

CONTINUING STUDIES WINTER/SPRING 2016 BROOKS COURSE CATALOGUE

Relevant

Flexible

Rewarding



MEDICINE HAT COLLEGE
1965 - 2015

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BROOKS CAMPUS



COMPUTERS & TECHNOLOGY

CERTIFICATE PROGRAMS



Eligible for the Canada-Alberta Job Grant, which reimburses 2/3 of employee training costs.

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' or 'evaluation project' 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 Certificates below.

Computer Office Certificate

The Computer Office Certificate Program provides students with office and computer skills to meet the workplace needs in Medicine Hat. Students develop entry-level office and computer skills or upgrade their current skills for employment or advancement.

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

Advanced Computer Office Certificate

This advanced-level certificate is an add-on to our Computer Office Certificate and gives you advanced training in the most commonly used spreadsheets, database and documents. After successful completion of the Computer Office Certificate, students must complete the following courses:

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

Computerized Bookkeeping Certificate

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

- ▶ 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.**

CERTIFICATE EXAMINATIONS

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

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 the challenge is not successful, 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 \$75 + GST PER EXAM.



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INTRODUCTORY COURSES

Basics of Personal Computers

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

- ▶ Learn to turn the computer on
- ▶ Identify the computer components
- ▶ Learn the "language"
- ▶ Control the mouse
- ▶ Recognize the parts of the screen and their functions
- ▶ Customize the computer for multiple users
- ▶ 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, JAN 20 & 21, 6:00 PM - 8:00PM - 2 EVENINGS, \$109+GST

Course ID: CT 0904

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

This course is a great starting point if you are taking the Level 1A classes of the Office Suite or any of the certificate programs. You will:

- ▶ Create basic Microsoft Word, Excel and PowerPoint documents
- ▶ Learn to navigate Office Windows and Ribbons
- ▶ Open, Close and Save Office documents with confidence
- ▶ Cut, Copy and Paste data within documents
- ▶ Recognize what program best suits your task

Prerequisite: Basics of Personal Computers or equivalent knowledge and experience. Instructor: Janessa Connor

Course ID: CT 0902

WED & THUR, JAN 27 & 28, 6:00 PM - 9:00 PM - 2 EVENINGS, \$149+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, FEB 3 & 4, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189+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 2013 Level 1A: Fundamentals

An introduction to Microsoft Word 2013 - 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: Introduction to Microsoft Office Applications.

Instructor: Janessa Connor

Course ID: CT 0915

WED & THUR, FEB 24 & 25, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189+GST

Course ID: CT 0917

SAVINGS! Take BOTH Microsoft Word 2013 Level 1A: Fundamentals and Microsoft Word 2013 Level 1B: Formatting for Clarity for only \$345+gst.

Microsoft Word 2013 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

MON & WED, FEB 29 & MAR 2, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189+GST

Microsoft Word 2013 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, MAR 9 & 10, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189+GST

Microsoft Excel 2013 Level 1A: Fundamentals

You will discover the basics of creating Excel spreadsheets:

- ▶ Navigate the MS Excel 2013 window
- ▶ Enter and edit cell contents
- ▶ Build spreadsheets
- ▶ Save and edit spreadsheet files
- ▶ Create basic formulas

Prerequisite: Introduction to Microsoft Office Applications.

Instructor: Janessa Connor

Course ID: CT 0928

MON & WED, MAR 14 & 16, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189+GST

Course ID: CT 0931

SAVINGS! Take BOTH Microsoft Excel 2013 Level 1A: Fundamentals and Microsoft Excel 2013 Level 1B: Spreadsheet Solutions for only \$345+gst.

Microsoft Excel 2013 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. Instructor: Janessa Connor

Course ID: CT 0930

MON & WED, MAR 21 & 23, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189+GST

Microsoft Excel 2013: 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

MON & WED, MAY 2 & 4, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189+GST

Microsoft Access 2013 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 Microsoft Office Applications, Computer experience is recommended. Instructor: Janessa Connor

Course ID: CT 0955

EVENING:

MON & WED, MAY 9 & 11, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189+GST

Microsoft Access 2013 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: Janessa Connor

Course ID: CT 0956

EVENING:

WED & THUR, MAY 18 & 19, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189+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. Instructor: Janessa Connor

Course ID: CT 0910

WED & THUR, APR 13 & 14, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189+GST

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 Office Applications. Instructor: Janessa Connor

Course ID: CT 0945

WED & THUR, APR 6 & 7, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189+GST

Microsoft Publisher 2013: 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 Microsoft Office Applications for the PC or equivalent knowledge and experience. Instructor: Janessa Connor

Course ID: CT 0961

MON & WED, APR 18 & 20, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189+GST

→ Apple Courses

Using Google Drive for Business

This introductory class familiarizes participants with Drive file organization and management and Google Doc applications. Participants will develop an understanding how Google Drive will add value to business productivity and collaboration while creating relevant documents and developing proficiency with Google Drive file management, sheets, slides and forms. Instructor: Ethan Frances

Course ID: CT 0908

WED & THUR, FEB 24 & 25, 6:00 PM - 8:00 PM - 2 EVENINGS, \$109+GST

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 MAC, this course will help you develop skills that will allow you to tap into the full power of your MAC. NOTE: Students must bring their own MAC computer to the course. Instructor: Ethan Frances

Course ID: CT 0905

WED & THUR, MAR 9 & 10, 6:00 PM - 8:00 PM - 2 EVENINGS, \$109+GST

➔ Wireless Communication

Enhancement Training for iPhone and iPad Users

Even though you've been using your iPhone and/or iPad 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. We'll look at some of the more popular activities, including reading on your device, manipulating photographs, and enjoying music. Now it's time to maximize the potential of your device!
Instructor: Ethan Frances

Course ID: CT 0995

WED & THUR, MAR 2 & 3, 6:00 PM - 8:00 PM - 2 EVENINGS, \$109+GST

➔ Digital Graphics And Design

Web Design

Websites are a great way to showcase and promote your business in a professional and creative way. In this class, you will learn how to buy a domain, setup web hosting, choose a professional website template, enter content like text, photos and videos and finish off with basic advertising for your new professional website. Students must bring photos, files and logos that they wish to upload onto their site. Students are also required to purchase the template for a one-time fee of \$75 and the yearly domain/hosting fee of \$140, this is included in the supply fee. Please note that students are not required to have any previous programming/web design experience. Instructor; Ethan Frances.

Course ID: CT 0998

A: WED, APR 5 - MAY 3, 7:00 PM - 9:00 PM - 5 WEEKS, \$169+GST
B: SUPPLY FEE, \$215+GST

➔ 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

Instructor: Carol Iwaasa

Course ID: CA 0917

WED, FEB 17 - APR 20, 6:00 PM - 9:00 PM - 10 WEEKS, \$359+GST
FINAL EXAM: MON, 6:00 PM - 9:00 PM

Course ID: CT 0964

SAVINGS! Take BOTH Introduction to Bookkeeping and Sage 50 Level 1 for only \$595+gst.

Sage 50 - Level 1

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: Carol Iwaasa

Course ID: CT 0965

MON & WED, APR 25 - MAY 4, 6:00 PM - 9:00 PM - 4 EVENINGS, \$299+GST

Sage 50 - Level 2 & Reconciliations

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
- ▶ Use the bank reconciliation and deposit slip features to automate your banking transactions and any journal entries they produce.
- ▶ Reconcile any account that includes statements, including credit cards.

This class will be suitable for those using Simply Accounting.

Prerequisite: Sage 50 Level 1. Instructor: Carol Iwaasa

Course ID: CT 0966

MON & WED, MAY 9 - 16, 6:00 PM - 9:00 PM - 3 EVENINGS, \$269+GST
FINAL EXAM - SAGE 50 LEVELS 1, 2 & RECONCILIATIONS: WED, 6:00 PM - 9:00 PM



Give a Gift of Class

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

Great for that hard-to-buy-for person, gift certificates are available in any dollar amount and can be purchased at the Registration Desk, Brooks Campus or by calling 403.362.1677.

CERTIFICATE PROGRAMS

Management Seminars For Supervisory Personnel

Foundations for Management Excellence



Eligible for the Canada-Alberta Job Grant, which reimburses 2/3 of employee training costs.

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.

Course ID: CA 0960

SAVINGS! Take all 5 sessions for \$1,475+gst
Wednesdays, February 18 - March 17, 9:00 am - 4:00 pm

Management Foundations

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

Course ID: CA 0961

THURSDAY, FEBRUARY 18, 9:00 AM - 4:00 PM - 1 DAY; \$325+GST

The Challenge of Leadership

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

Course ID: CA 0962

THURSDAY, FEBRUARY 25, 9:00 AM - 4:00 PM - 1 DAY; \$325+GST

Managing for Results

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

Course ID: CA 0963

THURSDAY, MARCH 3, 9:00 AM - 4:00 PM - 1 DAY; \$325+GST

Effective Communications

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

Course ID: CA 0964

THURSDAY, MARCH 10, 9:00 AM - 4:00 PM - 1 DAY; \$325+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, MARCH 17, 9:00 AM - 4:00 PM - 1 DAY; \$325+GST

To ensure that course materials are available, please register no later than 5 business days prior to course commencement.



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.

Train the workers you need

Canada-Alberta Job Grant

The Canada-Alberta Job Grant can help fund training for your new or current employees.

- ▶ You identify the skills your business needs
- ▶ Choose your trainee and Medicine Hat College can provide the training
- ▶ Canada-Alberta job Grant reimburses 2/3 of your employees training costs – up to \$10,000 per individual!

For more information on this grant and what Medicine Hat College has to offer, contact:

Lydney Hanrahan

403-362-1675

lhanrahan@mhc.ab.ca



CERTIFICATES IN HEALTH CARE

Both the Hospital Unit Clerk and Medical Office Assistant Certificate are fast-paced programs that are offered in a part-time format. Students should be comfortable using a computer and open to learning software programs.

In order to complete the Certificate, students must:

- ▶ successfully complete all of the courses listed below.
- ▶ apply for the Certificate upon successful completion of all required courses. Certificate request forms are available at the Continuing Studies office.
- ▶ complete all of the course requirements within 3 years.

Workload: Expect to dedicate significant time and effort on homework and studying. Regular attendance is expected and required.

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: Aaron Hiebert

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 0902

A: WED, JAN 13 - MAR 30, 6:00 PM - 9:00 PM - 12 WEEKS, \$645 + GST
MIDTERM EXAM: THUR, FEB 18, 6:00 PM - 9:00 PM
FINAL EXAM: THUR, MAR 31, 6:00 PM - 9:00 PM
B: MATERIAL FEES: \$35 + GST (MATERIAL FEE IS OPTIONAL, MATERIAL WILL BE ONLINE)
C: REQUIRED TEXTBOOK - MEDICAL TERMINOLOGY SYSTEMS (7TH EDITION), AUTHOR: BARBARA A. GYLYS & MARY ELLEN WEDDING, \$97.50 + GST
REGISTRATION DEADLINE: JAN 5

Exploring the Role of the Hospital Unit Clerk

For more information, dates and time, please see Certificate Programs - Medicine Hat, page 16

Procedures and Ethics for the Medical Office

For more information, dates and time, please see Certificate Programs - Medicine Hat, page 17

Additional certificate requirements:

Productivity and Workplace Communication

This specially designed 2 day series is focused on increasing your productivity and enhancing your skills in the workplace, dealing with challenging people, and conflict resolution. You will learn:

- ▶ to manage tasks and workload to achieve the right results
 - ▶ the barriers to personal efficiency and effectiveness and how to eliminate or reduce them
 - ▶ maximize effectiveness with the use of planning and organizing tools
 - ▶ a Conflict Resolution process to improve outcomes
 - ▶ strategies to effectively assist the clients and people you work with.
- Clients dealing intense personal issues can present special challenges.

Course ID: CA 0018

SAT, APR 23 & 30, 8:30 AM - 4:00 PM, \$395 + GST - 2 DAYS; F1008
REGISTRATION DEADLINE: APR 5

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.

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.

→ 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 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

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

***Special pricing available when you enroll in multiple courses, page 5**

Foundations Of Business Coaching

NEW



Eligible for the Canada-Alberta Job Grant, which reimburses 2/3 of employee training costs.

Program Overview: One of the most prevalent challenges companies have is performance and managing people. Coaching is often misunderstood as telling people what to do, where effective coaching is about creating an internal understanding that belongs to them making it much more impactful. Not only will people understand how to positively and sustainably influence behavior of individuals and teams, they will get a deep understanding of their own styles and how behavioural interactions are often the critical difference between success and failure.

This program takes a behavioral approach and looks at how people act so participants not only walk away with a set of tools, they can apply it to any situations away from the workplace.

For more information, dates and time, please see Certificate Programs - Medicine Hat, page 15

CERTIFICATE PROGRAMS

Project Management Extension Certificate

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



Continuing Education
and Extension



Eligible for the Canada-Alberta Job Grant, which reimburses 2/3 of employee training costs.

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

You may also register for individual courses for general interest. All courses held at the Medicine Hat Campus.

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

C: THUR & FRI, FEB 11 & 12, 8:30 AM - 5:00 PM - 2 DAYS, \$569 +GST; F1007
D: MATERIALS FEE: \$35 +GST
REGISTRATION DEADLINE: FEB 5

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

C: THUR & FRI, FEB 25 & 26, 8:30 AM - 5:00 PM - 2 DAYS, \$569 +GST; F1007
D: MATERIALS FEE: \$35 +GST
REGISTRATION DEADLINE: FEB 22

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

C: THUR & FRI, MAR 10 & 11, 8:30 AM - 5:00 PM - 2 DAYS, \$569 +GST; F1007
D: MATERIALS FEE: \$35 +GST
REGISTRATION DEADLINE: MAR 7

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

C: THUR & FRI, MAR 31 & APR 1, 8:30 AM - 5:00 PM - 2 DAYS, \$569 +GST; F1007
D: MATERIALS FEE: \$35 +GST
REGISTRATION DEADLINE: MAR 28

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

C: THUR & FRI, APR 14 & 15, 8:30 AM - 5:00 PM - 2 DAYS, \$569 +GST; F1007
D: MATERIALS FEE: \$35 +GST
REGISTRATION DEADLINE: APR 11

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

C: THUR & FRI, APR 28 & 29, 8:30 AM - 5:00 PM - 2 DAYS, \$569 +GST; F1007
D: MATERIALS FEE: \$35 +GST
REGISTRATION DEADLINE: APR 25

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

DATE & TIME TBA, \$135 +GST

Project Management - Final Assessment Paper

Apply the project management principles and practices you have acquired either through the six classroom-based courses or the three online modules to a real-life project. Successful completion of this course is required for you to receive your Project Management Extension Certificate. For more information about the Final Assessment and to register, please contact the Faculty of Continuing Education & Extension, Mount Royal University at 403.440.8937 or toll-free 1.888.392.3655 or check the web at www.mtroyal.ca, Continuing Education and follow the links to Project Management Extension Certificate. **Note: We strongly recommend completion of the six classroom courses 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

Monday, January 11, 6:00PM - 7:00PM

Medicine Hat Campus, Room F1007

Everyone Welcome!

Learn more about the Project Management Extension Certificate

Please RSVP to Shannan at 403.529.3849



ACADEMIC TRANSITIONS

GED Preparation – Anytime ONLINE

Take your GED preparation course anytime online through eCampus Alberta. This course prepares students to write the battery of GED Tests. Students have access to interactive learning activities, practice tests, and instructor support. On-site tutor support is available through the Brooks Campus - Open Learning Centre.

Start Date: Every first Monday of the month or at regular intakes.

Register online: www.ecampusalberta.ca

Note: Students have a maximum of 24 weeks to complete course from the date of registration.

GED Study Guides are available at the Brooks Registration Counter.

Our online courses are open to everyone!

expert instructors

affordable courses

24/7 access

Learn from the comfort of home!

Online learning anytime, anywhere ... just a click away!

- Grammar Refresher
- Speed Spanish
- Business and Marketing Writing
- Introduction to Interior Design

www.ed2go.com/mhc

BROOKS COLLEGE

GED testing is available at the Medicine Hat Campus

Course ID: CA 0511

D: SAT, FEB 27, 8:15 AM - 5:30 PM - 1 DAY, \$200

MAX 8. REGISTRATION DEADLINE: FEB 12

E: SAT, MAR 26, 8:15 AM - 5:30 PM - 1 DAY, \$200

MAX 8. REGISTRATION DEADLINE: MAR 11

F: SAT, APR 30, 8:15 AM - 5:30 PM - 1 DAY, \$200

MAX 8. REGISTRATION DEADLINE: APR 15

G: SAT, JUN 11, 8:15 AM - 5:30 PM - 1 DAY, \$200

MAX 8. REGISTRATION DEADLINE: MAY 27

LOCATION: ACADEMIC RESOURCE CENTRE, 3RD FLOOR, ROOM B316

→ Leadership

Leadership Seminars: Unleash the Power of Positive Emotions

NEW

Resonate to Co-Create



Eligible for the Canada-Alberta Job Grant, which reimburses 2/3 of employee training costs.

This five workshop series is inspired by the work of bestselling authors Richard Boyatzis and Annie McKee on the importance of resonant leadership in the workplace. Unleash the power of emotional intelligence (EQ) and positive emotions (PEA) to drive performance, creativity and innovation in your work teams. Co-creators are a new breed of leaders who care as much about people and the planet as they do about profit. After all, business cannot thrive in a world and society that fails.

This workshop helps leaders, managers and project managers develop their dream teams by providing practical building blocks that are learnable, repeatable and imbedded in the DREAM Masterkey™.

For more information, dates and time, please see Certificate Programs - Medicine Hat, p 14.

Free Information Session

Monday, January 11, 7:30PM - 8:30PM

Medicine Hat Campus, Room F1007

Everyone Welcome!

Learn more about the Leadership Seminars

Please RSVP to Shannan at 403.529.3849

Certificate in Interpersonal Communication

NEW



Eligible for the Canada-Alberta Job Grant, which reimburses 2/3 of employee training costs.

Program Overview: This series of 4 courses will help you learn to build positive relationships, turn negative situations into win-win, and assist you in learning how to communicate more successfully in any situation. These courses allow you to develop your skills in a safe environment and provide you with numerous practical tools and techniques that you can begin using immediately to create successful outcomes. Facilitator: Laurel Scharfenberg

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

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

For detailed course information, please see Certificates - Medicine Hat, page 15.

TRADES & INDUSTRY

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.

Course ID: TT 0911

WED, MAR 16, 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 March 16 before taking this course.

Course ID: TT 0902

MON & WED, MAR 21 - APR 6 (NO CLASS MAR 28), 6:00 PM - 9:00 PM - 5 EVENINGS, \$429+GST

Course ID: TT 0904

SAVINGS! Take BOTH Basic MIG Welding and Basic Stick Welding for only \$775+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 March 16 before taking this course.

Course ID: TT 0903

MON & WED, APR 11 - 25, 6:00 PM - 9:00 PM - 5 EVENINGS, \$429+GST

B-Pressure Welding - Uphill



Eligible for the Canada-Alberta Job Grant, which reimburses 2/3 of employee training costs.

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 2G & 5G positions. At the end of the course the student may challenge the official Alberta B-Pressure Performance Qualification Test (if eligible). Max: 8 participants. Prerequisite: Journeyman Welding Certificate.

Course ID: TT 0020

MON & THUR, FEB 22 - MAR 24, 6:00 PM - 9:00 PM - 5 WEEKS (30 HOURS), \$895 +GST; T135 (MEDICINE HAT CAMPUS)

Pre-Employment Welding (Brooks)

The Pre-Employment Trades programs cover the same material as the first year period Apprenticeship program, but also includes additional hours of hands-on practice, safety training and essential employability skills. Students who successfully complete the program will have skills equivalent to a First Year Trades Apprentice.

JANUARY 12 - JUNE 24, 2016

TUESDAY & THURSDAY: 6:00 PM - 10:00 PM / SATURDAY: 8:00 AM - 4:00 PM

REGISTRATION DEADLINE: DEC 15/15

Master Electrician

Attention: Journeyman Electricians!



Eligible for the Canada-Alberta Job Grant, which reimburses 2/3 of employee training costs.

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 must be arranged by the individual. Exam times and locations are posted on the Safety Codes Council website.

Note: Please bring a current edition of the 2015 Canadian Electrical Code book and a calculator. Prerequisite: Alberta Electrician Certificate of Proficiency. Instructor: Sean White.

Course ID: TT 0210

TUE & SAT, JAN 12 - FEB 20 (MEDICINE HAT CAMPUS)

TUE: 6:00 PM - 9:00 PM / SAT: 9:00 AM - 4:00 PM - 6 WEEKS, \$995 +GST; H115

REGISTRATION DEADLINE: JAN 4

From 3D Model to Printed Part: Best Practices for Fused Deposition Modelling (FDM)

"3D printing" technology has been around for more than 30 years, and is now becoming a mainstream method for rapid prototyping, manufacturing and modeling commercial applications, makers and hobbyists. This course will provide participants with an introduction to the materials, processes and best practices associated with producing parts by Fused Deposition Modeling (FDM), also known as 3D printing. Participants will gain an understanding of the "3D Model to Printed Part" workflow using the Stratasys Fortus 400mc 3D printer at MHC's 3D Print Lab, associated software, and materials. Topics include:

- ▶ A familiarization with different types of FDM materials and technologies.
- ▶ Equipment capabilities.
- ▶ Design considerations for producing 3D models for FDM parts.
- ▶ Setup considerations such as print resolution, orientation and tool paths.
- ▶ Calibration.
- ▶ Building the print job.
- ▶ Post-processing of the FDM part.

Whether you are product designer or manufacturer applying (or looking to apply) FDM in your business for prototyping or for end use parts, a maker, or a hobbyist, this course will prove valuable for understanding the nuances involved and processes for producing a functional and quality 3D print. Prerequisites: It is recommended that participants have a basic design background in manufacturing techniques and part production, and/or a working knowledge of 3D computer modelling. Instructor: Peter Kelly

Course ID: TT 0043

SAT & SUN, MAY 7 & 8, 9:00 AM - 4:00 PM - 2 DAYS, \$495 +GST; F1007 (MEDICINE HAT CAMPUS)

For other 3D Printing courses, see Medicine Hat, Trades & Industry, page 32

WORKPLACE HEALTH AND SAFETY

→ 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. **For more information, contact Shannan Hurlbut at 403.529.3849**

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 - 01 Roofing

ONLINE

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 - 02 Structure

ONLINE

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 - 03 Electrical

ONLINE

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 - 04 Heating I

ONLINE

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 - 05 Heating II

ONLINE

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 - 06 Air Conditioning / Heating

ONLINE

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 - 07 Plumbing

ONLINE

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 - 08 Exterior

ONLINE

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 - 09 Insulation and Interior

ONLINE

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 - 10 Communication and Professional Practice

ONLINE

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

→ Oil And Gas Safety Training



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.

NOTE: Students are required to have a hard hat, safety glasses, steel-toed work boots and coveralls for the practical component.

Course ID: WH 0905

A: MON - THUR, APR 18 - 21, 8:30 AM - 4:30 PM - 4 DAYS, \$875+GST
B: MON - THUR, OCT 31 - NOV 3, 8:30 AM - 4:30 PM - 4 DAYS, \$875+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

A: FRI, APR 22, 8:30 AM - 4:30 PM - 1 DAY, \$420+GST
B: FRI, NOV 4, 8:30 AM - 4:30 PM - 1 DAY, \$420+GST

Safety Management & Regulatory Awareness for Wellsite Supervision (SARA)

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 0904

A: MON - WED, MAY 2 - 4, 8:30 AM - 4:30 PM - 3 DAYS, \$815+GST
B: TUE - THUR, OCT 11 - 13, 8:30 AM - 4:30 PM - 3 DAYS, \$815+GST

For more dates and times, see Medicine Hat ENFORM safety courses, page 36

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 0908

A: THUR, MAY 5, 8:30 AM - 4:30 PM - 1 DAY, \$325+GST
B: FRI, OCT 14, 8:30 AM - 4:30 PM - 1 DAY, \$325+GST

Note: For Enform Dates Available In Medicine Hat, Please See Page 36

→ Occupational Health and Safety Certificate

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



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

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

For more information on courses, please see page 37

Free Information Session

Thursday, January 7
6:00PM - 7:00PM

Medicine Hat Campus, 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!



→ 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

B: SAT, MAR 19, 9:00 AM - 5:30 PM - 1 DAY, \$125 (INCLUDES COURSE MATERIALS)
PLEASE REGISTER AT BROOKS CAMPUS: 403.362.1677

Note: To ensure that course materials are available on the first night of class, please register no later than 5 business days prior to course commencement.

Certification received in this course does not expire.

→ 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, FEB 27, 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, FEB 27 & 28, 8:00 AM - 5:00 PM - 2 DAYS; \$165+GST

→ 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, MAR 17 & 18, 8:30 AM - 4:30 PM - 2 DAYS, \$195
LOCATION: BROOKS CAMPUS, MEDICINE HAT COLLEGE



Contract Training

Are you an employer whose employees could use some extra training? Keeping your employees' skills current is key to your organization's success. Your needs are constantly changing and contracted training is a customized and flexible way to meet those needs directly, affordably and effectively. We also understand that your business and training needs are unique, and we can work with you to customize training solutions to meet these needs. Our aim is to provide training and education that suit your goals, your schedule, and your budget.

Customized contract training has many benefits, including increased employee performance, productivity and efficiency; increased morale, motivation, and job satisfaction; and increased staff loyalty and employee retention.

Medicine Hat College offers training in many different areas, including:



We can offer you:

- ▶ Customized training for your business or organization
- ▶ A training program that addresses your unique requirements
- ▶ Cost-effective education and training solutions
- ▶ Scheduled at your convenience
- ▶ Delivered at the College, in your facility or a location of your choice
- ▶ Confidential environment
- ▶ Various delivery options
- ▶ In-depth understanding of adult learning principles to blend theory and application
- ▶ Instructors who bring real-world solutions
- ▶ Computer lab rental
- ▶ Team building events
- ▶ Over 20 years of successful program delivery to business and other organizations

For more information and to customize your training, contact Nadine Lepage, Corporate Training Officer @ 403.504.2248 or nlepage@mhc.ab.ca

www.mhc.ab.ca/ContractTraining

Medicine Hat and Brooks

→ Arts & Leisure

One Day Wedding Flowers!

Whether you're a bride-to-be, the sister, mother or mother-in-law to be, or you simply want to learn the basics in creating your own wedding flowers. This class will give you a great foundation on the technical tricks of wedding flower arranging as well as composition, color, and design. Students are encouraged to explore their own style of design within the framework of guidelines demonstrated. You will learn the tools, tips and tricks of the trade, to make your very own Bridal Bouquet, Boutonnieres and Corsages. This class typically lasts a full day, and is intended to be accessible to beginners, but all skill levels are welcome. ALL supplies are included in the overall cost of the class. Max: 15 Participants. Instructor: Willy de Jager, Prairie Blooms Studio

Course ID: AC 0933

SAT, MAR 12, 9:00 AM - 4:00 PM - 1 DAY, \$309+GST



Creative Ironwork

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

Course ID: AC 0900

SAT & SUN, MAY 7 & 8, 8:30 AM - 12:00 PM & 1:00 PM - 4:00 PM, \$259+GST

■ CHILDREN & YOUTH

Babysitting Basics

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, MAR 12, 9:00 AM - 4:00 PM - 1 DAY, \$69

→ Drivers 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 Drivers EDge is government-approved and accredited by Alberta Transportation, with insurance discounts available. Drivers 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 and to pre-book your driving time, call 403.526.9505.

Basic EDge Beginner's Package

18 hours of innovative classroom instruction

10 hours of one-on-one, in-vehicle instruction (Please call the Drivers EDge office to pre-book driving time, otherwise it will be arranged with the student during the classroom. All driving time for the course will commence in the weeks following the classroom session and be completed within a 4-6 week period. If you have any questions regarding the driving contact the Drivers EDge office before the course starts!)

Free pickup and drop-off at the location of your choice within Medicine Hat and area

Road test booking (fee is extra and payable to license agency)

Course ID: JR 0973

A: MON - THUR, JAN 18 - 21, 5:00 PM - 9:30 PM; \$725
 B: MON - THUR, FEB 29 - MAR 3, 5:00 PM - 9:30 PM; \$725
 C: MON - THUR, MAY 2 - 5, 5:00 PM - 9:30 PM; \$725
 D: MON - THUR, JUN 27 - 30, 5:00 PM - 9:30 PM; \$725
 E: MON - WED, JUL 25 - 27, 9:00 AM - 3:30 PM; \$725
 F: MON - WED, AUG 22 - 24, 9:00 AM - 3:30 PM; \$725
 G: TUE - FRI, OCT 11 - 14, 5:00 PM - 9:30 PM; \$725
 H: MON - THUR, NOV 21 - 24, 5:00 PM - 9:30 PM; \$725

Prices may be subject to change due to the rising cost of fuel.



Give a Gift of Class

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

Great for that hard-to-buy-for person, gift certificates are available in any dollar amount and can be purchased at the Registration Desk, Brooks Campus or by calling 403.362.1677.

LANGUAGES & COMMUNICATION

Conversational Spanish

HOLA AMIGO! COMO ESTA? Learn basic Spanish and immerse yourself in the Spanish language and Hispanic culture. This course is designed for everyone, whether you are going to travel to a Spanish-speaking country, need to brush up on what you have already learned or are just interested in learning another language. Topics will include basic conversations, dining and currency. There will also be a focus on assisting professionals currently working with Spanish speaking students or customers. No previous experience in Spanish is necessary. Instructor: Deyanira Fournier

Course ID: LA 0902

THUR, FEB 18 - APR 7, 6:00 PM - 8:30 PM - 8 WEEKS, \$169+GST

Grammar for ESL

ONLINE

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

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

VARIOUS START DATES: JAN 13, FEB 10, MAR 16, APR 13, MAY 18, JUN 15, JUL 13 & AUG 17; \$149 +GST



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 pre-CLB to CLB4 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

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: WH 0940

WEEKEND

FRI, SAT & SUN, MAY 27, 28 & 29

FRI: 7:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:00 PM, \$445+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: Angeliqye Doyle

Course ID: LR 0904

SAT, APR 16, 10:00 AM - 11:30 AM - 1 MORNING, \$39+GST

Vision Board Workshop: Summer Vacation Planning

Are you ready to learn how to visually create your future using a vision board. Taking the next step can be a roller coaster of mixed emotions. Take a deep breath and create a vision board that will assist you in obtaining a clear view. A summer vacation vision board is a great way to involve your family and to get a clear vision for your summer vacation. Feel free to come by yourself or bring your family and receive a special family registration discount!

Course ID: LR 0910

SAT, APR 16, 1:30 PM - 3:30 PM - 1 AFTERNOON

A: INDIVIDUAL FEE: \$49+GST

B: FAMILY FEE, \$69+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: WED, FEB 3, 7:00 PM - 9:00 PM - 1 EVENING, FREE OF CHARGE

B: WED, MAR 2, 7:00 PM - 9:00 PM - 1 EVENING, FREE OF CHARGE

C: WED, APR 6, 7:00 PM - 9:00 PM - 1 EVENING, FREE OF CHARGE

LOCATION: MHC, BROOKS CAMPUS

■ 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.

All sessions are FREE of charge but advance registration is required by calling: 403.362.1677.

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. You'll also learn about the changes brought about by the Wills and Succession Act, recent legislation in this area.

Course ID: PL 0908

B: WED, MAR 9, 6:30 PM - 8:30 PM - 1 EVENING
LOCATION: BROOKS PUBLIC LIBRARY VIA VIDEO CONFERENCE

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

B: WED, MAR 2, 6:30 PM - 8:30 PM - 1 EVENING
LOCATION: BROOKS PUBLIC LIBRARY VIA VIDEO CONFERENCE

Non-Profit Organizations and Law

Non-profit organizations play an important part in our communities and many people become involved with them in various capacities, as employees, directors or volunteers for example. This presentation provides a look at non-profits from a legal perspective. Topics for discussion include:

- ▶ How these organizations can be structured
- ▶ How non-profits are affected by things like employment law

- or freedom of information and protection of privacy law
- ▶ How such organizations fit into the taxation system
- ▶ The difference between a non-profit organization and a charity
- ▶ Rights and responsibilities of those involved with non-profits

Types of liability issues these organizations and those involved with them can face and the kinds of steps they can take to help protect themselves

Course ID: PL 0903

WED, FEB 10, 6:30 PM - 8:30 PM - 1 EVENING
LOCATION: BROOKS PUBLIC LIBRARY VIA VIDEO CONFERENCE

Residential Tenancies

- ▶ Rent
- ▶ Security deposits
- ▶ Termination of tenancies, and
- ▶ Notice.

These are some of the things that will be discussed in this look at legal rights and responsibilities of people renting places to live.

Course ID: PL 0915

WED, FEB 24, 6:30 PM - 8:30 PM - 1 EVENING
LOCATION: BROOKS PUBLIC LIBRARY VIA VIDEO CONFERENCE

Looking After Dependent Parents - Dealing With the Legal Issues

Our parents took care of us and we take care of our children. That's the usual assumption about how things should go. However, sometimes our parents, (or other adults we know), lose the legal capacity to make their own decisions and we're called on to assume this responsibility. This presentation is an opportunity to learn about the legal issues involved in these situations and the options available to address them. Areas for discussion include:

- ▶ Determining when capacity is lost – how does this happen and is the loss always total?
- ▶ When are guardians or trustees needed and how are they appointed?
- ▶ What parts do personal directives and enduring powers of attorney play?
- ▶ How can accountability and liability issues be addressed?

Course ID: PL 0960

WED, MAR 23, 6:30 PM - 8:30 PM - 1 EVENING
LOCATION: BROOKS PUBLIC LIBRARY VIA VIDEO CONFERENCE



Arrange a Public Legal Education session for your organization or group on any legal subject.

**Please contact Nicole Walcer-Nugent
Public Legal Education Coordinator
Medicine Hat College at 403.529.3848.**



**MEDICINE HAT
COLLEGE**

CONTINUING STUDIES

CONNECTING LIFE & LEARNING

Register by phone

Medicine Hat **403.529.3844**

Brooks **403.362.1677**

Register online

mhc.ab.ca/continuing-studies

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