, nearly 1.4 billion people speak Mandarin worldwide, which not only includes people in China but also in Southeast Asian countries such as Singapore, Malaysia, Taiwan...that does not even count the overseas Chinese Communities all over the world! Come and join our conversational Mandarin today and discover more! Instructor: Mei-Chen Lin

Course ID: LA 0005

WED, OCT 22 - NOV 19, 7:00 PM - 9:00 PM - 10 HRS, \$149+GST; F1009

→ 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

THUR, SEP 25 - NOV 13, 7:00 PM - 9:00 PM - 16 HRS, \$179+GST; F1009

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

WED, SEP 24 - NOV 12, 7:00 PM - 9:00 PM - 16 HRS, \$179+GST; B242

→ Writing

Writing Your Life Story

Writing a story about your life can be an exciting but also overwhelming task. David will help you on this journey as you learn the fundamental skills to create your story. Learn about story structure and sequencing, memory triggers, easy interviewing and research skills, and so much more! You'll get some hands-on writing experience and learn from others in the group. Transform your story back to life in this fascinating class. Instructor: David Forbes is a former newspaper writer and editor who enjoys helping people tell their own story.

Course ID: LA 0070

THUR, OCT 2 - 30, 6:00 PM - 8:00 PM - 5 WEEKS, \$129+GST; F2002

Growing Your Business with Self-Publishing **ONLINE**

A book can help you expand your business in the way no form of advertising can. This practical course is designed to help entrepreneurs, businesses, and organizations self-publish as well as gain a complete understanding of this often-complicated marketplace. Learn how to understand your publishing options and how to select the best pathways given your business and personal objectives. You will learn how to work with print on demand (POD) companies that print books in small quantities economically. All participants will gain an understanding of the decision-making framework and what factors drive decisions in self-publishing.

Course ID: ON 0082

SEP 2 - 26, \$195+GST

Marketing eBooks **ONLINE**

Having a book idea and publishing it is only half the recipe for success. Find out how to get the word out to your target market. Discover the various marketing avenues for your book. Acquire information on which social media site or sites makes sense for your audience and how to maximize your effort by minimizing your time online. Most importantly, you will create a marketing plan so you can map out your marketing steps all the steps from start to finish. One-month course

Course ID: ON 0084

TUE, NOV 3 - 28, \$195+GST

Self-Publishing eBooks

ONLINE

eBooks are becoming more popular than ever, especially with the release of the iPad and other tablet computers. In addition to publishing fiction and non-fiction books individuals and companies are using eBook publishing as a way to market products, services, and ideas. Come discover what makes a great ebook and how you go about creating, formatting and publishing your eBook. Learn the steps necessary to create your eBook with text, photos, illustrations, audio, videos and hyperlinks to websites. Understand the different options you have in self-publishing and distributing your eBook. Walk away not only knowing how to make an eBook but how to market it as well.

Course ID: ON 0083

OCT 6 - 31, \$195+GST



Alberta Government

ABLE is a non-profit organization that matches volunteers with adult students who want to improve their reading, writing and English speaking skills, as well as 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 a Kindergarten to Grade 4 level.

Volunteers are responsible for:

- ▶ Planning individualized relevant lessons
- ▶ Keeping accurate records of hours spent tutoring, preparing, and areas of student's 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.



Medicine Hat College

Be Fit For Life Centre

The Be Fit for Life Centre 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 Amy at 403-504-3548 or email: befitforlife@mhc.ab.ca for more information. View the website at www.mhc.ab.ca/SportWellness/BeFitForLife.

Moving and Choosing Collaborative

The Medicine Hat College Be Fit for Life Centre is a founding partner of the Moving and Choosing community collaborative that facilitates committee work to impact the health and wellness of children and youth in Southeast Alberta.

Moving and Choosing utilizes a collective approach to facilitate change in our community. Check out the Moving and Choosing website for more information and to access their extensive Lending Library of health and wellness resources: www.movingandchoosing.com

Moving & Choosing Physical Literacy & You Partnership (PLAY) Partnership

The Be Fit for Life Provincial Network is a leader in developing Physical Literacy... "Physical Literacy is the mastering of fundamental movement skills and fundamental sport skills that permit a child to read their environment and make appropriate decisions, allowing them to move confidently and with control in a wide range of physical activity situations. It supports long-term participation and performance to the best of one's ability."

The Medicine Hat College Be Fit for Life Centre leads the Moving and Choosing Physical Literacy and You (PLAY) Partnership. A group of various community stakeholders, from South Eastern Alberta, interested in identifying opportunities to participate in and assess fundamental movement skills to develop physical literacy.

For more information or to join the PLAY Partnership, contact Kayla by email: Hammel@mhc.ab.ca

Females in Action, Moving and Empowering (FAME)

The BFFL partners with the Alberta Sport Development Centre SE and other community stakeholders to support women and girls living an active healthy life. FAME is a community collaboration bringing people together to share, learn, build capacity, and develop a support network to enhance and develop opportunities and to advocate for women and girls in sport and physical activity in Medicine Hat/Southeastern Alberta. For information on this initiative, please email: famemedicinehat@gmail.com

Alumni Drop-In

DID YOU KNOW? ALL CURRENT AND PAST MHC STAFF AND STUDENTS ARE WELCOME TO DROP-IN TO OUR NOON AND AFTER-WORK FITNESS CLASSES.

Registration is not required. No Charge; Drop-in to H131
Email Amy at befitforlife@mhc.ab.ca for the current schedule.

→ 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 Centre lead to certification granted by the Alberta Fitness Leadership Certification Association. For questions related to AFLCA certification, please contact the AFLCA office 780.492.4435. For information specific to courses offered at the Medicine Hat College, please call Amy 403.504.3548. To register for courses held at the Medicine Hat College, please call 403.529.3844.

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

A: FRI, SAT & SUN, SEP 19, 20 & 21

B: FRI, SAT & SUN, NOV 14, 15 & 16

FRI: 6:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:30 PM, \$260+GST; E174/175 & H131

PLEASE REGISTER TWO WEEKS PRIOR TO STARTING TO ENSURE COURSE MATERIALS ARE ORDERED ON TIME. (MIN. 6 PARTICIPANTS REQUIRED)

Group Exercise Fundamentals with 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, Program Choices and more. The course fee includes the cost of the manual and exam. Pre-requisite: Exercise Theory Course

Course ID: LR 0119

With Step Designation

A: FRI, SAT & SUN, SEP 26, 27 & 28

FRI: 6:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:30 PM, \$260+GST; E174/175 & H131

PLEASE REGISTER TWO WEEKS PRIOR TO STARTING TO ENSURE COURSE MATERIALS ARE ORDERED ON TIME. (MIN. 6 PARTICIPANTS REQUIRED)

With Portable Equipment Designation

B: FRI, SAT & SUN, NOV 28, 29 & 30

FRI: 6:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:30 PM, \$260+GST; E174/175 & H131

PLEASE REGISTER TWO WEEKS 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, NOV 7, 8 & 9

FRI: 6:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:30 PM, \$260+GST; E174/175 & H131

PLEASE REGISTER TWO WEEKS PRIOR TO STARTING TO ENSURE COURSE MATERIALS ARE ORDERED ON TIME. (MIN. 6 PARTICIPANTS REQUIRED)

LIFESTYLE & RECREATION

National Coaches Certification Programs – Introduction to Competition Part A

This module is approximately 12 hours long covering 3 key outcomes: Make Ethical Decisions, Planning a practice and Nutrition. Coaches will be considered Trained in this module. There is an online evaluation for Make Ethical Decisions to become certified. All material is provided in class. There is no pre-requisite for this module. Minimum age of 16 years. Min: 10 participants. Instructor: Jim Loughlin

Course ID: LR 0151

SAT & SUN, DEC 6 & 7, 9:00 AM - 5:00 PM - 2 DAYS, \$100 (INCLUDES MANUAL); E171/E172
REGISTRATION DEADLINE: NOV 28

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. On lot Class Six testing is no longer available as per Alberta Transportation.

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

WEEKEND

K: FRI, SAT & SUN, SEP 19, 20 & 21
FRI: 7:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:00 PM, \$445+GST; F1009

→ Wellness

Acupressure and Healthy Living

Acupressure is an ancient Chinese healing method that involves applying pressure to certain meridian points on the body to relieve pain. When these points are pressed, they release muscular tension and promote the circulation of blood and the body's life force to aid healing. This is alternative way for self-healing without needle and everyone can do it!

This course will also offer a wide perspective of health advice from well-known doctors, who have dedicated their careers to the research and greater understanding of how diet can affect our health. There are suggested diets and living habits have helped millions of people to recover from an illness. Instructor: Steve Lin

Course ID: LR 0002

WED, OCT 29 - NOV 19, 7:00 PM - 8:30 PM - 4 WEEKS, \$69+GST; F2003

Understanding Essential Oils

Have you always wanted to try essential oils, but were unsure where to start, or which ones you really needed or what they even really were? In this introduction to essential oils class you will learn the basics of essential oils and what essential oils really are. As well as Essential oils uses, Essential Oil safety and uses for several of the most common oils in the physician's kit. You don't want to miss this informative class, even if you are already using oils in your home. You will receive samples to take home with you at the end of the evening, along with some recipes and great easy- home uses information. Instructors: Jenn Bader / Clara Penner

Course ID: LR 0003

A: WED, OCT 1, 6:30 PM - 9:30 PM - 1 EVENING, \$59+GST; F1009
B: WED, NOV 5, 6:30 PM - 9:30 PM - 1 EVENING, \$59+GST; F2002

Course ID: LR 0006

SAVINGS! Take ALL 3 Classes:
Understanding Essential Oils, Going Green with Essential Oils and Detoxifying Your Body with Essential Oil Products for only \$179+GST

Going Green with Essential Oils

Are you concerned with the use of chemicals and cleaning products used in the home? Are you seeking cost effective ways to make your own household items? This essential oil class is all about using the oils to make healthy, cost effective products that are easy and fun to do! We will teach you how to makeover your medicine cabinet, and the under the counter products in your home. We will show you how to make 5 products: dishwasher soap, all-purpose spray, air freshener, Epsom salts bath, and an immune boosting honey blend. Instructors: Jenn Bader / Clara Penner

Course ID: LR 0004

A: WED, OCT 8, 6:30 PM - 9:30 PM - 1 EVENING, \$79+GST; F1009
B: WED, NOV 12, 6:30 PM - 9:30 PM - 1 EVENING, \$79+GST; F2002

Detoxifying Your Body with Essential Oil Products

What is detoxing really all about? Have you ever had sleepless nights, extreme food cravings, fatigue, weight gain, or just felt sluggish? These can all be signs from your body that you are bogged down with toxins. Helping your body to detox is an amazing way to support your exercise and wellness efforts as well as to increase your energy levels so you feel and look younger. If detoxing your body's system is something that you are interested in learning more about then join us for this 3 hour class. We will walk you through the "why" of detoxing your body, the benefits of detoxing, and introduce doTerra's line of essential oil detox systems. Instructors: Jenn Bader / Clara Penner

Course ID: LR 0005

A: WED, OCT 15, 6:30 PM - 9:30 PM - 1 EVENING, \$59+GST; F1009
B: WED, NOV 19, 6:30 PM - 9:30 PM - 1 EVENING, \$59+GST; F2002

Herbs for Health

Are you curious about how to implement herbs into your life but unsure of what types to use and how to use them? In this hands-on and informative class, you will not only receive this useful information but you will also try out some different recipes. You will learn about the top 20 herbs to use for a healthier lifestyle, where to find these herbs and the nutritional value of them. By taking this class, you will be one step closer to creating a healthier lifestyle for your family! Instructor: Davilyn Atwood

Course ID: LR 0024

A: THUR, OCT 16, 6:00 PM - 9:00 PM - 1 EVENING, \$49+GST; F1008
B: THUR, NOV 6, 6:00 PM - 9:00 PM - 1 EVENING, \$49+GST; F1008

Laughter Yoga

This hot new exercise program is sweeping the world. Laughter Yoga is an exercise program that is for all ages and fitness levels. Come and learn about the many benefits of Laughter Yoga. You will learn how to laugh for no reason and learn the ancient yoga breathing technique called Pranayama. You will take home a variety of tips that you can use in your everyday life and share with others. Yoga mat and water bottle recommended. All ages welcome. Instructor: Angelique Doyle

Course ID: LR 0025

A: TUE, OCT 7, 7:00 PM - 8:30 PM - 1 EVENING, \$39+GST; H131
B: SAT, NOV 15, 10:00 AM - 11:30 AM - 1 MORNING, \$39+GST; TBA

Aroma Touch Therapy Technique - Essential Oils in Massage Therapy

This class is for massage therapists who want to incorporate pure essential oils into their practice, using a new technique for their clients. This is not typical Massage Therapy, but rather a light weight touch technique to relax the client, to enhance the oils' functions and to stimulate blood flow. This technique uses 8 oils and a 5 step process that includes:

- ▶ Step 1: Stress Management
- ▶ Step 2: Immune Support
- ▶ Step 3: inflammatory Response
- ▶ Step 4: homeostasis
- ▶ Step 5: Lymphatic movement

Instructors: Jackie DeBlasio / Jenn Bader / Clara Penner

Course ID: LR 0007

A: WED, OCT 29, 6:30 PM - 9:30 PM - 1 EVENING, \$79+GST; F2002

B: WED, NOV 26, 6:30 PM - 9:30 PM - 1 EVENING, \$79+GST; F2002

➔ Personal Development

Introduction to I-Ching

I-Ching, also known as the Yi Jing or The Book of Changes, is considered to be one of the oldest surviving books in the world. The symbols used in divination are over 5000 years old. So far it is the most popular spiritual resource and oracle in Asia, and has a growing population in the world. This course will introduce the basic concept of Yin and Yang, trigram and hexagram and the philosophy of I-Ching. It also provides insightful viewpoints on our world - the world of duality. When it comes to decision-making, I-Ching can be used as an important reference. Instructor: Steve Lin



Course ID: AC 0043

TUE, SEP 30 - OCT 21, 7:00 PM - 8:30 PM - 4 EVENINGS, \$69+GST; F2002

Create Your Vision - Manifest Your Life

Creative Play for Your Soul

Do you want to create more happiness in your life? Do you want to bring more money or better relationships to your life? This vision board class will teach you all the basics to creating a personal vision board, what a vision board really is, how they work, types of vision boards, plus techniques to help you learn what it is you "really" want. This class combines both instruction and creating time to complete a board. All supplies are provided to create your own board in this class. However if you have pictures of personal things, places or people you want to have on your board, please bring those items to the class. Instructor: Jenn Bader

Course ID: LR 0020

A: SAT, OCT 11, 9:00 AM - 12:00 PM - 1 MORNING, \$49+GST; F1009

B: MON, NOV 3, 6:00 PM - 9:00 PM - 1 EVENING, \$49+GST; F1009

Wellness Inspired Living - Change Your Life's Course

Is life passing you by, and you want to get more out of it? This workshop will help you realize how your inner dialogue keeps you back from all the things you desire. Learn the four steps on how to switch your inner dialogue to be your inner coach. Learn the secret to peaceful living so life doesn't drag you down! Re-discover who you really are and what you "really" want! Change your life's course by getting back on track, and reclaiming your power today! Instructor: Jenn Bader

Course ID: LR 0021

A: MON, OCT 27, 6:00 PM - 9:00 PM - 1 EVENING, \$59+GST; F1009

B: SAT, NOV 15, 9:00 AM - 12:00 PM - 1 MORNING, \$59+GST; F1009

Frugal Living Today

Everything always seems to increase in price and often times it is a struggle to afford the nicer things in life. In this class, you will learn such things as budgeting your money, shopping smart, low cost activities and hobbies and everything in between. This class has something to inspire any lifestyle to live a more frugal and stress free life! Instructor: Davilyn Atwood

Course ID: LR 0023

WED, OCT 1 & 8, 6:00 PM - 9:00 PM - 2 EVENINGS, \$59+GST; F2002

True Colors Personality

True Colors International Personality Testing is an easy & entertaining interactive way to begin understanding yourself & others. Identifying your "True Colors" becomes an invaluable tool for enjoying success in your family & personal relationships. Instructor: Bernice Bonneau

Course ID: LR 0027

TUE, SEP 30, 7:00 PM - 9:00 PM - 1 EVENING, \$39+GST; F1008

Course ID: LR 0028

SAVINGS! Take both True Colors Personality and Follow Your True Colors to the Job You Love! for only \$69+GST.

Follow Your True Colors to the Job You Love!

Do you dislike your job? But don't know what else to do. With the help of the True Colors method, you'll discover how to reclaim your true self and find your path to success. Instructor: Bernice Bonneau

Course ID: LR 0029

TUE OCT 7, 7:00 PM - 9:00 PM - 1 EVENING, \$39+GST; F2004

True Colors for Couples

Ever wonder why your spouse does the things they do? They might think you're uptight! You might think they're impulsive! The list goes on! By understanding your own colors & getting an understanding of theirs your life will become more harmonious and less stressful! Instructor: Bernice Bonneau

Course ID: LR 0030

TUE, OCT 14, 7:00 PM - 9:00 PM - 1 EVENING, \$39+GST; F1008

5 Love Languages

What if you could say or do something to make your special someone feel loved? Find your "Love Language" & a better understanding of what you're looking for in a relationship as well as your partners' needs. Instructor: Bernice Bonneau

Course ID: LR 0031

TUE, OCT 21, 7:00 PM - 9:00 PM - 1 EVENING, \$39+GST; F1008

Fuel Your Passion for Life

You will be guided through The Passion Test © process and gain more clarity about the 5 things most important to you. Learn techniques to make those the priority in your life. You will leave the workshop with a new focus on your direction, gain insight into what is missing in your life, and create concrete steps to find it! Instructor: Lorna Scott

Course ID: PD 0015

MON, OCT 27, 6:00 PM - 9:00 PM - 1 EVENING, \$99+GST; F2002

Mastermind Group

If you want to get results and achieve your goals faster a mastermind group is for you. You will join a peer group of four to six members who will challenge each other to create and implement goals, brainstorm ideas, and support each other with honesty and respect. Within a mastermind group you gain insight, receive support and have accountability so that you achieve the results you are seeking. Everyone gets an opportunity to share successes, problems they want to resolve, or a skill they want to work on. You will leave the mastermind group with a renewed sense of energy; options for solutions to whatever may be holding you back, and a commitment to an action plan. Instructor: Lorna Scott

Course ID: PD 0020

WED, OCT 22 - NOV 12, 7:00 PM - 9:00 PM - 4 WEEKS, \$329+GST; F2004

Strengthening Families Together

Strengthening Families Together is an education program for families, friends and caregivers of individuals with schizophrenia, bipolar disorder and related disorders. Over the course of ten weeks, this program will provide participants an opportunity to discuss challenges, connect with others and gain access to reliable and consistent information about mental illness and resources. Participants will learn problem solving, coping, advocacy and communication skills to support their interactions with individuals with mental illness. The course will be facilitated by staff from the Schizophrenia Society as well as a variety of guest speakers.

AVAILABILITY OF THIS PROGRAM IS SUBJECT TO NUMBER OF REGISTRANTS, PLEASE CONTACT WENDY AT 403-526-8515 FOR ADDITIONAL INFORMATION

Building on Strengths

Tap into your natural talents and develop your personal strengths to advance your career and become a better leader and team member. The secret of truly successful people lies in their ability to discover their strengths and to organize their life so that the strengths can be applied. You can do the same.

This course uses the #1 Wall Street Journal and Business Week bestseller Strengths Finder 2.0 to help identify your strengths. In this interactive course you will:

- ▶ Identify your Strengths
- ▶ Discover why and how you need to build on your strengths
- ▶ Learn to share your strengths with your team (family, friends or coworkers)
- ▶ Learn the value of strengths-based leadership as a tool for creating positive change
- ▶ Discover how to incorporate your strengths into your personal learning plan.

Please note: An online assessment is required for this course. Students can purchase the book 'Strength Finder 2.0' which includes the assessment (approx. \$30), or purchase the online assessment only (approx. \$10). Details will be emailed to registrants.

Instructor: Robin Levesque

Course ID: CA 0030

A: THUR, NOV 6, 9:00 AM - 5:00 PM - 1 DAY, \$175+GST; F1007
REGISTRATION DEADLINE: MON, OCT 27

Will you open your home to a foster child?

MCMAN FOSTER RECRUITMENT PROGRAM



INFORMATION NIGHTS

Find out how to take the first step towards fostering or adopting a child or providing relief care.

Sign up for the newsletter on our website or follow our Facebook page for more information & locations.

MEDICINE HAT • 7:00 - 8:30 pm
McMan Office #4 – 941 South Railway St. SE

· Sept. 15, 2014

BROOKS • 5:30 - 7:00 pm
Children's Services #100 – 600 Cassils Road E

· Sept. 16, 2014

TRAINING WEEKENDS

*Training takes 22 hours over 1 weekend, hosted in Medicine Hat. Registration is required. Friday - 6:00 pm - 10:00 pm
Saturday & Sunday - 9:00 am - 6:00 pm*

· October 17-19, 2014

Call Shannon for more information
403-527-1588 ext. 226

In Brooks, call: 403-362-6228 ext. 226



McMan Community Services recruits and trains foster and adoptive families for Southern Alberta Child and Family Services.




www.mcmanfoster.com

Foster or Adopt a child ... change a life!

Medicine Hat Family Services

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. Funding for many of these courses is made possible through grants from City of Medicine Hat, Town of Redcliff, Cypress County, County of Forty Mile, United Way of Southeastern Alberta, Alberta Health Services, Alberta Justice and Solicitor General & Alberta Human Services.

→ 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.
COST \$110.00 - CALL 403-504-8026 TO REGISTER
SUBSIDIES AVAILABLE TO OFFSET REGISTRATION COSTS.

Courage to Change – A Group for Men

Medicine Hat Service coordinates a number of men's offender treatment groups throughout the year aimed at helping men explore various issues surrounding their intimate partner violence and abuse. These 16 week groups seek to explore/incorporate new belief, thoughts and actions that support and promote healthy relationships. While majority of referrals are mandated clients (court ordered) directed through our contracted services with AHS – Mental Health, we also invite non-mandated referrals (with no outstanding domestic violence issues before the court) to register for our groups. Funding for Courage to Change for Men made possible in part through a grant from Alberta Health Services.

PROGRAM DATES ARE SET ANNUALLY. (5-6 STAGGERED START DATES PER YEAR); 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 Senior Services - City of Medicine Hat and Medicine Hat Family Service. 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 & Senior Services, City of Medicine Hat Newsletter.

SEPTEMBER 24, OCTOBER 22, NOVEMBER 26, 10:00 - 12:00PM

LOCATION: STRATHCONA CENTRE, 1150 - 5 STREET SE
CALL 403-504-8026 OR 403-529-8383 FOR MORE INFORMATION; FREE OF CHARGE

Possibility Thinking: Taking in the Good

This group will focus on exploring key elements for achieving one's vision essential for holistic health, and wellness. It invites participants to explore the meaning and value of our LIFE STORIES. As a group, we will jointly explore the realm of possibilities that exist for all of us. We will discuss keys to unlock these possibilities by re-storying our "self-narrative."

SEPTEMBER 17 - NOVEMBER 19, 3:30 PM - 4:45 PM

FEE: \$5.00 PER SESSION

FACILITATOR: CATHY BROTZELL MSW, RSW

CALL 403-504-8026 TO REGISTER

Mindfulness Based Relaxation & Stress Reduction (MBRSR)

MBRSR is an eight-week group based introduction, for adults, to mindfulness and meditation that meets on a weekly basis and one full Saturday. MBRSR focuses on the use of mindfulness to manage stress, reduce anxiety, improve mood, and cope with pain and illness. Participants learn to heighten their awareness and to live more fully, moment to moment. The program is highly participatory and requires a commitment to daily practice for optimal benefit. Classes include a mixture of psycho-education, group dialogue, guided meditation, and home practice. For those wanting to learn more about MBRSR an orientation date will be scheduled. Please call 403-504-8026 to register. Facilitator: Cathy Brotzell MSW RSW / Co-Facilitator: TBA

DATES: SEPTEMBER 29 THROUGH DECEMBER 15, 6:30 PM – 9:00 PM AND FULL DAY:

DECEMBER 6, 10:00 AM - 3:00 PM

COST: \$125.00; MAXIMUM 15 PARTICIPANTS; CALL 403-504-8026 TO REGISTER

Kids in the Middle: Ages 8 - 12

Kids in the Middle is an 8 week program for children between 8-12 years of age whose parents are experiencing separation or divorce. The topics include the loss of the nuclear family, divided loyalties, step families, dealing with the feelings of divorce and positive coping skills. Please call 403-504-8026 to register. A parent information night will be held prior to the start of the program. Facilitator: TBA

START DATE: TBA

FUNDING PROVIDED BY UNITED WAY OF SOUTHEASTERN ALBERTA

CALL 403-504-8026 TO REGISTER

Medicine Hat Family Services

Parenting after Separation

Sponsored by Alberta Family Justice (Justice and Solicitor General)

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 4 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 provided 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.

A: SEPTEMBER 15 & 16, 7:00 PM - 10:00 PM

B: NOVEMBER 17 & 18, 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 receives 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 skill building sessions 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.

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 3 hour workshop format. You choose what's best.

Fees are based on length of workshop, time and travel.

Some thematic topics include:

- ▶ Boundaries
- ▶ Stress
- ▶ Grief and Loss
- ▶ Love Connections
- ▶ Mindfulness
- ▶ Child Development and Self-Esteem
- ▶ Creating Healthy Relationships
- ▶ Learning to Trust Ourselves and Others
- ▶ Sexual Assault and Sexual Abuse
- ▶ Possibilities Thinking: Taking in the Good
- ▶ B.I.F.F - Quick responses to High Conflict people, their personal attacks, hostile e-mails and social media meltdowns.

Participants include parents, guardians, volunteers in human services, corporate citizens and oil field workers.

Facilitators: Family Service Staff Members

Medicine Hat Family Service also offers subsidized individual, couples and family counselling services. Subsidies made possible through FCSS, Municipal Governments of Medicine Hat, Redcliff, Cypress County, County of Forty Mile and United Way of Southeastern Alberta. If you would like more information about these courses and other services offered by MHFS, or wish to register, please call 403.504.8026 or fax at 403.504.0351

**We also act as the fiscal agent for SARC
– Sexual Abuse Response Committee**

Phone: 403.504.8029

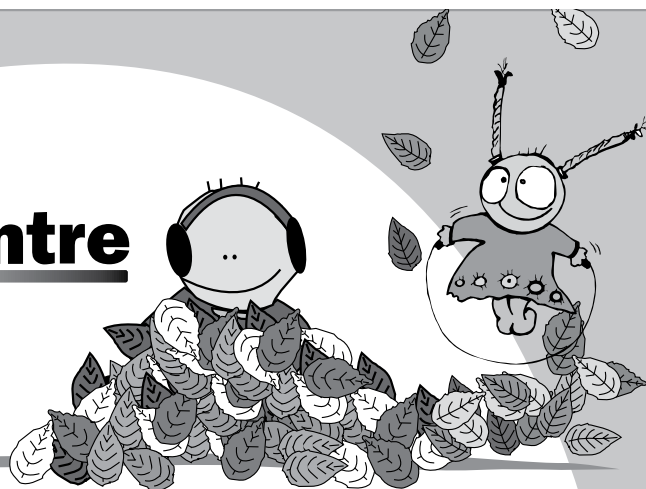
Facebook: SARCmedicinehat



McMan

McMan parentLINKcentre

2425 Southview Dr. SE
Ph: 403-504-0833
Toll Free: 1-888-878-Link (5465)



McMan Parent LINK Centre September - December 2014

Parent Education Classes

Throughout the year we offer a variety of parenting workshops (ie: toilet training, budgeting, meal planning, etc.) and Triple P Parenting courses, available in individual or group format for your children 0-16 years of age.



We offer 2 hour classes to help you deal with:

- Tantrums and Whining
- Fighting and Aggression
- Disobedience
- Bedtime Struggles

Call 403-504-0833 to register for our classes or for more information.

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

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.



Follow us on Facebook

McMan-Parent-Link  Like

Rural Structured Play Groups:

Monthly Sessions available in Seven Persons, Redcliff and Irvine. Please call (403)504-0833 to see when the playgroup is in your community!

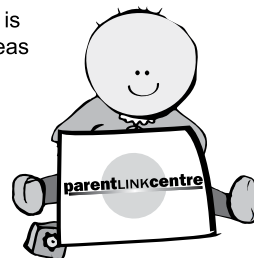
Ages & Stages

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.

Many other programs running... see our website for current calendar and monthly newsletter.



**McMan Parent Link Centre is celebrating
10 years February 2015. Look for announcements
of fun Anniversary activities coming soon!**

Be
the **Best**
Parent
you can be!

...make the
most of the
early years.

Alberta Government

PH: 403-504-0833

www.parentlinkcentre.com



■ 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 are provided.

Condominium Law and 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, OCT 15, 10:30 AM - 12:30 PM
OFF CAMPUS: MHPL THEATRE (DOORS OPEN AT 10:00 AM)

Being an Executor

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, OCT 22, 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, OCT 24, 10:30 AM - 12:30 PM
OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)

Personal Directives

If you become mentally or physically incompetent, who will handle your medical and other personal life decisions and the kinds of choices made on your behalf? Preparing your Personal Directive will increase your control over medical care received in an emergency or in the event of deteriorating health. In this session, we will explore what this directive should include and examine medical, legal, and ethical issues. Host: Isabelle Adams-Modien, Office of the Public Guardian

Course ID: YL 0306

WED, OCT 29, 10:15 AM - 12:00 PM
OFF CAMPUS: MHPL THEATRE (DOORS OPEN AT 10:00 AM)

Residential Landlord and Tenant

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, NOV 12, 10:15 AM - 12:00 PM
OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)

Estate Law and Planning

Your family and friends hold a special place in your heart. That's why it is important to develop your estate plan to help shape the future and ensure that your wishes remain intact. Join us to hear a fresh perspective on strategies to consider for preserving everything you have worked hard to build. Hosts: Jackson D. Woodruff and Les Scholly

Course ID: YL 0002

WED, NOV 19, 10:15 AM - 12:00 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.

Small Claims

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, NOV 26, 12:10 PM - 12:50 PM
OFF CAMPUS: MHPL THEATRE (DOORS OPEN AT 10:00 AM)

→ 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.



Legal Toolkit

An Enduring Power of Attorney, a Personal Directive, and a Will: these are important elements of a legal toolkit that everyone should have. These allow you to identify your wishes in the event of disability or death and help your family and friends carry them out. Learn more about these legal tools and what is involved in acquiring them. Host: Cameron J. Kemp Law Office

Course ID: YL 0300

WED, SEP 24, 7:00 PM - 9:00 PM

OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL

Buying and Selling a Home

Purchasing or selling your home? Learn what questions you need to ask, what to be aware of before you sign the contract and how long it typically takes to close a deal. Find out what a lawyer does in this transaction. Join us to have your legal questions about the purchase or sale of real estate answered. Host: Cameron J. Kemp Law Office

Course ID: YL 0028

WED, NOV 5, 7:00 PM - 9:00 PM

OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL



Arrange a Public Legal Education session for your organization or group on any legal subject.

Please contact the Public Legal Education Coordinator, Medicine Hat College at 403.529.3848.

Corporate Contract Training

Use our expertise to help your business stay productive and competitive.

Continuing Studies at the Medicine Hat College provides quality training to meet the ever-changing and unique needs of the companies in our community.

We understand that in the busy day-to-day activities of your organization, that it can be a challenge to find time to provide training to your staff. But we can help you! Let us teach your staff at a time and place that is convenient for you. We can even design the content of the course to specifically meet your needs.

We provide training services in the following areas:

- ▶ Business and Leadership
- ▶ Management Seminars
- ▶ Computers and Technology
- ▶ Trades
- ▶ Workplace Health & Safety
- ▶ Language and Communication

Shannan Hurlbut

Program Administrator – Continuing Studies

Medicine Hat College

Direct Line: 403.529.3849

Kristi Liboiron

Program Administrator – Continuing Studies

Brooks Campus, Medicine Hat College

Direct Line: 403.362.1675

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BROOKS CAMPUS

BROOKS CAMPUS

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. Certificate Request forms are available from your instructor or by contacting Continuing Studies at 403-362-1698.
- ▶ Students have up to 2 years to complete the requirements to earn the certificates below.

Computer Office Certificate

- ▶ Take Charge of Your Files & Photos
- ▶ Microsoft Word 1A & 1B* (2 courses)
- ▶ Microsoft Excel 1A & 1B* (2 courses)
- ▶ Microsoft Access 1A & 1B* (2 courses)
- ▶ Microsoft Outlook
- ▶ Building PowerPoint Presentations

Advanced Computer Office Certificate

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

- ▶ Microsoft Word Levels 2 & 3* (2 courses)
- ▶ Microsoft Excel Levels 2 & 3* (2 courses)
- ▶ Microsoft Access Levels 2*

Computerized Bookkeeping Certificate

- ▶ Introduction to Bookkeeping
- ▶ Sage 50 1, 2 & Reconciliations* (3 Courses)
- ▶ Take Charge of Your Files & Photos
- ▶ Microsoft Word 1A & 1B* (2 courses)
- ▶ Microsoft Excel 1A & 1B* (2 courses)
- ▶ Microsoft Excel: Formulas & Functions

* Special pricing available when you enroll in multiple courses.

Individual courses are marked by the certificate symbols



Requirement for
Computer Office
Certificate



Requirement for
Advanced Computer
Office Certificate



Requirement for
Computerized
Bookkeeping Certificate

CERTIFICATE EXAMINATIONS

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*.

Exams	Programs
Basic Computers and Introduction to MS Office Applications for the PC	Hospital Unit Clerk Medical Office Assistant
Manage your Files & Photos	Computer Office Certificate Computerized Bookkeeping Certificate
MS Word Level 1A & MS Word Level 1B*	Computer Office Certificate Computerized Bookkeeping Certificate Medical Office Assistant Certificate
MS Word Level 2	Advanced Computer Office Certificate
MS Word Level 3	Advanced Computer Office Certificate
MS Excel Level 1A & MS Excel Level 1B*	Computer Office Certificate Computerized Bookkeeping Certificate
MS Excel Level 2	Advanced Computer Office Certificate
MS Excel Level 3	Advanced Computer Office Certificate
MS Excel Formulas & Functions	Computerized Bookkeeping Certificate
MS Access Level 1A & MS Access Level 1B*	Computer Office Certificate
MS Access Level 2	Advanced Computer Office Certificate
Building PowerPoint Presentations	Computer Office Certificate
MS Outlook	Computer Office Certificate
Sage 50 Levels 1, 2 & Reconciliations*	Computerized Bookkeeping Certificate
Introduction to Bookkeeping	Computerized Bookkeeping Certificate

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

COMPUTER EXAMS

Dates and times for all exams can be booked through the Front Office at 403.362.1698.

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

Exams may be challenged if the student has the prerequisite knowledge and does not wish to take the course but receive credit toward a certificate program. *If you do not receive a passing grade in the challenge exam, you must attend the course and re-write the exam to receive credit toward a certificate.*

Course ID: CT 0400

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

→ Introductory Courses

Basics of Personal Computers

The very basic computer skills are introduced in this class. You will:

- ▶ Learn to turn the computer on
- ▶ Control the mouse
- ▶ Recognize the parts of the screen and their functions
- ▶ Run basic Windows programs

No previous experience is necessary. You will have time for practice experimenting with your new skills and leave the class with much more confidence using the computer. Instructor: Janessa Connor

Course ID: CT 0901

WED & THUR, SEP 17 & 18, 6:00 PM - 8:00 PM - 2 EVENINGS, \$99 + GST

Course ID: CT 0904

SAVINGS! Take BOTH Basics of Personal Computers and Introduction to Microsoft Office Applications 2010 for only \$199 + GST.

Introduction to Microsoft Office Applications

You can learn more about computers, even if you aren't sure of your next step. We will cover the basics of Microsoft Word, Excel and PowerPoint so that each student can decide which program will work for them. You will 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

WED & THUR, SEP 24 & 25, 6:00 PM - 9:00 PM - 2 EVENINGS, \$129 + GST

Take Charge of Your Files and Photos



Organize all of your files, whether they are data, photos, videos or music.

- ▶ Organize your files into file folders,
- ▶ Upload pictures from your digital camera
- ▶ Save the files attached to e-mails
- ▶ Copy or move files to portable storage devices like CDs or flash drives

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

WED & THUR, OCT 1 & 2, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + GST

→ Microsoft Office Applications

Pre-requisites are suggested for you to feel comfortable with the material and get the most from the class. It is assumed that you have the suggested knowledge in the prerequisite course material in each class.

Microsoft Word 2010 Level 1A: Fundamentals



An introduction to Microsoft Word 2010 - discover the basics of creating great Word documents including:

- ▶ Enter and edit text
- ▶ Create, save, and edit Word files
- ▶ Format your text
- ▶ Spelling and grammar checks

Prerequisite: Basics of Personal Computers. Instructor: Janessa Connor

Course ID: CT 0915

MON & WED, OCT 6 & 8, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + 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 \$329 + GST.

Microsoft Word 2010 Level 1B: Formatting for Clarity



Add clarity and improve the appearance of your documents.

- ▶ Set, use and modify tabs
- ▶ Align paragraphs and adjusting spacing
- ▶ Add bullets or numbers to your text
- ▶ Use page numbers, headers and footers
- ▶ Adjust margins, orientation and page layout

Prerequisite: Microsoft Word Level 1A. Instructor: Janessa Connor

Course ID: CT 0916

WED & THUR, OCT 22 & 23, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + GST

Microsoft Word Level 2: Adding Visual Impact and Clarity



Give your documents a professional appeal and deliver information in fast and exciting ways. Add the following features to your Word documents:

- ▶ Pictures, illustrations or diagrams, tables and columns
- ▶ Mail merges
- ▶ Styles, Quick parts and Themes

Prerequisite: Microsoft Word Level 1A & 1B. Instructor: Janessa Connor

Course ID: CT 0919

WED & THUR, OCT 29 & 30, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + GST

Online learning Anytime, Anywhere... Just A Click Away!

ed2go

Learn More

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 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.

www.ed2go.com/mhc

Microsoft Excel 2010 Level 1A: Fundamentals

You will discover the basics of creating Excel spreadsheets:

- ▶ Navigate the MS Excel 2010 window
- ▶ Enter and edit cell contents
- ▶ Build spreadsheets
- ▶ Save and edit spreadsheet files
- ▶ Create basic formulas

Prerequisite: Basics of Personal. Instructor: Janessa Connor

Course ID: CT 0928

WED & THUR, NOV 5 & 6, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + GST

Course ID: CT 0931

SAVINGS! Take BOTH Microsoft Excel 2010 Level 1A: Fundamentals and Microsoft Excel 2010 Level 1B: Spreadsheet Solutions for only \$329 + GST.

Microsoft Excel 2010 Level 1B: Spreadsheet

You can improve the function and appearance of your spreadsheets by:

- ▶ Attractively format and print your spreadsheets
- ▶ Create formulas and functions
- ▶ Understand relative and absolute addresses in formulas
- ▶ Use multiple sheets in one workbook

Prerequisite: Microsoft Excel Level 1A. Instructor: Janessa Connor

Course ID: CT 0930

WED & THUR, NOV 12 & 13, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + GST

Microsoft Excel Level 2: Dynamic Spreadsheets

Enhance the clarity and efficiency of your spreadsheets.

- ▶ Use functions to calculate and summarize spreadsheets
- ▶ Apply text functions to eliminate retyping data
- ▶ Use cell formats and worksheet styles for improved worksheet appearance
- ▶ Insert graphic elements and interactive charts

Prerequisite: Microsoft Excel Level 1A & 1B. Instructor: Janessa Connor

Course ID: CT 0934

WED & THUR, NOV 19 & 20, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + GST

Microsoft Excel: Formulas and Functions

Improve your formula writing skills so that you can create more efficient worksheets.

- ▶ Understand the math behind functions & formulas so you can create better spreadsheets
- ▶ Create seemingly complex formulas and functions with ease
- ▶ Practice your new formula writing skills using various real world examples

Prerequisite: Microsoft Excel Level 1A & 1B. Instructor: Janessa Connor

Course ID: CT 0939

WED & THUR, NOV 26 & 27, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + GST

Microsoft Outlook: Calendars, Contacts & Meetings

Are you using Microsoft Outlook to its full extent?

- ▶ Create appointments from e-mails, schedule and reschedule meetings and invite attendees
- ▶ Share calendars with the people you work with, so you can check availability or even make appointments for each other
- ▶ Keep track of task progress, send reminders, or assign a task to someone else
- ▶ Save hours of searching for addresses and information using Contacts

Prerequisite: Familiar with sending and receiving email.

Course ID: CT 0910

WED & THUR, DEC 3 & 4, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + GST

Building Dynamic PowerPoint (2010) Presentations

Create dynamic PowerPoint presentations for business or personal purposes

- ▶ Build and edit presentations
- ▶ Include with text, graphics and tables
- ▶ Add sound and animation
- ▶ Prepare and deliver presentations

Students are encouraged to bring digital photos and music to create their own presentation.

Prerequisite: Introduction to Microsoft Applications. Instructor: Janessa Connor

Course ID: CT 0945

WED & THUR, DEC 10 & 11, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + 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

WED & THUR, DEC 17 & 18, 6:00 PM - 9:00 PM - 2 EVENINGS, \$179 + 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: Tammy Jamieson

Course ID: CT 0995

WED & THUR, OCT 15 & 16, 6:00 PM - 8:00 PM - 2 EVENINGS, \$109 + 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: Tammy Jamieson

Course ID: CT 0996

WED & THUR, OCT 29 & 30, 6:00 PM - 8:00 PM - 2 EVENINGS, \$109 + GST

→ Financial Courses

Introduction to Bookkeeping



Introductory theory-based course designed for individuals who will be doing books for small businesses. Delivers the necessary theory and fundamental practices to pursue computerized bookkeeping projects. Instructor: Aziza Ahmed

- ▶ Understand the accounting cycle and accepted practices
- ▶ Enter transactions into journals including: Accounts Receivable/Payable, Inventory & Payroll transactions
- ▶ Post to ledgers
- ▶ Prepare trial balances and financial statements
- ▶ Complete year end procedures

Course ID: CA 0917

TUE, OCT 14 - DEC 16, 6:00 PM - 9:00 PM - 10 WEEKS, \$299 + GST

Course ID: CT 0964

SAVINGS! Take BOTH Introduction to Bookkeeping and Sage 50 Level 1 for only \$539 + GST.

Sage 50 - Level 1 (Formerly Simply Accounting)



A hands-on business simulation in which students will create and post a complete set of books using Sage 50. Even if you haven't upgraded to Sage 50, this class will be suitable for those using Simply Accounting

- ▶ Set up and maintain a company's books
- ▶ Enter transactions in all journals of Sage 50
- ▶ Correct and adjust entries
- ▶ Produce reports and statements

Pre/Co-requisite: Introduction to Bookkeeping, or understanding of double entry bookkeeping and recording debits and credits. Instructor: Shelden Tjeerdema, CGA

Course ID: CT 0965

TUE & THUR, SEP 16 - 30, 6:30 PM - 9:30 PM - 5 EVENINGS, \$299 + GST

Sage 50 - Level 2 (Formerly Simply Accounting)



The tips and tricks of Sage 50 will get the software doing more of the work for you. Features include:

- ▶ Program security
- ▶ Recurring entries
- ▶ Make CCRA payments for payroll and GST
- ▶ Prepare budget reports
- ▶ Job costing or Departmentalized tracking
- ▶ Record the sale of service
- ▶ Credit cards and sales taxes

This class will be suitable for those using Simply Accounting

Prerequisite: Sage 50 Level 1. Instructor: Shelden Tjeerdema, CGA

Course ID: CT 0966

THUR & TUE, OCT 2 & 7, 6:30 PM - 9:30 PM - 2 EVENINGS, \$189 + GST

Course ID: CT 0969

SAVINGS! Take BOTH Sage 50 Level 2 and Sage 50 Reconciliations for only \$259 + GST.

Sage 50 Reconciliations (Formerly Simply Accounting)



Use the bank reconciliation and deposit slip features to automate your banking transactions and any journal entries they produce. This feature is versatile and can be used to reconcile any account that includes statements, including credit cards. Suitable for those using Simply Accounting. Prerequisites: Sage 50 Level 2. Instructor: Shelden Tjeerdema, CGA

Course ID: CT 0968

THUR, OCT 9, 6:30 PM - 9:30 PM - 1 EVENING, \$99 + GST

Introduction to QuickBooks 2012

ONLINE

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: SEP 17, OCT 15, NOV 12 AND DEC 10; \$139+GST

Intermediate QuickBooks 2012

ONLINE

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: SEP 17, OCT 15, NOV 12 AND DEC 10; \$139+GST



Give a Gift of Class

Consider giving a gift of class to someone special with a gift certificate from Continuing Studies, MHC.

Great for that hard-to-buy-for person, gift certificates are available in any dollar amount and can be purchased at the Registration Desk, MHC or by calling 403.362.1677.

CERTIFICATE PROGRAMS

→ Management Seminars For Supervisory Personnel

Foundations for Management Excellence

For more details about the Certificate Programs, please go to:
www.mhc.ab.ca/continuing-studies

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 performance and job satisfaction.

These engaging seminars will provide you with the tools you need to start creating change within your organization. You will take away practical, realistic and down-to-earth information that is easy to apply in the workplace right away.

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

Participants will receive a personalized certificate of completion. Course fee includes materials.

To ensure that course materials are available, please register no later than 3 business days prior to course commencement.

Savings! Take all 5 sessions for \$1295+GST

Management Foundations

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

Course ID: CA 0961

THURSDAY, OCTOBER 9, 9:00 AM - 4:00 PM; \$299 + GST

The Challenge of Leadership

- ▶ Managerial styles
- ▶ Which kind of leadership style is best?
- ▶ What makes an effective leader?
- ▶ Improving your leadership ability

Course ID: CA 0962

THURSDAY, OCTOBER 16, 9:00 AM - 4:00 PM; \$299 + 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, OCTOBER 23, 9:00 AM - 4:00 PM; \$299 + GST

Effective Communications

- ▶ Communications and the leadership
- ▶ Why communications break down
- ▶ Giving and receiving instructions
- ▶ Guides to readable writing
- ▶ Ten commandments for effective listening
- ▶ Challenges with diversity
- ▶ Upward, downward and lateral communications
- ▶ Communications and team building
- ▶ Making more effective decisions

Course ID: CA 0964

THURSDAY, OCTOBER 30, 9:00 AM - 4:00 PM; \$299 + 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, NOVEMBER 6, 9:00 AM - 4:00 PM; \$299 + GST

"This class was excellent and I learned a lot. Wally is an excellent Facilitator. I've been to \$10,000 courses and this was by far, a lot more in depth and definitely better"

— Supervisor, Inland Cement, Medicine Hat



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.

➔ 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 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.

Successful completion of Medical Terminology is a prerequisite to entering the Medical Office Assistant and Hospital Unit Clerk certificate programs. In order to successfully complete the course, students must earn a grade of 75% or better and have a minimum of 85% attendance and active participation in class. Instructor: Amber Hudec

PLEASE NOTE: The 'Medical Terminology' course offered through ed2go is not an acceptable prerequisite to the Medical Office Assistant Certificate or Hospital Unit Clerk Certificate.

Students who have not been assessed at a CBL 7 level may be required to complete an assessment for entry to the program.

Course ID: CA 0902

A: TUE, OCT 14/14 - JAN 13/15 (NO CLASSES DEC 23 & 30/14), 6:00 PM - 9:30 PM - 12 WEEKS, \$595 + GST

B: MATERIAL FEES: \$35 + GST

C: REQUIRED TEXTBOOK - MEDICAL TERMINOLOGY SYSTEMS (7TH EDITION), AUTHOR: BARBARA A. GYLYS & MARY ELLEN WEDDING, \$85 + GST

REGISTRATION DEADLINE: FRI, OCT 3

NOTE: Material fees and textbooks costs will not be refunded after the Registration Deadline. Textbook fees are subject to change.

Procedures and Ethics for the Medical Office

Prerequisite: Medical Terminology. 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. In order to successfully complete the course, students must earn a grade of 75% or better and have a minimum of 85% attendance and active participation in class.

Course ID: CA 0907

WINTER/SPRING 2015

Keyboarding/Skillbuilding I

Student self-directed study: 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 for the PC

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 for the PC. For exam dates, see Brooks Computers & Technology.

Microsoft Word Level 1A & 1B

Effective September 1, 2013, Microsoft Word Level 1A & 1B will also be required to earn the Medical Office Assistant Certificate. For upcoming dates and times see Brooks Computers & Technology. Students who feel they have the prerequisite computer skills, may challenge the exam for Microsoft Word Level 1A & 1B. For exam dates, see Brooks Computers & Technology.

Standard First Aid with Level C CPR

The Standard First Aid course must be successfully completed before the Medical Office Assistant Certificate will be awarded. For upcoming dates and times see Brooks Workplace Health & Safety.

➔ Computerized Bookkeeping Certificate

For more details about the program, please go to: www.mhc.ab.ca/continuing-studies

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. Students will learn traditional bookkeeping techniques, bookkeeping software and computer applications for business.

Students must complete the following prescribed courses:

- ▶ Introduction to Bookkeeping
- ▶ Sage 50 Levels 1, 2 & Reconciliations* (3 Courses)
- ▶ Take Charge of Your Files & Photos
- ▶ Microsoft Word Levels 1A & 1B* (2 courses)
- ▶ Microsoft Excel Levels 1A & 1B* (2 courses)
- ▶ Microsoft Excel: Formulas & Functions

*Special pricing available when you enroll in multiple courses.

For detailed course information, please refer to Computers & Technology, pages 57-59.

Introduction to Bookkeeping

Course ID: CA 0917

TUE, OCT 14 - DEC 16, 6:00 PM - 9:00 PM - 10 WEEKS, \$299 + GST

Sage 50 - Level 1 (Formerly Simply Accounting)

Course ID: CT 0965

TUE & THUR, SEP 16 - 30, 6:30 PM - 9:30 PM - 5 EVENINGS, \$299 + GST

Sage 50 - Level 2 (Formerly Simply Accounting)

Course ID: CT 0966

THUR & TUE, OCT 2 & 7, 6:30 PM - 9:30 PM - 2 EVENINGS, \$189 + GST

Entrepreneurship Certificate**ONLINE**

Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. Then learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. Then take home a step by step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand.

At the end of this certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage and market your new business.

Three one-month courses, available separately or as a certificate.

This Certificate includes the following three courses:

- ▶ Entrepreneur Boot Camp
- ▶ The Business Plan
- ▶ Entrepreneurial Marketing

Course ID: ON 0068

SEP 2 - NOV 28, \$495+GST

For individual course information, please see Business & Leadership section of this calendar on page 19-20.

Certificate In Workplace Communication**ONLINE**

Good communication in the workplace is more important than ever. And critical to your career advancement and success. Come get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work. Three one-month courses

This Certificate includes the following three courses:

- ▶ Conflict Management
- ▶ Negotiation: Get What You Want
- ▶ Using Personality Profiles for Better Work Performance

Course ID: ON 0085

SEP 2 - NOV 28, \$595+GST

For individual course information, please see Business & Leadership section of this calendar on page 21.

Developing Your Leadership Skill**ONLINE**

Especially for future and emerging leaders in Gen Y, come discover the key concepts of being a leader and the best strategies for developing your leadership skills and influence. Learn the unspoken secrets that leaders know and the strategies they employ/exhibit in for influencing others. Leadership skills are acquired and learned. The action takes place in attending meetings, running meetings, interacting with others 1:1, and employing successful techniques to convince and influence others. You can become a leader if you know the do's and don'ts; what to say, what not to say; what to do, what not to do.

Course ID: ON 0097

OCT 6 - 31, \$145+GST

→ Supply Management Diploma

Offered in Partnership with
the Supply Chain Management Association



**For more details about the program go to
www.mhc.ab.ca/continuing-studies**

The Supply Management Diploma will equip entry-to mid-level practitioners with the necessary skills to support supply chain functions, and the related business skills to help advance their careers.

Who Should Attend

- ▶ Junior buyers, purchasing assistants, production planners, warehouse clerks, material handlers, logistics administrators, inventory co-ordinators as well as associates, analysts and specialists
- ▶ Individuals who work outside of the supply management field but have some procurement, logistics, transportation or operations responsibilities

Courses are offered on the weekend at the Medicine Hat College campus. Course details can be found on page 16.

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

- ▶ Introduction to Procurement
- ▶ Introduction to Accounting and Finance



Free Information Session

Thursday, September 25

6:00 PM - 7:00 PM

Medicine Hat Campus, Room F1008

Learn more about the Program - Everyone Welcome!

- ▶ Please RSVP to Erin at 403.502.8975



WORKFORCE DEVELOPMENT

Managing Workplace Change and Transition

NEW

Discover why introducing changes can be challenging in workplaces and then learn what leaders can do to help people make a positive transition to new ways of work. Using William Bridges leading edge book "Managing Transitions: Making the Most of Change" we will discover how changing just one thing results in a chain reaction that multiplies the impact on people and organizations. You will learn about why managing transitions is more important than managing change events themselves. Explore practical strategies for:

- ▶ Creating positive endings with old ways, systems and structures;
- ▶ Navigating through the chaotic times of the "Neutral Zone";
- ▶ Preventing resistance to change and managing resistance when it occurs
- ▶ Fully supporting "new ways of work" as changes are completed.

A copy of, "Managing Transitions: Making the Most of Change" by William Bridges is included in your course registration.

Facilitator: Paula J. MacLean is the best-selling author of six books focused on human resources management and organizational leadership. She is well-recognized for being inspiring, educational and entertaining course leader. Paula is a former senior manager of several organizations and for the past 23 years has owned MMCS Ltd, a leading Alberta organizational consulting enterprise. She also owns and operates Silver Creek Press (www.silvercreekpress.ca).

Course ID: CA 0059

TUE, DEC 2 & 9, 9:00 AM - 12:00 PM - 2 MORNINGS, \$349 + GST; eFACILITATION

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

TUE & WED, OCT 14 - DEC 2 (NO CLASS NOV 11), 6:00 PM - 8:00 PM - 7 WEEKS, \$325 + GST
GED TESTING IS AVAILABLE AT THE MEDICINE HAT COLLEGE - SEE PAGE 24 FOR DATES.

English Pronunciation

This course is designed to help non-native speakers of English in their pronunciation. It focuses on the sounds of English. Students will learn to identify and produce the consonants and vowels of English based on the phonetic alphabet. This course will include listening, reading, writing, and speaking. Students are expected to have knowledge of English and be able to communicate on a basic level.

Course ID: LA 0970

TUE, WED & THUR, SEP 23 - DEC 11, 5:00 PM - 6:00 PM (36 HOURS), \$239 + GST

ACE TESOL

NEW

The ACE TESOL Certificate is an introductory ESL (English as a Second Language) teacher training course that will provide you with the tools, strategies and knowledge to be successful as an English language teacher of adults. The ACE TESOL Certificate course places a strong emphasis on practical teaching skills and uses pair work, small group work, class discussions and teaching demonstrations to enhance each participant's learning experience. The ACE TESOL Certificate, with 100 hours of classroom instruction and the 20-hour practicum, is recognized by TESL Canada for Professional Certificate Standard One. The ACE TESOL Certificate course is:

- ▶ 100 hours of classroom instruction
- ▶ Practicum hours
- ▶ A practical, task-based and participatory learning experience
- ▶ Taught by professional, qualified, experienced and energetic trainers
- ▶ Based upon the most current teaching theory and methodologies

Take the ACE TESOL Certificate course to:

- ▶ Receive a professional, internationally recognized ESL teaching credential
- ▶ Increase your marketability as an ESL teacher and make you more competitive in the job market
- ▶ Obtain the qualifications and skills to teach English abroad or in Canada
- ▶ Increase your self-confidence as a teacher
- ▶ Improve your communication and presentation skills
- ▶ Have the opportunity to practice teaching in a safe environment
- ▶ Learn through pair work, small group work, teaching demonstrations and discussions

Admission Requirements: An undergraduate degree (with any major) from an accredited post-secondary institution is strongly recommended for enrolment. A degree is required in order to be eligible for TESL Canada Professional Certification. Applicants whose first language is not English must satisfy the English Language Proficiency requirement for Mount Royal credit programs. Please note that participants who wish to apply for TESL Canada Professional Certification should check English Language Proficiency scores on the TESL Canada website.

Contact Kristi Liboiron at 403.362.1675 for more information.

Course ID: CA 0920

FRI & SAT, SEP 5 - NOV 22, (NO CLASSES OCT 3, 4, 10 & 11) - 11 WEEKS
FRI: 5:30 PM - 9:00 PM / SAT: 8:45 AM - 4:15 PM, \$3,500

Onboarding New Employees

ONLINE

Ensure a smooth transition from best candidate to star employee. Onboarding is the process of socializing new employees into the organization. Onboarding of employees begins well before traditional new-hire orientation and has long reaching implications. At the conclusion of the class you will have constructed an Onboarding Program for use in your own organization.

Course ID: ON 0094

SEP 2 - 26, \$195+GST

Interview Skills

ONLINE

Acquire new skills in job interviewing. You should attend if you want to improve your chances for being hired for a position, as well as if you are a leader who wants to improve the results of your hiring practices. A recent study by The Society of Human Resource Management (SHRM) found that up to 75% of employee performance issues can be directly identified during the interview process. This class will help you identify the "red flags" during the interview process so that you can avoid all the expense and problems associated with a bad hire.

Course ID: ON 0099

SEP 2 - 26, \$295+GST

TRADES & INDUSTRY

➔ 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, safety training and essential employability skills. 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 career change.

PRE-EMPLOYMENT WELDING - BROOKS CAMPUS

\$5,100, BOOKS/MATERIALS: \$500 (APPROX.), AIT EXAM: \$150
WINTER 2015: JANUARY 6 - JUNE 27
TUE & THUR: 6:00 PM - 10:00 PM/ SAT: 8:00 AM - 4:00 PM
REGISTRATION DEADLINE DEC 1, 2014

PRE-EMPLOYMENT ELECTRICAL - MEDICINE HAT CAMPUS

\$4,650, BOOKS/MATERIALS: \$500 (APPROX.), AIT EXAM: \$150
WINTER 2015: JANUARY 6 - APRIL 30
TUE & THUR: 6:00 PM - 10:00 PM PLUS 12 HOURS/WEEK OF ONLINE WORK.
REGISTRATION DEADLINE DEC 1, 2014

PRE-EMPLOYMENT CARPENTRY - MEDICINE HAT CAMPUS

COMING SPRING 2015
CALL 403-502-8975 OR E-MAIL EFERRIS@MHC.AB.CA TO BE PUT ON THE INTEREST LIST



Pre-Employment Welding

Free Information Evening

Wednesday, October 15 at 6:00 pm

Program Dates

Tuesday, Thursday and Saturday,
January 6 - June 27, 2015

Tuesday & Thursday 6:00pm - 10:00pm and
Saturday 8:00am - 4:00pm

Everyone Welcome!

For more information, contact Kristi Liboiron at
403.362.1675



Welding Safety Course

This is a mandatory pre-requisite for the Basic MIG and Basic Stick welding courses. This course will cover the safety hazards that you may encounter while welding and the safe practices you should follow. This course is good for one year (until Winter 2015).

Course ID: TT 0911

WED, OCT 22, 6:00 PM - 9:00 PM - 1 EVENING, FREE OF CHARGE, BUT PRE-REGISTRATION IS REQUIRED

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. Please note: You must take the pre-requisite safety course on October 22 before taking this course.

Course ID: TT 0902

MON & WED, OCT 27 - NOV 10, 6:00 PM - 9:00 PM - 5 EVENINGS, \$395 + GST

Course ID: TT 0904

SAVINGS! Take BOTH Basic MIG Welding and Basic Stick Welding for only \$749 + 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. Please note: You must take the pre-requisite safety course on October 22 before taking this course.

Course ID: TT 0903

MON & WED, NOV 12 - 26, 6:00 PM - 9:00 PM - 5 EVENINGS, \$395 + GST

Blue Seal

Business Proficiency Designation

The Blue Seal Certification - Business Proficiency Designation was established by the Alberta Apprenticeship and Industry Training Board to encourage and recognize business training. If you are a certified Alberta Journeyperson in a designated trade or occupation, earning a Blue Seal proves that you not only meet Alberta's high industry standards, but you also have the drive to develop your business skills.

Medicine Hat College is an approved provider of training. To earn a Blue Seal you must complete 150 hours of study in business courses. There are 18 business subject areas you may study. For more information, visit www.mhc.ab.ca/continuing-studies.



→ Oil & Gas Safety Training – Enform



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 0904

B: TUE - THUR, OCT 14 - 16, 8:30 AM - 4:30 PM - 3 DAYS, \$775 + GST

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. Students are reminded to please bring a calculator to class.

Course ID: WH 0905

B: MON - THUR, OCT 20 - 23, 8:30 AM - 4:30 PM - 4 DAYS, \$835 + GST

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 0906

B: FRI, OCT 24, 8:30 AM - 4:30 PM - 1 DAY, \$420 + GST

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 0907

B: SAT, NOV 1, 8:30 AM - 4:30 PM - 1 DAY, \$330 + GST

Note: for enform dates available in medicine hat, please see page 32

■ WORKPLACE HEALTH AND SAFETY

→ Alberta Transportation

Alberta Transportation 101

NEW

The truck transportation industry is heavily regulated, and most carriers either don't know they are classified as a transport carrier, or don't know what the rules are that they have to follow. We will go through the National Safety Code Standards and related legislation governing the truck driving industry that you are expected to comply with. This 1 day course will also cover hours of service regulations. Save your company the cost of heavy fines and be prepared for an NSC Audit. Instructor Dan Wallis is an auditor for Alberta Transportation and is very knowledgeable of current NSC safety standards.

Course ID: WH 0911

A: THUR, SEP 25, 8:30 AM - 4:30 PM - 1 DAY, \$380 + GST

B: THUR, OCT 23, 8:30 AM - 4:30 PM - 1 DAY, \$380 + GST

Alberta Transportation 101 - Buses

NEW

The truck transportation industry is heavily regulated, and most carriers either don't know they are classified as a transport carrier, or don't know what the rules are that they have to follow. This course will specifically focus on transportation rules for buses. Any company, church or school that has a bus should plan to attend.

Instructor Dan Wallis is an auditor for Alberta Transportation and is very knowledgeable of current NSC safety standards.

Course ID: WH 0912

FRI, OCT 10, 8:30 AM - 4:30 PM - 1 DAY, \$380 + GST

CERTIFICATES IN INDUSTRY & WORKPLACE

→ Occupational Health and Safety Certificate



For more details about the certificate program go to www.mhc.ab.ca/continuing-studies

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 more informations on courses, go to page 34

Free Information Session

Thursday, September 4
6:00 PM - 7:00 PM

Medicine Hat College, Room F1007
Please RSVP to Shannan at 403.529.3849

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!



→ Home Inspection Certificate

There has never been a stronger demand for home inspections than there is today. Consumers have a need to be better informed and want maximum value for what is often their largest financial decision – purchasing a home.

Medicine Hat College is pleased to partner with Carson Dunlop and Associates to offer this high quality and convenient program. This 10-course program provides students with the technical skills and expertise needed to succeed in the Home Inspection field. Students learn how to conduct visual examinations and deliver written reports on the physical and operational condition of homes or housing units.

For course details, see page 33 or visit mhc.ab.ca/continuing-studies

→ Food Sanitation & Hygiene

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

ONE DAY FOOD SAFETY CLASS

A: SAT, SEP 13, 9:00 AM - 5:00 PM - 1 DAY, \$165 (INCLUDES COURSE MATERIALS)
B: SAT, NOV 22, 9:00 AM - 5:00 PM - 1 DAY, \$165 (INCLUDES COURSE MATERIALS)
C: SAT, FEB 7/15, 9:00 AM - 5:00 PM - 1 DAY, \$165 (INCLUDES COURSE MATERIALS)
D: SAT, MAR 21/15, 9:00 AM - 5:00 PM - 1 DAY, \$165 (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 3 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

SAT, OCT 25, 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

SAT & SUN, OCT 25 & 26, 8:00 AM - 5:00 PM - 2 DAYS, \$165 + GST

→ Canadian Mental Health

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 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 person who is interested or who may come in contact with a person at risk of suicide is encouraged to attend. ASIST meets the requirements for Alberta College of Social Workers Category A credits. Each participant will receive a certificate upon completion.

Course ID: PD 0993

THUR & FRI, JAN 22 & 23/15, 8:30 AM - 4:30 PM - 2 DAYS, \$195
LOCATION: BROOKS CAMPUS, MEDICINE HAT COLLEGE

ARTS & LEISURE

Drawing for Beginners

You say you can't draw a stick person? And yet you feel the urge to draw? This class is for you! You will learn how to draw using the right side of your brain and achieve amazing results, guaranteed! This class uses an array of techniques to get over your fear of drawing while teaching you how to use pencils, pens, and papers effectively, how to compose pictures properly, how to shade, and more.

Course ID: AC 0908

TUE, OCT 14 - NOV 25 (NO CLASS NOV 11), 6:00 PM - 8:30 PM - 6 WEEKS, \$209 + GST

Learning to See: Drawing from Nature

We assume that drawing is a skill involving our hands but what we actually draw with is our eyes. This class makes you retrain your brain to see with 'new eyes', and your world will never look the same again! No previous drawing experience is needed.

Course ID: AC 0913

THUR, OCT 16 - NOV 20, 6:00 PM - 8:30 PM - 6 WEEKS, \$209 + GST

Watercolours for Beginners

This course offers students with no or little experience a solid foundation for getting started in watercolours. It covers basic information on supplies and includes the following techniques: brush handling, characteristics of paints and papers, colour mixing, making washes, transferring images, correcting mistakes, masking out white areas, creating textures and more. Students will create one finished painting.

Course ID: AC 0910

SAT & SUN, OCT 25 & 26, 9:00 AM - 4:30 PM - 2 DAYS, \$209 + GST

Intuitive Personal Mandalas

Mandala means "circle", thus we are creating circular designs which are beautiful as well as healing in many ways. No experience in drawing is required in order to achieve wonderful images using black paper and pencil crayons. Anyone can do this! Here we use your intuition as a guide to add personal and meaningful details to your design and the instructor guides you in special ways to add colour and embellishments for a lovely finished piece of artwork.

Course ID: AC 0909

SAT, NOV 15, 9:00 AM - 2:00 PM - 1 DAY, \$79 + GST

Intermediate Watercolours

This course is for watercolourists who already have a basic understanding of this medium and have some experience already. It offers a quick review of the basic techniques and covers a host of special techniques including the use of specialized brushes, additives, and creating textures, colour blending and gradations. Students will create a variety of mini-paintings from still life objects and will improve their powers of observation in the process.

Course ID: AC 0911

OFFERED WINTER/SPRING 2015

Pencil Crayon Techniques

Pencil Crayons are a wonderful medium for adding colour to your pictures without the hassle of a lot of supplies. They involve much more than just "colouring" in, however. Here you will learn all the techniques to create stunning results with this medium, including blending, shading, sgraffito, layering, textures, and more. Instructor: Kay Enns

Course ID: AC 0917

OFFERED WINTER/SPRING 2015

Shabby Chic Furniture Refinishing

This class teaches you everything you need to know to create that distressed shabby chic look at a fraction of the cost. Learn how to make your own chalk paint and then learn the basics of how to apply colors, different distressing techniques and the proper application of wax. Bring 1-2 small pieces of furniture to work on and a quart of latex paint in the color of your choice that will be used to create your own chalk paint.

Course ID: DY 0913

FRI & SAT, OCT 17 & 18, FRI: 7:00 PM - 9:00 PM / SAT: 10:00 AM - 4:00 PM, \$109 + GST

FOOD & BEVERAGE

Wine Appreciation

Take your pallet on a journey through the vineyards of the wine world. We will look at various wines from white to red and trying rose on the way. Expand your wine knowledge and learn how to select the best bottle for various meals and occasions. This course will include a tasting of eight wines. You will find something to suit your taste. Instructor: Paul Howe

Course ID: FB 0920

FRI, OCT 17, 6:00 PM - 9:00 PM - 1 EVENING, \$99 + GST

Max: 10 participants. Please register at least 3 days in advance.

A Taste of El Salvador

This tiny country on the Pacific coast has a strong influence on Central American cooking. The cuisine of El Salvador has a deep reliance on indigenous foods like corn, beans, squash and tomatoes. Join Dina for an evening of creating well known Salvadoran dishes and other tasty treats.

Course ID: FB 0917

WED, NOV 19, 6:00 PM - 9:00 PM - 1 EVENING, \$69 + GST



Newell Further Education Council

Adult Learning in the rural communities of the County of Newell.

Check out the variety of programming we offer including exercise, professional development, sewing and more.

- ▶ Canadian Firearms Safety Course in Bassano, Saturday, October 4, from 9:00 AM - 6:00 PM
- ▶ Zumba and Yoga classes coming to Rolling Hills, Duchess, Bassano and Gem starting September, 2014

View our upcoming courses online as soon as September at www.newellfurthered.ca as well as easy ways to register.

For more information or to register call 403.641.3444.

Newell A.B.L.E. Program - Providing Adult Basic Literacy Education and English Language Learning to residents in the rural communities in the County of Newell. Services include individual tutoring and small class instruction to suit the needs of the group. Rosetta Stone Language Learning software is available for your use in the Rolling Hills, Alcoma, Rosemary, and Bassano Libraries. For more information, please call 403.641.4407.

CHILDREN & YOUTH

What Every Babysitter Should Know

This course is designed for youth 11 years of age and older 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 attend the course and receive the certificate. Please bring a bag lunch. Instructor: St. John Ambulance

Course ID: JR 0900

SAT, OCT 4, 9:00 AM - 4:00 PM - 1 DAY, \$69

Self-Image Class for Teen Girls

Girls Ages 14-17. If you are struggling with the way you see yourself, this class is for you. Come and learn how to see yourself in a different light. You will learn affirmations on how to take the step into seeing your true beauty inside and out. Take control of you and take the step to learning to see you for who you really are. All Supplies are included. Instructor: Angelique Doyle

Course ID: JR 0918

SAT, NOV 1, 1:00 PM - 3:00 PM - 1 AFTERNOON, \$49 + GST

Kids Self Defense Course - Safe Kids

As your child reaches school age, they spend more time away from the protective environment of home and family. It is important for children to learn the facts about predatory behavior, and to develop the confidence and skills that will keep them safe for life. This course will provide the safety training and practical hands on skills for children between the ages of 5 and 12 in a fun, interactive environment. This class will assist children to avoid potentially dangerous and harmful situations, give them skills to avoid being targeted as a victim, and teach them to defend against and escape a perpetrator.

The course will be instructed by the organization Safe4Life and will be facilitated by experienced safety professionals.

Course ID: PD 0901

SAT, NOV 15, 9:00 AM - 12:00 PM - 1 MORNING, \$139 + GST

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:

F: MON - THUR, SEP 29 - OCT 2, 5:00 PM - 9:30 PM - 4 EVENINGS, \$695

G: MON - THUR, NOV 24 - 27, 5:00 PM - 9:30 PM - 4 EVENINGS, \$695

PRICES MAY BE SUBJECT TO CHANGE DUE TO THE RISING COST OF FUEL.

LANGUAGES & COMMUNICATION

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 learn—ing another language. No previous experience in Spanish is necessary. Instructor: Dina Gomez

Course ID: LA 0902

TUE & THUR, OCT 14 - NOV 13 (NO CLASS NOV 11), 6:00 PM - 8:00 PM - 5 WEEKS, \$149 + GST

English Pronunciation

This course is designed to help non-native speakers of English in their pronunciation. It focuses on the sounds of English. Students will learn to identify and produce the consonants and vowels of English based on the phonetic alphabet. This course will include listening, reading, writing, and speaking. Students are expected to have knowledge of English and be able to communicate on a basic level.

Course ID: LA 0970

TUE, WED & THUR, SEP 23 - DEC 11, 5:00 PM - 6:00 PM (36 HOURS), \$239 + GST



Alberta Government

ABLE is a non-profit organization that matches volunteers with adult students who want to improve their reading, writing and English speaking skills, as well as 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 a Kindergarten to Grade 4 level.

Volunteers are responsible for:

- ▶ Planning individualized relevant lessons
- ▶ Keeping accurate records of hours spent tutoring, preparing, and areas of student's 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 Sandra Armitage at 403-362-1685.

LIFESTYLE & RECREATION

An Introduction to Essential Oils

Discover how therapeutic-grade essential oils can improve your health and well-being. In this course you will be able to sample and share oils that:

- ▶ Ease pain, depression and stress
- ▶ Increase your energy and stamina
- ▶ Restore a calm and balanced mood and enhance mental focus
- ▶ Stop colds and flu's before they make you sick

Although the healing powers of essential oils have been known for centuries, their introduction into popular culture and modern medicine has had a profound effect on how we view health, vitality, and wellness. Join us for an educational and fun-filled evening and experience the joy of therapeutic grade essential oils! Instructors: Gina Pahl and Sara Brost, Young Living Essential Oils

Course ID: LR 0901

TUE, OCT 7, 7:00 PM - 9:00 PM - 1 EVENING, \$25 + GST

Detoxify Your Body, Improve Your Health and Well-Being with Essential Oils

Have you ever had sleepless nights, extreme food cravings, fatigue, weight gain, or just felt sluggish? These can all be signs from your body that you are bogged down with toxins. Helping your body to detox is an amazing way to support your exercise and wellness efforts as well as to increase your energy levels so you feel and look younger. If detoxing your body's system is something that you are interested in learning more about then join us for this 3 hour class.

Instructors: Gina Pahl and Sara Brost, Young Living Essential Oils

Course ID: LR 0902

WED, OCT 22, 7:00 PM - 9:00 PM - 1 EVENING, \$25 + GST

Going Green - How to Create a "Chemical-Free Lifestyle" Through Essential Oils

Are you concerned with the use of chemicals and cleaning products used in the home? Are you seeking cost effective ways to make your own household items? This essential oil class is all about using the oils to make healthy, cost effective products that are easy and fun to do! We will teach you how to makeover your medicine cabinet, and the under the counter products in your home. Instructors: Gina Pahl and Sara Brost, Young Living Essential Oils

Course ID: LR 0903

THUR, NOV 6, 7:00 PM - 9:00 PM - 1 EVENING, \$25 + GST

Laughter Yoga

This hot new exercise program is sweeping the world. Laughter Yoga is an exercise program that is for all ages and fitness levels. Come and learn about the many benefits of Laughter Yoga. You will learn how to laugh for no reason and learn the ancient yoga breathing technique called Pranayama. You will take home a variety of tips that you can use in your everyday life and share with others. Yoga mat and water bottle recommended. All ages welcome. Instructor: Angelique Doyle

Course ID: LR 0904

SAT, NOV 1, 10:30 AM - 12:00 PM - 1 MORNING, \$39 + GST

Vision Boarding: Gratitude Jar

Gratitude Jars are a great place to share all that you are grateful for today and days to come. In this class you will decorate your own Gratitude Jar. We will share in tips and ideas on how to take the Gratitude Jar concept into your daily routine. This is a fun class that will get you thinking. All Supplies are included. Instructor: Angelique Doyle

Course ID: LR 0905

WED, NOV 12, 7:00 PM - 8:30 PM - 1 EVENING, \$69 + GST

Adult Self Defense Course - Safe Adults

Prepare for dangerous encounters before they happen. This course will assist you in learning how to avoid risky situations and establishing a solid safety plan. You will learn the importance of personal presence, confidence and the mental and emotional skills required to stay safe. Participants learn hands-on techniques of what to do if attacked from the front, back, and how to get out of holds, strategies on how to deal with confrontations at a verbal level and mental toughness. Participants will be given the opportunity to test their skills in the experiential component with a Padded Attacker.

The course will be instructed by the organization Safe4Life. A City Of Calgary Police Detective trainer and a security officer will facilitate the course.

For information on Safe Kids, please see page 68.

Course ID: PD 0900

SAT, NOV 15, 9:00 AM - 1:00 PM - 1 MORNING, \$189 + GST

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. Thoms Funeral Home, Chris Thom

Course ID: PL 0944

A: TUE, OCT 7, 7:00 PM - 9:00 PM, FREE OF CHARGE

B: TUE, NOV 4, 7:00 PM - 9:00 PM, FREE OF CHARGE

C: TUE, DEC 2, 7:00 PM - 9:00 PM, FREE OF CHARGE

LOCATION: MHC, BROOKS CAMPUS

Get Funny!

ONLINE

The ability to create humor is a skill many people don't have, yet wish they did. If you're interested in learning how to come up with jokes or witticisms on the fly, punch up dull material for an audience, or make a living as a comedy writer, this course will get you going.

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2GO.COM/MHC
VARIOUS START DATES: SEP 17, OCT 15, NOV 12 AND DEC 10; \$139+GST

Introduction to Natural Health and Healing

ONLINE

Learn how to promote wellness, balance, and health in all aspects of your daily life. You will discover that true health means wholeness of the mind, body, and spirit. You'll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health.

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2GO.COM/MHC
VARIOUS START DATES: SEP 17, OCT 15, NOV 12 AND DEC 10; \$139+GST

➔ Personal and Professional Growth Series

This series of presentations will introduce or acquaint participants with a variety of interesting, entertaining and growth-promoting concepts, theories and framework. The information presented will provide an opportunity for individuals to consider and discuss implications for personal and professional growth. The following presentations will be 2 hours each and the conclusion of each session will provide discussion opportunities for practical application of the information received.

Instructor: Bob Johnson, R. Psych. has had the opportunity to work as a Clinical Psychologist for 25 years in a variety of roles in health care and education. This series of lectures will focus on information that students and clients have found to be particularly useful in understanding self and others in many personal and professional contexts.

A Certificate of Completion will be provided to all participants completing the series.

Savings! Take All 5 Sessions for only \$449 + GST

MBTI – Myers Briggs Type Indicator

The Myers Briggs Type Indicator is one of the most commonly used non-psychiatric personality assessments and is used for many purposes. This includes all aspects of relational consideration such as pre-marital and marital counseling, work team performance and many other social contexts.

Course ID: PD 0926

WED, OCT 15, 7:00 PM - 9:00 PM - 1 EVENING, \$99 + GST

Archetypes

This interesting material will introduce participants to Jungian Archetypes. This framework presents orientations and perspectives within which men and women in every era and culture have found their identity and fulfillment in living. It offers a window for understanding who you are, who you are not, and some of the personal and professional choices you have made.

Course ID: PD 0927

WED, OCT 22, 7:00 PM - 9:00 PM - 1 EVENING, \$99 + GST

Lovestyles

Most of us have been involved at one time or another in the pursuit of a life partner, spouse, mate or significant other. This presentation describes the various perspectives that have been presented in literature, other media and research on this common human activity. The opportunity for personal application will be the result of consideration of your own preference and style and how this may have impacted your life decisions and your current situation.

Course ID: PD 0928

WED, OCT 29, 7:00 PM - 9:00 PM - 1 EVENING, \$99 + GST

Freud: A Primer

The thoughts, ideas and theories of this influential historical figure continue to impact contemporary society in ways that most people do not realize. This overview will focus on a few of Freud's most commonly accepted and controversial theories. Participants will be encouraged to consider the validity and personal impact of this information.

Course ID: PD 0929

WED, NOV 5, 7:00 PM - 9:00 PM - 1 EVENING, \$99 + GST

Mental Health: A Toolbox of Useful Information and Perspectives

The presentation will focus on approaches and tools that can have a significant impact on mental health. Included will be information and personal application discussion on cognitive behavioral factors effecting mental health, as well as stress and coping strategies. Information will also be provided on when and where to access help for mental health concerns.

Course ID: PD 0930

WED, NOV 12, 7:00 PM - 9:00 PM - 1 EVENING, \$99 + 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.

Continuing Studies, Medicine Hat College, appreciates the continuing support of the Alberta Law Foundation.

Alberta LAW FOUNDATION

All sessions are FREE of charge but advance registration is required by calling 403.362.1677. Refreshments provided.

An Enduring Power of Attorney • A Personal Directive • A Will: A Legal Toolkit

Planning for disability or death is never pleasant. However, it is an important part of identifying what you want done when something like this happens to you and helping those around you carry out your wishes. An enduring power of attorney, a personal directive, and a will are basic to building your plan. With them you can set out respectively:

- ▶ Who will handle your financial affairs and how, if you become mentally incompetent
- ▶ If you become mentally incompetent, who will handle your medical and other personal life decisions and the kinds of choices they can make for you
- ▶ How you want your estate to be dealt with at your death.

In this presentation you'll learn about these basic legal tools and what's involved in acquiring them and about the changes brought about by the Wills and Succession Act, recent legislation in this area.

Course ID: PL 0908

A: WED, SEP 24, 6:30 PM - 8:30 PM - 1 EVENING, FREE OF CHARGE
 B: WED, OCT 15, 6:30 PM - 8:30 PM - 1 EVENING, FREE OF CHARGE
 C: WED, JAN 28/15, 6:30 PM - 8:30 PM - 1 EVENING, FREE OF CHARGE
LOCATION: BROOKS PUBLIC LIBRARY

Being An Executor - Legal Rights and Responsibilities

This presentation will provide an overview of the legal rights and responsibilities of an executor (also known as a personal representative) as that person:

- ▶ Gathers in the estate assets
- ▶ Pays the debts
- ▶ Distributes to beneficiaries
- ▶ Generally administers the estate.

You'll also learn about the changes brought about by the Wills and Succession Act, recent legislation in this area.

Course ID: PL 0902

A: WED, OCT 1, 6:30 PM - 8:30 PM - 1 EVENING, FREE OF CHARGE
 B: WED, FEB 4/15, 6:30 PM - 8:30 PM - 1 EVENING, FREE OF CHARGE
 C: WED, MAR 4/15, 6:30 PM - 8:30 PM - 1 EVENING, FREE OF CHARGE
LOCATION: BROOKS PUBLIC LIBRARY



**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

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

PLEASE NOTE

- ▶ Keep in mind that courses may be full if your registration is delayed in the mail.
- ▶ 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.

CANCELLATIONS, TRANSFERS, WITHDRAWALS & REFUNDS

- ▶ Continuing Studies reserves the right to cancel courses. If your course is cancelled, you may either transfer to another available course or receive a full refund.
- ▶ Withdrawal requests received prior to three (3) business days before the course start date are subject to a \$35 processing charge.
- ▶ Withdrawal requests received between the period of three (3) business days prior to the first class but before the 2nd subject to the \$35 processing charge.
- ▶ Materials and textbook fees will not be refunded after the Registration Deadlines noted.
- ▶ Withdrawals after the terms stated above will not be eligible for a refund.
- ▶ "Combine and Save" discounts are only valid when registering at the same time.

ACCOMMODATION FOR STUDENTS WITH DISABILITIES

Students who identify themselves as having disabilities can access supports such as tutors, scribes (note takers), isolated exam rooms, adaptive technology and materials (as available), accessible resident accommodation, and referrals to funding agencies. To ensure that arrangements are in place at the start of the class, you are encouraged to contact the Disabilities Coordinator at time of registration.

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.

Fall 2014 Continuing Studies Registration Form



NAME _____
 ADDRESS _____
 TOWN/CITY _____ POSTAL CODE _____
 TELEPHONE _____ E-MAIL _____
 DATE OF BIRTH (M/D/Y) _____ PARENT / GUARDIAN _____

NAME _____
 ADDRESS _____
 TOWN/CITY _____ POSTAL CODE _____
 TELEPHONE _____ E-MAIL _____
 DATE OF BIRTH (M/D/Y) _____ PARENT / GUARDIAN _____

Course Registration

Registrant Name	Course Name	Course ID	Start Date	Course Fee

Unless stated otherwise, GST is included in 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)

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 _____

NAME OF CARDHOLDER _____

CARD NUMBER _____

EXPIRY DATE _____

AUTHORIZED SIGNATURE _____

Four easy ways to register with this form!

● **MAIL REGISTRATION FORM TO:**
 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

● **REGISTER WITH VISA/MASTERCARD:**
 Continuing Studies, Medicine Hat College
 403.529.3844
 Continuing Studies, Brooks Campus
 403.362.1677
 ● **FAX REGISTRATION FORM TO:**
 Continuing Studies, Medicine Hat College

403.504.3521
 Continuing Studies, Brooks Campus
 403.362.1474
 (Your completed form must include your Visa/
 Mastercard number & expiry)
 ● **VISIT OUR WEBSITE:**
www.mhc.ab.ca/continuing-studies/

If you would like to receive more information about Continuing Studies, MHC please check the applicable box:

 E-MAIL ADDRESS

 POSTAL ADDRESS

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.





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 Counselling / Social Work
- Administrative Office Management
- Administrative Office Professional
- Arts [University Transfer]
- Automotive Service Technician
- Business Administration [Diploma & Degree]
- Carpenter
- Child & Youth Care Counsellor
- College Preparation
- Commerce / Management
- Communications Studies
- Computer Aided Drafting and Design [CADD]
- Criminal Justice
- Early Learning & Child Care
- Ecotourism & Outdoor Leadership
- Education
- Education Assistant
- 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
- Police & Security
- Power Engineering Technology
- Practical Nurse
- Rig Technician
- Science and Engineering [University Transfer]
- Social Work
- Speech-Language Pathologist Assistant
- Steamfitter / Pipefitter
- Travel Counsellor
- Visual Communications
- Welder





MEDICINE HAT
COLLEGE

CONTINUING STUDIES

CONNECTING LIFE & LEARNING

Certificate Programs
Business & Leadership
Online Courses & Certificates
Computers & Technology
Industry & Trades
Workplace Health & Safety
General Interest
Lifestyle & Recreation
Children & Youth



REGISTER BY PHONE
MEDICINE HAT **403.529.3844**
BROOKS **403.362.1677**

REGISTER ONLINE
mhc.ab.ca/continuing-studies

COVER FEATURE

“I really enjoyed being a student here and I loved the weekend format. The information was fresh and the discussions that often came up during the classes were important and helped me understand how safety programs work in other facilities.

We had instructors from military, manufacturing, oil and gas — many different facets of industry — that shared a different perspective on the unique nature of their jobs.”

KENDRA M
OHS 2012