

CONTINUING STUDIES COURSE CATALOGUE

WINTER/SPRING 2014 **CONNECTING LIFE AND LEARNING** MEDICINE HAT & BROOKS
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CONTINUING STUDIES



**MEDICINE HAT
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CONTINUING STUDIES



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**Stay informed about
special promotions and
new course offerings!**

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Table of Contents

Computers & Technology

Certificate Programs	2
Introduction to Computers	3
Google	4
Apple	4
Microsoft Applications	5
Bookkeeping	8
Knowledge Bursts	9
Digital Graphics and Design	10

Certificate Programs

Certificates in Computers & Technology	11
Medical Office Assistant Certificate	12
Hospital Unit Clerk Certificate	13
Supply Management Diploma	14
Project Management Certificate	16
Management Seminars for Supervisory Personnel	17
Online Certificates and Courses	25
Home Inspections Certificate.	30
Occupational Health & Safety Certificate	32

Business & Leadership

Financial Management.	18
Professional Development	18
Business Financial Solutions	20
Personal Development	21
Academic Transitions	24

Trades & Industry

Electrical	28
Power Engineering.	28
Welding	29
Plumbing	29
Home Inspection Certificate	30
ENFORM Safety Training.	31

Workplace Health & Safety

Occupational Health & Safety Certificate	32
Food Sanitation & Hygiene	34
St. John Ambulance First Aid Courses	34
Canadian Mental Health	35

General Interest

Arts	36
Photography.	37
Do It Yourself	38
Food & Beverage	39
Children and Youth.	40
Languages & Communication	41
You and the Law.	51

Lifestyle & Recreation

Motorcycle Riding Instruction	43
Alberta Fitness Leadership AFLCA Certification.	45
Alberta Sport Development Centre	46
Personal Development	48

Brooks Campus, MHC

Brooks Campus Courses.	53
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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

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
- ▶ Simply 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



**Watch for this symbol indicating
online ed2go courses**

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
Simply Accounting Levels 1, 2 & Reconciliations*	Computerized Bookkeeping Certificate
Introduction to Bookkeeping	Computerized Bookkeeping Certificate

EXAM DATES:

Course ID: CT 0401

DAYTIME:

A: THUR, JAN 23, 1:00PM - 4:00PM - 1 AFTERNOON, B252

B: THUR, FEB 27, 9:00AM - 12:00PM - 1 MORNING; B252

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

D: SAT, APR 26, 9:00AM - 12:00PM - 1 MORNING; B252

E: MON, APR 28, 9:00AM - 12:00PM - 1 MORNING; B252

F: THUR, MAY 15, 6:00 PM - 9:00 PM - 1 EVENING; B252

G: SAT, JUN 21, 9:00AM - 12:00PM - 1 MORNING; 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.

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.

➔ 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: MON, JAN 13, 9:00AM - 4:00PM - 1 DAY, \$99 + GST; B252

B: MON, MAR 10, 9:00AM - 4:00PM - 1 DAY, \$99 + GST; B252

EVENING:

C: MON, JAN 27 & FEB 3, 6:00PM - 9:00PM - 2 EVENINGS, \$99 + GST; B252

D: MON, APR 21 & 28, 6:00PM - 9:00PM - 2 EVENINGS, \$99 + GST; B252

Course ID: CT 0005

SAVINGS! Take BOTH Basics of Personal Computers and Introduction to Microsoft Office Applications for the PC for only \$179 + GST.

Introduction to Microsoft Office Applications for the PC

You can learn more about computers, even if you aren't sure of your next step. 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: MON, JAN 20, 9:00AM - 4:00PM - 1 DAY, \$99 + GST; B252

B: MON, MAR 17, 9:00AM - 4:00PM - 1 DAY, \$99 + GST; B252

EVENING:

C: WED, FEB 12 & 19, 6:00PM - 9:00PM - 2 EVENINGS, \$99 + GST; B252

D: MON, MAY 5 & 12, 6:00PM - 9:00PM - 2 EVENINGS, \$99 + 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 on-line. This hands-on class will give you the confidence and skills to send and receive e-mails and "surf the net." You will learn by doing and be surprised at how easy it is to join the digital world. Prerequisite: Basics of Personal Computers or equivalent knowledge and experience. Instructor: Joan Fleckenstein

Course ID: CT 0003

EVENING:

MON, MAR 3, 6:00PM - 9:00PM - 3 HOURS, \$89 + 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: MON, JAN 27, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

B: MON, APR 14, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

EVENING:

C: WED, MAR 5 & 12, 6:00PM - 9:00PM - 2 EVENINGS, \$169 + 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, JAN 27 - APR 14 (NO CLASS FEB 17), 6:00PM - 9:30PM - 11 EVENINGS, \$495 + GST; B252

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

LEARN
LIFELONG EDUCATION AND RESOURCE NETWORK

→ Google

Google Drive



Google is known for its search capabilities; however, it is capable of so much more! In this course we will cover Google Drive which allows you to read, edit, share, and collaborate your documents no matter where you are. It will include features such as creating spreadsheets, presentations, documents, and forms within Google Drive itself. We will also introduce other features Google offers such as Groups, Sites, Translator, YouTube, etc. If you already have a gmail account, please bring along your log-in information. If you do not have a gmail account, we will create one in class. Prerequisite: Basics of Personal Computers. Instructor: Jenna Williams

Course ID: CT 0148

DAYTIME:

SAT, APR 12, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

Introduction to Google Analytics



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: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20; \$139 + GST

→ 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. 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

Instructor: Randle Gold

Course ID: CT 0011

EVENING:

WED, MAY 7 & 14, 6:00PM - 9:00PM - 2 EVENINGS, \$199 + GST; B252

Course ID: CT 0130

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

Introduction to Mac Applications

Learn how to use applications to effortlessly:

- ▶ Set up and configure your email
- ▶ Manage your contacts & calendars
- ▶ Surf the web.

Safari, Address Book, Mail, iCalendar, Quicktime and other applications that with your Mac will be covered. Instructor: Randle Gold

Course ID: CT 0132

EVENING:

WED, MAY 21 & 28, 6:00PM - 9:00PM - 2 EVENINGS, \$199 + GST; B252

→ iPad Courses



Take one or all four of these short courses to get the most from your iPad. Each 3 hour session focuses on a different way to use your iPad. From finding the best apps to a discussion of handy accessories, you're sure to walk away with lots of new ideas. Please don't forget to bring your iPad, 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.

Course ID: CT 0061

AFTERNOON:

A: SAT, MAR 1, 1:00PM - 4:00PM - 3 HOURS, \$99 + GST; B252

B: SAT, MAY 10, 1:00PM - 4:00PM - 3 HOURS, \$99 + GST; B252

Course ID: CT 0085

SAVINGS! Take ALL THREE OF THE FOLLOWING “Using Your iPad” classes for only \$269 + GST.

Using Your iPad for Recreation

We'll look at some of the more popular activities for enjoyment of your iPad. These include:

- ▶ Reading on your iPad
- ▶ Manipulating photographs
- ▶ Enjoying music
- ▶ Appreciating art

The possibilities are limitless and hopefully some of your classmates will share some of their best applications too! You will receive a \$15 iTunes App Card when you attend this class, so that you can start enjoying yourself right away.

Course ID: CT 0086

AFTERNOON:

A: SAT, MAR 8, 1:00PM - 4:00PM - 3 HOURS, \$99 + GST; F1006

B: SAT, MAY 24, 1:00PM - 4:00PM - 3 HOURS, \$99 + GST; F1006

Using Your iPad for Travel

The portability of the iPad is a large part of its appeal. So let's take it on the road! From researching your trip ahead of time to using it along the way – not to mention helping you (and the kids) quietly pass your time – we'll look at apps and accessories that can turn travelling into a whole new experience. You will receive a \$15 iTunes App Card when you attend this class, so that you can start planning your next trip right away.

Course ID: CT 0087

AFTERNOON:

A: SAT, MAR 15, 1:00PM - 4:00PM - 3 HOURS, \$99 + GST; F1006

B: SAT, MAY 31, 1:00PM - 4:00PM - 3 HOURS, \$99 + GST; F1006

Using Your iPad for Business

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

Course ID: CT 0088

AFTERNOON:

A: SAT, MAR 22, 1:00PM - 4:00PM - 3 HOURS, \$99 + GST; F1006

B: SAT, JUN 7, 1:00PM - 4:00PM - 3 HOURS, \$99 + GST; F1006

→ 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:

THUR, JUN 5, 9:00AM - 4:00PM - 1 DAY, \$169 + 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, JAN 22, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

B: WED, MAR 5, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

C: WED, MAY 21, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

EVENING:

D: MON, FEB 10 & 24 (NO CLASS FEB 17), 6:00PM - 9:00PM - 2 EVENINGS, \$169 + GST; B252

Course ID: CT 0024

SAVINGS! Take BOTH Microsoft Word 2010 Level 1A and Microsoft Word 2010 Level 1B for only \$299 + 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, JAN 29, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

B: WED, MAR 12, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

C: WED, MAY 28, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

EVENING:

D: MON, MAR 24 & 31, 6:00PM - 9:00PM - 2 EVENINGS, \$169 + 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 / Joan Fleckenstein

Course ID: CT 0020

DAYTIME:

A: WED, FEB 5, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

B: WED, MAR 26, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

C: WED, JUN 4, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

Course ID: CT 0027

SAVINGS! Take BOTH Microsoft Word 2010 Level 2 and Microsoft Word 2010 Level 3 for only \$299 + 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:

A: WED, FEB 12, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

B: WED, JUN 11, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

Enhance Your Resume Using MS Word

Learn practical skills to create professional resumes, cover letters and business cards. These tools will help you market yourself in a competitive job market, and provide you with valuable skills that can be transferred to many business documents.

Prerequisite: Word Levels 1A and 1B. Instructor: Joan Fleckenstein

Course ID: CT 0028

EVENING:

MON, APR 7, 6:00PM - 9:00PM - 1 EVENING; \$89 + 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, FEB 3, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

B: MON, MAR 24, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

C: MON, MAY 5, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

EVENING:

D: MON, MAR 10 & 17, 6:00PM - 9:00PM - 2 EVENINGS, \$169 + GST; B252

E: MON, MAY 26 & JUN 2, 6:00PM - 9:00PM - 2 EVENINGS, \$169 + GST; B252

Course ID: CT 0026

SAVINGS! Take BOTH Microsoft Excel 2010 Level 1A and Microsoft Excel 2010 Level 1B for only \$299 + 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 / Eugene Mastel

Course ID: CT 0032

DAYTIME:

A: MON, FEB 10, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

B: MON, MAR 31, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

C: MON, MAY 12, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

EVENING:

D: WED, MAR 26 & APR 2, 6:00PM - 9:00PM - 2 EVENINGS, \$169 + 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:

A: MON, FEB 24, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

B: MON, APR 7, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

C: MON, MAY 26, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

EVENING:

D: WED, APR 9 & 16, 6:00PM - 9:00PM - 2 EVENINGS, \$169 + GST; B252

Course ID: CT 0048

SAVINGS! Take BOTH Microsoft Excel Level 2 and Microsoft Excel Level 3 for only \$299 + 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:

A: MON, MAR 3, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

B: MON, APR 21, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

LEARN

LIFELONG EDUCATION AND RESOURCE NETWORK

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.



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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: Eugene Mastel

Course ID: CT 0041

DAYTIME:

A: FRI, MAR 21 & 28, 9:00AM - 12:00PM - 2 MORNINGS, \$169 + GST; B252

EVENING:

B: WED, APR 23 & 30, 6:00PM - 9:00PM - 2 EVENINGS, \$169 + 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, JUN 2, 9:00AM - 4:00PM - 1 DAY, \$169 + GST, B252

Course ID: CT 0058

SAVINGS! Take BOTH Microsoft Access 2010 Level 1A and Microsoft Access 2010 Level 1B for only \$299 + 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, JUN 9, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; B252

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, JUN 16, 9:00AM - 4:00PM - 1 DAY, \$169 + 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

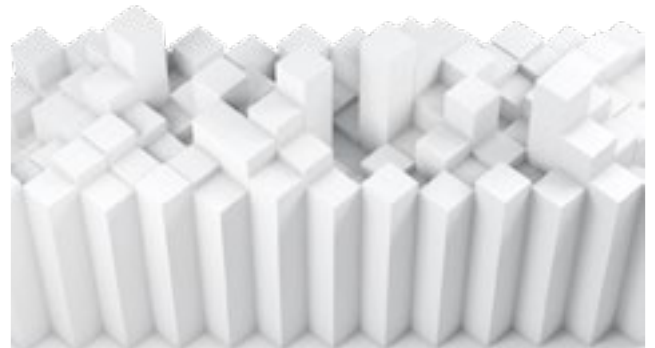
Students are encouraged to bring digital photos and music to create their own presentation.

Prerequisite: Introduction to Microsoft Applications. Instructors: Nancy Koenig

Course ID: CT 0045

DAYTIME:

WED, APR 2 & 9, 9:00AM - 4:00PM - 2 DAYS, \$269 + GST; B252



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 internal training needs, please call Shannan at 403.529.3849

➔ Bookkeeping Courses

Introduction to QuickBooks 2012



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

Course ID: E2G0001

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

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20;
\$139 + GST

Intermediate QuickBooks 2012



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

Course ID: E2G0001

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

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20;
\$139 + GST

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 / Anna Marie Clark

Course ID: CA 0001

DAYTIME:

A: TUE & THUR, JAN 21 - FEB 20, 9:00AM - 12:00PM - 10 MORNINGS, \$289 + GST; B252

B: TUE & THUR, APR 15 - MAY 15, 9:00AM - 12:00PM - 10 MORNINGS, \$289 + GST; B252

EVENING:

C: TUE & THUR, JAN 28 - FEB 27, 6:00PM - 9:00PM - 10 EVENINGS, \$289 + GST; B252

Course ID: CT 0071

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

Simply Accounting - Level 1



A hands-on business simulation in which students will create and post a complete set of books using Simply Accounting.

- ▶ Set up and maintain a company's books
- ▶ Enter transactions in all journals of Simply Accounting
- ▶ 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. Instructors: Nancy Koenig / Anna Marie Clark

Course ID: CT 0065

DAYTIME:

A: TUE & THUR, FEB 4 - 13, 1:00PM - 4:00PM - 4 AFTERNOONS, \$289 + GST; B252

B: TUE & THUR, APR 29 - MAY 8, 1:00PM - 4:00PM - 4 AFTERNOONS, \$289 + GST; B252

EVENING:

C: THUR, MAR 6 - 27, 6:00PM - 9:00PM - 4 EVENINGS, \$289 + GST; B252

Simply Accounting - Level 2



The tips and tricks of Simply Accounting 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

Prerequisite: Simply Accounting Level 1. Instructor: Nancy Koenig / Anna Marie Clark

Course ID: CT 0066

DAYTIME:

A: TUE & THUR, FEB 18 & 20, 1:00PM - 4:00PM - 2 AFTERNOONS, \$179 + GST; B252

B: TUE & THUR, MAY 13 & 15, 1:00PM - 4:00PM - 2 AFTERNOONS, \$179 + GST; B252

EVENING:

C: THUR, APR 3 & 10, 6:00PM - 9:00PM - 2 EVENINGS, \$179 + GST; B252

Course ID: CT 0063

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

Simply Reconciliations



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.

Prerequisites: Simply Accounting Level 2. Instructors: Nancy Koenig / Anna Marie Clark

Course ID: CT 0067

DAYTIME:

A: TUE, FEB 25, 9:00PM - 12:00PM - 1 MORNING, \$99 + GST; B252

B: TUE, MAY 20, 9:00PM - 12:00PM - 1 MORNING, \$99 + GST; B252

EVENING:

C: THUR, APR 24, 6:00PM - 9:00PM - 1 EVENING, \$99 + GST; B252



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Simply Accounting: Managing Payroll

Take advantage of the full power of the Simply Accounting Payroll module!

- ▶ 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: Simply Accounting Level 1. Instructors: Nancy Koenig/Anna Marie Clarke

Course ID: CT 0070

DAYTIME:

A: TUE, MAR 4, 9:00AM - 4:00PM - 1 DAY, \$179 + GST; B252
B: THUR, JUN 12, 9:00AM - 4:00PM - 1 DAY, \$179 + GST; B252

EVENING:

C: THUR, MAY 1 & 8, 6:00PM - 9:00PM - 2 EVENINGS, \$179 + GST; B252

→ Knowledge Bursts

These short courses are designed for those who are familiar with the corresponding Microsoft Office Program, but have specific needs and goals.



Excel

Course ID: CT 0034

SAVINGS! Take ALL THREE EXCEL Knowledge Bursts FOR ONLY \$120 + GST.

Managing Imported Data

Many programs supply data that can be easily imported to Excel. When that data arrives in the Excel Spreadsheet, it may not be formatted or displayed in exactly the way you want it.

This course covers the import process, formatting data for Excel, and eliminating the need for re-entering the information.

Course ID: CT 0033

DAYTIME:

WED, FEB 26, 11:00AM - 12:00PM - 1 HOUR, \$39 + GST; B252

Pivot Tables

Pivot tables are an easy way to summarize the large amounts of data stored in worksheets. For example: If you have a large list of inventory that includes pricing, supplier and location information, Pivot tables will create a new spreadsheet that summarizes by supplier and cost price. A click or two and you have a summary of retail price by department. This course concentrates on Pivot Tables, so a basic understanding of Excel tables is assumed.

Course ID: CT 0050

DAYTIME:

WED, FEB 26, 1:30PM - 2:30PM - 1 HOUR, \$39 + GST; B252

Five Useful Functions

Most Excel users agree that the five most valuable functions in Excel include those that allow you to quickly analyze large amounts of data and pull valuable information from the data. The 5 functions include:

- ▶ IF
- ▶ SUMIF
- ▶ COUNTIF
- ▶ VLOOKUP
- ▶ ROUND

This course will concentrate on these 5 functions, so a basic understanding of Excel Formulas & Functions is assumed.

Course ID: CT 0047

DAYTIME:

WED, FEB 26, 3:00PM - 5:00PM - 2 HOURS, \$59 + GST; B252



PowerPoint

Course ID: CT 0046

SAVINGS! Take ALL THREE POWERPOINT Knowledge Bursts for only \$129 + GST.

Adding Animation to your Presentation

Animation can make the difference to your presentation's effectiveness. If you are having trouble getting your slide objects to appear or disappear at the correct time, or controlling the timing of your music; this class is for you. We will cover: adding object animation; setting the order, timing and effects of the objects; and different methods to trigger the objects to be active on your slide.

Course ID: CT 0042

DAYTIME:

SAT, MAR 8, 11:00AM - 12:30PM - 1.5 HOURS, \$49 + GST; B252

Adding Videos and Music to Your Presentation

PowerPoint presentations are usually enhanced by adding Videos and Music. You can add your own videos, downloaded videos, and on-line videos. Music and Sounds may also come from several places, including your own narration. This class will cover: inserting the objects, changing the display and timing of the objects in your presentation, and controlling how much of the music or video you want to include.

Course ID: CT 0043

DAYTIME:

SAT, MAR 8, 1:00PM - 2:30PM - 1.5 HOURS, \$49 + GST; B252

Your Presentations Made Portable

After spending hours getting your presentation perfected, you don't want surprises when you share your ideas with an audience. This class will cover methods of saving your presentation so that all of your photos, videos, music and the correct fonts will go to your destination with you. We will also cover preparing your presentation so that it will run without the PowerPoint program, or even on a DVD player.

Course ID: CT 0044

DAYTIME:

SAT, MAR 8, 3:00PM - 4:30PM - 1.5 HOURS, \$49 + GST; B252



Photos

Sharing Your Photos Online

Are you emailing pictures or receiving pictures from friends and family? This can be a great way to share your celebrations. You have, however, probably been frustrated by the quality of photos, the size of photos, or having to send multiple emails so that photos can be attached. This course will discuss the limitations of emailing photos, and demonstrate some free ways of sharing multiple, high quality photos with the people you select.

Course ID: CT 0118

DAYTIME:

SAT, MAR 22, 10:00AM - 11:30AM - 1.5 HOURS, \$49 + GST; B252

➔ Digital Graphics And Design

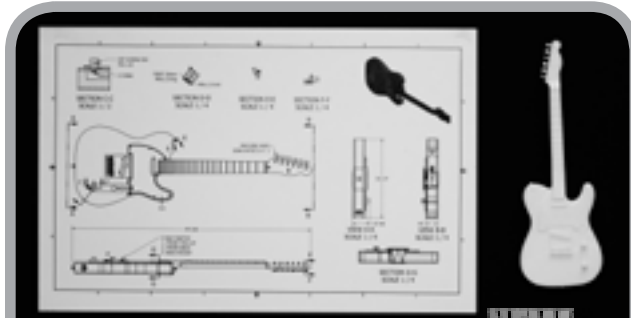
Introduction to AutoCAD

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

Course ID: CT 0200

EVENING:

TUE & THUR, MAR 4 - APR 8, 6:30PM - 9:30PM - 11 CLASSES (33 HRS), \$359 + GST; B204
REGISTRATION DEADLINE: FEB 25



Introduction to 3D Printing

An exciting, hands-on workshop for creative/professional people who are non-CAD users, focusing on the potential that 3D printing offers you. You will be introduced to the world of 3D design and printing and 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 in ABS plastic on the Medicine Hat College's own Stratasys Fortus 3D printer. Whatever background you're from, whether it is architectural, engineering, product design, jewelry or just an enthusiast, this workshop will enable you to design and 3D print with confidence! Participants should possess good, basic computer skills using Windows 7. Instructor: James Kuehn

Course ID: TT 0042

SAT, APR 26 & MAY 3, 9:00AM - 4:00PM - 2 DAYS, \$299 + GST, B208

Creating Your Own Website with Weebly

Are you wanting a simple way to create a website? Whether its business related or personal, Weebly is a fun 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 this class, you will have created your own website with multiple pages, inserted a theme, fonts, and pictures that will catch anyone's attention. You will also learn to create a contact form, insert videos, and even create a blog within your new website! Prerequisite: Basics of Personal Computers. Instructor: Jenna Williams

Course ID: CT 0105

DAYTIME:

SAT, APR 5, 9:00AM - 4:00PM - 1 DAY, \$169 + 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. Instructor: TBA

Course ID: CT 0115

DAYTIME:

THUR, MAY 22 & 29, 9:00AM - 4:00PM - 2 DAYS, \$269 + GST; B252

How to Get Started in Game Development

Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You'll start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences. Learn tools and techniques to help you make better design decisions and achieve greater efficiencies as you develop your own games; learn why many games fail and how to ensure your games are positioned for success. During the course, you'll gain hands-on experience in many of the game development processes. By the end of the course, you'll have the experience and confidence to start developing your own game.

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2G0.COM/MHC

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20; \$139 + GST

Introduction to Illustrator CS6

From drawing objects with the shape tools to mastering the all-important Pen tool to working with shape gradients, you'll gain the techniques you need to produce stunning vector graphics. You'll learn to apply and work with color, create shading effects and painterly brushstrokes, and add special effects such as 3D to your drawings that will set your work apart. You can also easily move designs back and forth between Photoshop and Illustrator to take advantage of the strengths of both programs.

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2G0.COM/MHC

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20; \$139 + GST



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CERTIFICATES IN COMPUTERS AND TECHNOLOGY

→ Computerized Bookkeeping Certificate

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

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
- ▶ Simply Accounting 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

Simply Accounting - Level 1

A hands-on, business simulation in which students will create and post a complete set of books using Simply Accounting.

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

Prerequisite: Introduction to Bookkeeping, or understanding of double entry bookkeeping and recording debits and credits.

Simply Accounting - Level 2

The tips and tricks of Simply Accounting 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

Simply Reconciliations

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.

→ 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)

Online learning Anytime, Anywhere... Just A Click Away!



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.

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: Darci Boychuk

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

C: *CLASSES: THUR, JAN 16 - APR 3, 6:30 PM - 9:30 PM - 12 WEEKS, \$595 + GST; F1007
 *EXAMS: MIDTERM: MON, FEB 24 / FINAL: MON, APR 7; F2002

REGISTRATION DEADLINE: JAN 7

D: REQUIRED TEXTBOOK - MEDICAL TERMINOLOGY SYSTEMS (7TH EDITION), AUTHOR: BARBARA A. GYLIS & MARY ELLEN WEDDING, \$85 + GST

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

➔ 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.

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, JAN 28 - MAR 6, 6:30 PM - 9:30 PM - 6 WEEKS, \$495 + GST; B301 (JAN 28-FEB 6) & B241 (FEB 11- MAR 6)

REGISTRATION DEADLINE: JAN 21

B: TUE & THUR, APR 8 - MAY 15, 6:30 PM - 9:30 PM - 6 WEEKS, \$495 + GST; B301 (APR 8-17) & B241 (APR 22-MAY 15)

REGISTRATION DEADLINE: APR 1

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 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.

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.

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.



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➔ 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.

Exploring the Role of the Hospital Unit Clerk

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

Practicum Experience Requirements: To experience first-hand the pace, role and duties of a Unit Clerk, students will be required to participate in a preceptored work experience at the Medicine Hat Regional Hospital. 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.

Course ID: CA 0010

B: MON & WED, FEB 24 - APR 30, 6:30 PM - 9:30 PM - 10 WEEKS, \$795 + GST; F1007
PRACTICUM DATES: MAY 1 - JUNE 15
REGISTRATION DEADLINE: FEB 10

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 2.

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.

■ CERTIFICATES IN INDUSTRY & WORKPLACE

➔ Occupational Health and Safety Certificate



For more details 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 information on courses, please see page 32.

Free Information Session

Wednesday, January 15
6:00 PM - 7:00 PM

Medicine Hat College, Room F1007

Learn More About The Program - Everyone Welcome

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



➔ 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 30 or visit
mhc.ab.ca/continuing-studies

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

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, MAR 29, 30, APR 12, 13, 26 & 27, 8:30 AM - 4:00 PM - 6 DAYS, \$695 + GST; F1008

B: REQUIRED TEXT - PURCHASING AND SUPPLY CHAIN MANAGEMENT (FIFTH EDITION) \$195 + GST

REGISTRATION DEADLINE: MAR 14TH

Introduction to Marketing

Participants will learn the role and purpose of marketing with a special emphasis on how marketing affects supply management. The differences between marketing and sales, marketing products and services, as well as B2B and B2C marketing will be addressed. Market research, understanding your competition, market segmentation and market selection are key topics covered. Among the other subjects discussed is the marketing mix: the "4 Ps" of product, pricing, place and promotion. Strategies for market leaders and market followers will also be outlined. Pre-course assignment required.

Course ID: CA 0022

SAT & SUN, MAR 15 & 16, 8:30 AM - 4:30 PM - 2 DAYS, \$595 + GST; F1008

REGISTRATION DEADLINE: MAR 5

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, MAY 10 & 11, 8:30 AM - 4:30 PM - 2 DAYS, \$595 + GST; F1008

REGISTRATION DEADLINE: MAY 1

Free Information Session

Tuesday, February 25, 6:00 PM - 7:00 PM
Medicine Hat College, Room F1008

Learn more about the Program - Everyone Welcome!

- ▶ Hear from the Supply Chain Management Association.
- ▶ Learn about potential jobs from local people in the industry



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→ Project Management Extension Certificate

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



Continuing Education
and Extension

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: Emil Tarka

Free Information Session

Wednesday, January 29
6:00 PM - 7:00 PM, Room F1007

Learn more about the Project Management Extension
Certificate – Everyone Welcome!

Project Management: An Overview

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

Course ID: CA 0040

MON & TUE, MAR 17 & 18, 8:30 AM - 5:00 PM - 2 DAYS, \$539 + GST; F1007

Project Management: Integration and Scope

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

Course ID: CA 0041

MON & TUE, MAR 24 & 25, 8:30 AM - 5:00 PM - 2 DAYS, \$539 + GST; F1007

Project Management: Quality

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

Course ID: CA 0042

MON & TUE, MAR 31 & APR 1, 8:30 AM - 5:00 PM - 2 DAYS, \$539 + GST; F1007

Project Management: Human Resource and Communications

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

Course ID: CA 0043

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

Project Management: Time and Cost

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

Course ID: CA 0044

MON & TUE, APR 14 & 15, 8:30 AM - 5:00 PM - 2 DAYS, \$539 + GST; F1007

Project Management: Risk and Procurement

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

Course ID: CA 0045

MON & TUE, APR 28 & 29, 8:30 AM - 5:00 PM - 2 DAYS, \$539 + GST; F1007

Preparing for the Final Assessment

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

WED, APR 30, 9:00 AM - 12:00 PM - 1 MORNING, \$125 + GST (INCLUDES MATERIALS); F1007

Project Management - Final Assessment Paper

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

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.

Courses may be taken individually for general interest or professional development.

→ 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 seminars focus on people, work, communication, motivation and teamwork.

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

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 \$995 + GST

Management Foundations

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

Course ID: CA 0101

WEDNESDAY, MARCH 5, 9:00 AM - 4:00 PM, \$249 + 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, MARCH 12, 9:00 AM - 4:00 PM, \$249 + 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, MARCH 19, 9:00 AM - 4:00 PM, \$249 + 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, MARCH 26, 9:00 AM - 4:00 PM, \$249 + 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, APRIL 2, 9:00 AM - 4:00 PM, \$249 + GST; F1007



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.



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➔ Professional Development

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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.

➔ Financial Management

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 / Anna Marie Clark

Course ID: CA 0001

DAYTIME:

A: TUE & THUR, JAN 21 - FEB 20, 9:00AM - 12:00PM - 10 MORNINGS, \$289 + GST; B252
B: TUE & THUR, APR 15 - MAY 15, 9:00AM - 12:00PM - 10 MORNINGS, \$289 + GST; B252

EVENING:

C: TUE & THUR, JAN 28 - FEB 27, 6:00PM - 9:00PM - 10 EVENINGS, \$289 + GST; B252

Money Matters - Your Guide to RRSP, TSFA and RESP

Do you hear others talking about their investments and wonder how they got started? Presented in plain language, this non-promotional course discusses important investing topics and provides you with a solid base to make well-informed investment decisions. Make the most of your money by understanding the differences between registered savings plans, tax-free savings plans, and education saving plans. This course is for anyone: first-time investors, new parents, retirement planners or youth entering the work-force. Instructor: Tom McCormick

Course ID: CA 0029

TUE & THUR, FEB 11 & 13, 6:00PM - 9:00PM - 2 EVENINGS, \$85 + GST; F1009

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. This course uses the #1 Wall Street Journal and Business Week bestseller StrengthsFinder 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
- ▶ Identify your Personal Vision
- ▶ Create a personal strength based leadership plan of action and set personal goals

Instructor: Robin Levesque

Course ID: CA 0030

A: TUE, FEB 18 - MAR 4, 6:00PM - 9:00PM - 3 EVENINGS, \$195 + GST; F1007

B: REQUIRED TEXT: STRENGTHSFINDER 2.0, \$35 + GST*

REGISTRATION DEADLINE: FEB 6

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

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

THUR, FEB 27, 9:00AM - 4:30PM - 1 DAY, \$165 + GST; F1007

Mastering Your Time – Time, Information and Productivity Management That Works!

Are you struggling to get enough done every day? There is always too much to do and not enough time for those important things. Find out how to master your time for peak productivity – get the right things done with less stress. We've done the research for you. Learn tools and skills that work and that can be applied to any part of your life where you want to accomplish the right stuff and get more done every day. Includes new updates and a review of the popular "Getting Things Done", by David Allen. Instructor: Laurel Scharfenberg

Course ID: CA 0226

THUR, JAN 30, 9:15AM - 4:15PM - 1 DAY, \$165 + GST; F1007

REGISTRATION DEADLINE: JAN 21

For more information on our great instructors, please view our courses online at:
mhc.ab.ca/continuing-studies

Dealing With Those Difficult People!

Do you deal with rude, irate, impatient, emotional, uncooperative, frustrating or aggressive people in your life? Knowing techniques that work with difficult people can make all the difference in your life, and in theirs! This course will help you develop strategies that are practical and specific to those difficult people in your life. Instructor: Laurel Scharfenberg

Course ID: CA 0252

THUR, MAR 20, 9:15AM - 4:15PM - 1 DAY, \$165 + GST; F1007
REGISTRATION DEADLINE: MAR 11

Conflict Resolution in the Workplace

This workshop will allow you to 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. 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. See the true costs of conflict in your organization or with your customers and how you can reduce those costs. Instructor: Laurel Scharfenberg

Course ID: CA 0217

THUR, MAR 27, 9:15AM - 4:15PM - 1 DAY, \$165 + GST; F1007
REGISTRATION DEADLINE: MAR 18

Anger Management – Don't Push My Buttons

There are numerous factors and situations that we encounter daily that can be frustrating and that can lead to us feel angry and hostile. Do you work or associate with someone who is very difficult to get along with, find your expectations not being met, feel that people don't listen, or take their anger out on you? Find out how to reduce anger in these situations and how to turn those angry people and situations into cooperation and win-win. Find out what to do and how to do it. Learn positive techniques for managing anger and hostility and for dealing with those people and situations that push our buttons. The objective of this course is to not only help you manage your anger effectively and to put it to good use, but 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, APR 4, 9:15AM - 4:15PM - 1 DAY, \$165 + GST; F1007
REGISTRATION DEADLINE: MAR 25

Introduction to LinkedIn Career Networking

In this course, you'll get hands-on experience with this powerful tool as you build your own career network. You'll learn how to create a profile that shows your professional achievements off to their best advantage, and you'll gain techniques for deepening and expanding your business contacts. You'll also learn about LinkedIn groups—a great way to find others who share your interests and background, and who may be major players in your industry.

Learn how to incorporate LinkedIn into your overall job-search and career development strategy, including traditional methods such as calling, letter writing, email etiquette, in-person interviewing, as well as some of the newer media, including text etiquette and social media do's and don'ts. There's even a lesson to help you if you're a creative professional who doesn't fit the everyday mold.

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2GO.COM/MHC
VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20;
\$139 + GST

Introduction to Non-Profit Management

In this course, you will learn skills and develop strategies that will take your organization to new heights of prosperity and productivity. You'll gain a full understanding the role of the executive director and the board of directors, special event and meeting management, public relation strategies, and how to find a position in this fascinating and rewarding field of work.

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2GO.COM/MHC
VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20;
\$139 + GST

Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach. In this six-week online course, you'll learn about some wonderful abilities we're born with for figuring things out and making good decisions. You'll also see why our instincts and intuition sometimes deceive us and how self-knowledge can help us guard against becoming overly confident. You'll discover the steps necessary to achieve your goals, as well as the power that ordinary, everyday decisions can have over the quality of your life.

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2GO.COM/MHC
VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20;
\$139 + GST

Computer Lab Rentals

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

Look no further than Continuing Studies, MHC!

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

We offer:

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

For further details or bookings, contact Shannan at 403-529-3849 or shurlbut@mhc.ab.ca.



→ Business Financial Solutions

- ▶ Are you operating or managing a small to medium sized business with little to no training?
- ▶ Are you self-taught in the areas of business financial calculations and government reporting?
- ▶ Are you seeking financing (bank loan) to start or expand a business?

If you answered yes to any of these questions, you need the Business Financial Solutions - business basics course so you properly report to the government and run your business or operation. Learn these important pieces from a highly qualified instructor, Bryan Petersen, B.Mgmt(Acc) of PAS (Petersen Accounting Services). Bryan makes learning fun, interesting and easy to apply. These techniques don't need to be difficult!

Course ID: CA 0308

SAVINGS! Take ALL THREE classes for only \$279 + GST (save \$18) and get 3 hours of post-course support.

Post-course Support: Enjoy the ability to ask Bryan questions, free-of-charge, up to 3 hours, to help you with any questions you may have after the class has ended. This is one-on-one coaching time with Bryan.

Cash Flow

If you are seeking a loan, you need to estimate when and where your money is going and when it's coming in. This class uses an excel template to estimate and track your sales and expenses. Plan for a best and worst case scenario with this practical template. Increase the chance of your business' success, learn how collect and offer extended credit (30, 60, 90 + days), and learn some tips to a positive cash flow. Template will be provided; however you will need a flash drive (USB stick) for this course.

Course ID: CA 0302

A: TUE & THUR, FEB 4 & 6, 6:00PM - 9:00PM - 2 EVENINGS, \$99 + GST; B240
B: TUE & THUR, MAY 13 & 15, 6:00PM - 9:00PM - 2 EVENINGS, \$99 + GST; B240

GST/Payroll Calculations

Learn the GST rules and regulations, complete a sample GST return, and how to organize your business. Also learn how to correctly calculate payroll on a wkly/bi-wkly/semi-mthly/mthly basis, CPP, EI Premiums, ROE's, T4 Slips & T4 Summary's and Employment Standards. Class offers practical hands on training with exercises, samples and continuous TIPS & TRICKS.

Course ID: CA 0300

A: TUE & THUR, FEB 11 & 13, 6:00PM - 9:00PM - 2 EVENINGS, \$99 + GST; B240
B: TUE & THUR, JUN 3 & 5, 6:00PM - 9:00PM - 2 EVENINGS, \$99 + GST; B240

Understanding Financial Statements

Financial statements are the tools that tell you how your business is doing financially. Money in the bank is important, but what is vital to your success is how healthy your business really is! Learn to read and understand the following:

- ▶ The Balance Sheet (Assets, Liabilities, Equity, & the Balance Sheet equation)
- ▶ The Income Statement (Revenue, expenses, & the Income Statement equation)
- ▶ Statement of Owners Equity/Statement of Retained Earnings
- ▶ Timeframes for financial statements
- ▶ Account numbers & chart of accounts

Course ID: CA 0303

A: TUE & THUR, MAR 11 & 13, 6:00PM - 9:00PM - 2 EVENINGS, \$99 + GST; B240
B: TUE & THUR, JUN 10 & 12, 6:00PM - 9:00PM - 2 EVENINGS, \$99 + GST; B240

→ The Art of Sales & Service Certificate Program

Do you own/operate a business and want to improve your bottom line? Do you want to make more money? Do you fear the word "sales"?

As a business owner, or even as an employee, all business equates to generating sales. The problem is most people don't have any formal training or knowledge on the art of selling and sales.

How you sell to your customer, equals your level of customer service. This sales course will teach you all you need to know to have a step above in selling your products or services in your industry. Learn skills in: prospecting new business, understanding clients' needs and most importantly, closing the sale.

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

Discover self-management tools such as creating a personal vision, setting & achieving goals, effective time management, networking and prospecting, and how this can lead to success in sales.

Be a step above the rest: improve your bottom line, wow your clients with exceptional customer service and learn to enjoy the process so it becomes a natural skill.

This course expands on the key areas of:

- ▶ The selling profession
- ▶ The selling approach
- ▶ Prepare to be successful
- ▶ Marketing for sales people
- ▶ Selling skills
- ▶ Selling Basics

Facilitator: Corrie Stolz

Course ID: CA 0315

WED, FEB 26 - APR 2, 6:00PM - 9:00PM - 6 WEEKS (18 HOURS), \$299 + GST; F2002



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➔ Personal Development

Stay Calm and Content

Do you want to feel great?! Less stressed? Happier?

What transforms a 'good' employee / boss / parent / individual into a 'great' one?

This 3 hour session will look at how to achieve these outcomes:

- ▶ Learn the elements which make up any successful relationship. Learn how to communicate most effectively with someone you don't currently get along with.
- ▶ Learn how to gauge the level of self-belief in yourself and others, and how to maintain or improve it.
- ▶ Learn how to identify your main causes of stress, what to do about them, and how to maintain motivation and achievement.
- ▶ Learn how to maximize your personal happiness at work and at home.

Instructor: Cat Williams (author of 'Stay Calm and Content No Matter What Life Throws At You')

Course ID: PD 0018

A: WED, FEB 5, 6:30PM - 9:30PM - 1 EVENING, \$85 + GST; F1007

B: SAT, MAR 8, 1:00PM - 4:00PM - 1 AFTERNOON, \$85 + GST; F1007

(FEE INCLUDES THE BOOK 'STAY CALM AND CONTENT NO MATTER WHAT LIFE THROWS AT YOU')

Ignite Your Inner Power

Is life changing you? Are you facing a period of transition? Take control and change your life! Join the adventure to discover and re-discover your dreams and become the architect of your authentic life. Re-ignite your gifts and talents and create a step-by-step blueprint to turn your dream into reality. Instructor: Lorna Scott

Course ID: PD 0017

WED, JAN 22 - FEB 26, 7:00PM - 9:00PM - 6 WEEKS, \$199 + 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

A: SAT, JAN 18, 9:00AM - 12:00PM - 1 MORNING, \$95 + GST; F1007

B: MON, FEB 24, 6:00PM - 9:00PM - 1 EVENING, \$95 + GST; F2003

The Success Compass: The Key to Charting Your Life's Course

Discover habits that highly successful people use to accelerate their success. Learn the power of your thoughts and how you create what you want in your life. From learning success habits to unleashing the power of goal setting, you will leave the workshop knowing the first steps to charting the direction you want to go in life. This information can be used in all areas of your life: career, financial, health, recreation and more! Instructor: Lorna Scott

Course ID: PD 0016

SAT, FEB 1, 9:00AM - 4:30PM - 1 DAY, \$175 + GST; F1008

Strengthening Families Together

Strengthening Families Together is an education program for families, friends and caregivers of individuals with major mental illness. 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. To apply for a registration fee waiver, please contact Wendy at 403-526-8515.

Course ID: PD 0019

MON, FEB 3 - APR 14 (NO CLASS FEB 17), 7:00PM - 9:00PM - 10 WEEKS, \$35 + GST; F1008

Marriage & Relationships: Key to Success

We'll start by reviewing the basic stages every relationship goes through, and you'll learn the importance of balancing your needs as an individual with your needs as a couple. You'll gain key strategies for maintaining your relationship and great tips for "tune-ups" that help keep love alive, including a frank discussion of the role of sex in marriage.

You'll also develop insights into the problems so many couples encounter in married life: disagreements over money, the challenges of relationship triangles, or even unfaithfulness, this course gives you the tools you need to identify these problems and work toward resolution. We'll consider how to fight fair and arrive at a compromise, and the difficult question of when it's time for a relationship to end. By the end of this course, you'll understand how to nurture your relationship and build a partnership that lasts.

Course ID: E2G0001

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

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20; \$139 + GST

CONFERENCES

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When you're **READY**

ADULT BASIC EDUCATION - PREPARE FOR YOUR FUTURE

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

COLLEGE PREPARATION

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

ENGLISH AS A SECOND LANGUAGE

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

OPEN LEARNING CENTRE

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

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



**MEDICINE HAT
COLLEGE**

www.mhc.ab.ca



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.



→ 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, JAN 28 - APR 3 (NO CLASSES FEB 18 & 20), 6:30PM - 9:30PM - 9 WEEKS, \$395 + GST; B316

Course ID: CA 0513

TUESDAYS ONLY (MATH & SCIENCE)

A: TUE, JAN 28 - APR 1 (NO CLASS FEB 18), 6:30PM - 9:30PM - 9 WEEKS, \$249 + GST; B316

THURSDAYS ONLY (ENGLISH & SOCIAL STUDIES)

B: THUR, JAN 30 - APR 3 (NO CLASS FEB 20), 6:30PM - 9:30PM - 9 WEEKS, \$249 + GST; B316

GED Examination

LEARN

LIFELONG EDUCATION AND RESOURCE NETWORK

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

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, FEB 8, 8:15AM - 5:30PM - 1 DAY, \$185

REGISTRATION DEADLINE: JAN 21

B: FRI & SAT, APR 11 & 12, FRI: 4:15PM - 8:30PM / SAT: 8:15AM - 12:30 PM, \$185

REGISTRATION DEADLINE: MAR 28

C: SAT, MAY 24, 8:15AM - 5:30PM - 1 DAY, \$185

REGISTRATION DEADLINE: MAY 10

D: SAT, JUN 14, 8:15AM - 5:30PM - 1 DAY, \$185

REGISTRATION DEADLINE: MAY 30

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

REGISTRATION DEADLINE: AUG 8

LOCATION: ACADEMIC RESOURCE CENTRE, 3RD FLOOR, ROOM B312

MAXIMUM: 12 - 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: You may register to write the GED exam if you are an Alberta resident, 18 years of age or older, and have been out of school for at least 10 consecutive months.

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

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

**For more information on the GED exams,
please go to www.mhc.ab.ca/continuing-studies
or call 403-529-3874.**

Math Refresher



This course will show you how to use math to your advantage. You won't find any theory or memorization here. The lessons that make up this course are filled with practical exercises and information that you can put to immediate use. You'll find out some very interesting things about how calculators work, and then you'll discover how best to get a handle on your income and expenses. You'll be able to check your paystub, invoices, and bank statements for errors and overcharges, and you'll become more skilled at handling money and comparing investment opportunities.

You'll learn how to calculate percentages, including the proper amount to pay in tips, commissions, taxes, and discounts. You'll find out how to calculate interest rates and you'll develop a better understanding of mortgages, credit cards, and other types of loans. You'll discover a handy method for converting one type of measurement to another, and you'll be able to calculate areas correctly so you don't overspend on your next home improvement project.

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2G0.COM/MHC

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20; \$139 + GST

Grammar Refresher



Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You'll explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like logic and clarity. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put what you learn into practice. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths.

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2G0.COM/MHC

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20; \$139 + GST



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facebook.com/MHC.ConEd

ONLINE CERTIFICATES AND COURSES



www.yougotclass.org/catalog-complete.cfm/MHC

The Learning Resource Network

Certificates:

- ▶ Business Research Certificate - NEW
- ▶ Certificate in Presentation Media
- ▶ Inbound Marketing Certificate
- ▶ Managing Social Media Platforms Certificate
- ▶ Certificate in Customer Research
- ▶ Management Certificate
- ▶ Business Coaching Certificate
- ▶ Certificate in Customer Service
- ▶ eMarketing Essentials Certificate
- ▶ Social Media For Business Certificate
- ▶ Video Marketing Certificate
- ▶ Certified Webinar Planner
- ▶ Supervisory & Leadership Certificate
- ▶ Managing Telework Certificate
- ▶ Mobile Marketing Certificate
- ▶ Certificate in Teaching Adults

Individual Courses:

- ▶ Developing Hybrid Courses – NEW
- ▶ Advanced website Strategies - NEW
- ▶ Self-Publishing eBooks
- ▶ Negotiation: Get What You Want
- ▶ Successful Survey Techniques
- ▶ Using Personality Profiles for Better Work Performance
- ▶ Recruiting and Retaining Gen X and Gen Y
- ▶ Program Evaluation for Nonprofit Professionals
- ▶ Revenue Generation for Non Profits
- ▶ Facebook for Business
- ▶ Google Analytics
- ▶ Cyber Security for Managers
- ▶ Dementia Care
- ▶ Twitter

**For detailed course information
and to register, please visit
www.yougotclass.org/catalog.cfm/MHC**

Business Research Certificate



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

Three one month courses (only available as a Certificate).

Courses:

- ▶ Introduction to Business Research
- ▶ Business Statistics
- ▶ Qualitative Business Research

Certificate: \$495 + GST

FOR UPCOMING DATES, INDIVIDUAL COURSE INFORMATION AND TO REGISTER GO TO:
WWW.YOUGOTCLASS.ORG/CATALOG-COMPLETE.CFM/MHC

Certificate in Presentation Media

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.

Three one-month courses, courses can be taken separately or as a certificate.

Courses:

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

Certificate, \$495 + GST

FOR UPCOMING DATES, INDIVIDUAL COURSE INFORMATION AND TO REGISTER GO TO
WWW.YOUGOTCLASS.ORG/CATALOG-CFM/MHC

Inbound Marketing Certificate

Inbound marketing is a process of using your website in a way that attracts visitors naturally through search engines, the blogosphere, and social media. Discover how to attract customers to your site, what kind of content to share with them, how to use landing pages and forms to collect names and email address, and how to implement lead-nurturing campaigns that result in sales.

Three one-month courses; course can be taken separately or as a certificate.

Courses:

- ▶ Introduction to Inbound Marketing
- ▶ Content Marketing
- ▶ Advanced Inbound Marketing

Certificate, \$495 + GST

FOR UPCOMING DATES, INDIVIDUAL COURSE INFORMATION AND TO REGISTER GO TO
WWW.YOUGOTCLASS.ORG/CATALOG-CFM/MHC

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. 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.

Three one-month courses; course can be taken separately or as a certificate.

Courses:

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

Certificate, \$495 + GST

FOR UPCOMING DATES, INDIVIDUAL COURSE INFORMATION AND TO REGISTER GO TO WWW.YOUGOTCLASS.ORG/CATALOG.CFM/MHC

Certificate in Customer Research

Your customers hold the key to the future success of your organization. You can find out what your customers know by engaging and interacting with your customers. Find out how to get feedback, information and even answers from your customers. With our low and no cost methods of customer research, you will discover new techniques for collecting information that will improve your organization's products or services, promotion and marketing, and even bottom line finances.

Eight week course.

Certificate, \$395 + GST

FOR UPCOMING DATES, COURSE INFORMATION AND TO REGISTER GO TO WWW.YOUGOTCLASS.ORG/CATALOG.CFM/MHC

Management Certificate

Enhance your management skills through this program for supervisors, managers, and emerging leaders. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness.

Then learn how to improve your management of time and productivity. Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value.

Three one-month courses; course can be taken separately or as a certificate.

Courses:

- ▶ Management Boot Camp
- ▶ Time and Productivity Management
- ▶ Managing Generations in the Workplace

Certificate, \$595 + GST

FOR UPCOMING DATES, INDIVIDUAL COURSE INFORMATION AND TO REGISTER GO TO WWW.YOUGOTCLASS.ORG/CATALOG.CFM/MHC

Business Coaching Certificate

Develop skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees' performance and create the working environment that your employees will find truly rewarding. Critical analysis and improvement of your programs alongside group dynamics and innovative strategies will also be examined in terms of coaching and mentoring programs.

Certificate, \$295 + GST

FOR UPCOMING DATES, COURSE INFORMATION AND TO REGISTER GO TO WWW.YOUGOTCLASS.ORG/CATALOG.CFM/MHC

Certificate in Customer Service

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

Two one-month courses; course can be taken separately or as a certificate.

Courses:

- ▶ Keys to Customer Service
- ▶ Extraordinary Customer Service

Certificate, \$245 + GST

FOR UPCOMING DATES, INDIVIDUAL COURSE INFORMATION AND TO REGISTER GO TO WWW.YOUGOTCLASS.ORG/CATALOG.CFM/MHC

eMarketing Essentials Certificate

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

Three one-month courses; course can be taken separately or as a certificate.

Courses:

- ▶ Improving Email Promotions
- ▶ Boosting Your Web Site Traffic
- ▶ Online Advertising

Certificate, \$495 + GST

FOR UPCOMING DATES, INDIVIDUAL COURSE INFORMATION AND TO REGISTER GO TO WWW.YOUGOTCLASS.ORG/CATALOG.CFM/MHC

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. When done correctly, video can tell a story, and stories connect people. Video also leads to an emotion 'trigger' that plain text cannot do.

Two one-month courses; course can be taken separately or as a certificate.

Courses:

- ▶ Video Marketing
- ▶ YouTube for Business

Certificate, \$395 + GST

FOR UPCOMING DATES, INDIVIDUAL COURSE INFORMATION AND TO REGISTER GO TO WWW.YOUGOTCLASS.ORG/CATALOG.CFM/MHC

Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. 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.

Three one-month courses; course can be taken separately or as a certificate.

Courses:

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

Certificate, \$495 + GST

FOR UPCOMING DATES, INDIVIDUAL COURSE INFORMATION AND TO REGISTER GO TO WWW.YOUGOTCLASS.ORG/CATALOG.CFM/MHC

Certified Webinar Planner

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

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

Online, \$795 + GST

FOR UPCOMING DATES, COURSE INFORMATION AND TO REGISTER GO TO WWW.YOUGOTCLASS.ORG/CATALOG.CFM/MHC

Supervisory & Leadership Certificate

Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately.

Certificate, \$395 + GST

FOR UPCOMING DATES, COURSE INFORMATION AND TO REGISTER GO TO WWW.YOUGOTCLASS.ORG/CATALOG.CFM/MHC

Managing Telework Certificate

Teleworkers will position themselves for success by knowing the essential elements for managing themselves from a distance. Supervisors will learn the critical differences in supervising teleworkers and how to structure supervision for success. Discover the keys to making telecommuting a success for you and your organization. Then learn the essentials of supervision critical for both telecommuters and management. Take home the core management practices to supervise telecommuters for a win-win for both employees and your organization.

Two one-month courses; course can be taken separately or as a certificate.

Courses:

- ▶ Keys to Telecommuting Success
- ▶ Supervising Telecommuters

Certificate, \$395 + GST

FOR UPCOMING DATES, INDIVIDUAL COURSE INFORMATION AND TO REGISTER GO TO WWW.YOUGOTCLASS.ORG/CATALOG.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.

Three one-month courses; course can be taken separately or as a certificate.

Courses:

- ▶ Mobile Marketing
- ▶ Creating Cell Phone Apps for your Business (non-technical course)
- ▶ Advanced Mobile Marketing

Certificate, \$595 + GST

FOR UPCOMING DATES, INDIVIDUAL COURSE INFORMATION AND TO REGISTER GO TO WWW.YOUGOTCLASS.ORG/CATALOG.CFM/MHC

Certificate in Teaching Adults

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

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

Certificate, \$295 + GST

FOR UPCOMING DATES, COURSE INFORMATION AND TO REGISTER GO TO WWW.YOUGOTCLASS.ORG/CATALOG.CFM/MHC

TRADES & INDUSTRY

Blueprint Reading

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

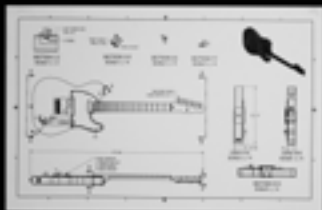
TUE & THUR, APR 29 - MAY 8, 6:30PM - 9:30PM - 4 EVENINGS, \$290 + GST; F1007

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, a copy of CSA Z462 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

FRI, APR 11, 8:30AM - 4:30PM - 1 DAY, \$525 + GST; B356
REGISTRATION DEADLINE: MAR 21



Introduction to 3D Printing

An exciting, hands-on workshop for creative/professional people who are non-CAD users, focusing on the potential that 3D printing offers you. You will be introduced to the world of 3D design and printing and 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 in ABS plastic on the Medicine Hat College's own Stratasy Fortus 3D printer. Whatever background you're from, whether it is architectural, engineering, product design, jewelry or just an enthusiast, this workshop will enable you to design and 3D print with confidence! Participants should possess good, basic computer skills using Windows 7. Instructor: James Kuehn

Course ID: TT 0042

SAT, APR 26 & MAY 3, 9:00AM - 4:00PM - 2 DAYS, \$299 + GST, B208

Master Electrician

Attention: Journeyman Electricians!

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

Course ID: TT 0210

TUE & SAT, JAN 14 - MAR 1
TUE: 6:00PM - 9:00PM / SAT: 9:00AM - 4:00 PM, \$895 + GST; T251
REGISTRATION DEADLINE: JAN 7

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 challenge the Alberta 4th Class exam. 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: shurlbut@mhc.ab.ca within one week of registering. Instructors: Kevin Ma / Josh Gale

Course ID: TT 0080

SAT & SUN, MAR 1 - JUN 8 (NO CLASSES APR 19 & 20 AND MAY 17 & 18),
8:00AM - 4:30PM - 13 WEEKENDS, \$4,550 + GST; 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 FRIDAY, FEBRUARY 14, 2014.

Welding Safety Course

This is a mandatory pre-requisite for the Basic TIG, MIG and 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 0002

TUE, APR 29, 6:00PM - 9:00PM - 1 EVENING, FREE OF CHARGE, BUT PREREGISTRATION IS REQUIRED; T124

Basic TIG Welding

This course trains in the use of the GTAW process. This 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). Please Note: You must take the pre-requisite safety course on April 29th before taking this course. Instructor: Cal Aasman.

Course ID: TT 0017

TUE & THUR, MAY 1 - 15, 6:00PM - 9:00PM - 5 EVENINGS, \$425 + 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. Instructors: Cal Aasman, Jason Bonogofsky

Course ID: TT 0020

A: TUE & THUR, MAR 25 - APR 24, 6:00PM - 9:00PM (30 HOURS), \$815 + GST; T135
B: TUE & THUR, MAY 20 - JUN 19, 6:00PM - 9:00PM (30 HOURS), \$815 + GST; T135

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: THUR - SUN, AUG 21 - 24, 8:00AM - 5:00PM - 4 DAYS (34 HOURS), \$895 + GST (EXAM FEE INCLUDED IN TUITION); T158/T159

REGISTRATION DEADLINE: AUG 7

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



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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

THUR - SUN, AUG 21 - 24

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

REGISTRATION DEADLINE: AUG 7

Refresher Cross Connection Control Challenge Exam

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, FEB 28, 1:00PM - 4:00PM - 1 AFTERNOON, \$169 + GST; T158

B: FRI, MAR 28, 1:00PM - 4:00PM - 1 AFTERNOON, \$169 + GST; T158

Refrigerant Handling Certificate

Based on Environment Canada's "Code of Practice for Reducing CFC Emissions in Refrigeration and Air Conditioning Systems," this environmental awareness training course deals with the proper handling of CFC/HCFC/HFC's and will prepare participants for complying with Provincial and Federal regulations covering refrigeration and air conditioning systems. The training is suitable for all personnel handling CFC's in residential, commercial, industrial, domestic, automotive and mobile applications. Note: Work on refrigeration/evacuating systems must be performed by a certified Journeyman. Participants who attend this one day course and successfully achieve a mark of 75% or better on the exam will receive certification in the form of an Ozone Depleting Substances (ODS) card. Fee includes course manual. Instructor: Dennis Beaudoin.

Course ID: TT 0040

SAT, APR 26, 9:00AM - 4:00PM - 1 DAY, \$240 + GST; T158

REGISTRATION DEADLINE: APR 12

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.



➔ 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. 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: \$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

→ Oil and Gas Safety Training



Wellsite Supervision - SARA

Safety Management and Regulatory

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

Course ID: WH 0080

A: MON - WED, APR 14 - 16, 8:30 AM - 4:30 PM - 3 DAYS, \$775 + GST; B356
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

A: THUR, APR 17, 8:00 AM - 4:30 PM - 1 DAY, \$310 + GST; B356
B: THUR, OCT 30, 8:00 AM - 4:30 PM - 1 DAY, \$310 + GST; B356

Wellsite Supervision Refresher - SARR

Safety Management and Regulatory

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

This course is now available online at www.enform.ca

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

A: MON - THUR, MAR 24 - 27, 8:30 AM - 4:30 PM - 4 DAYS, \$835 + GST; B356
B: MON - THUR, MAY 12 - 15, 8:30 AM - 4:30 PM - 4 DAYS, \$835 + GST; B356
C: MON - THUR, MAY 26 - 29, 8:30 AM - 4:30 PM - 4 DAYS, \$835 + GST; B356
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

A: FRI, MAR 28, 8:30 AM - 4:30 PM - 1 DAY, \$420 + GST; B356
B: FRI, MAY 16, 8:30 AM - 4:30 PM - 1 DAY, \$420 + GST; B356
C: FRI, MAY 30, 8:30 AM - 4:30 PM - 1 DAY, \$420 + GST; B356
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

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

■ 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



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

Wednesday, January 15
6:00 PM - 7:00 PM

Medicine Hat College, Room F1007

Learn More About The Program - Everyone Welcome

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



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

Common Text for All OHS Classes

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

Course ID: WH 0049

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

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: Jan 31. Pre-course work must be completed before first class.

Course ID: WH 0035

A: SAT & SUN, FEB 8, 9, 22 & 23, 8:30 - 4:30 PM - 4 DAYS, \$649 + GST; F1007

REGISTRATION DEADLINE: JAN 24

B: REQUIRED TEXT - PRACTICAL LOSS CONTROL LEADERSHIP (3RD EDITION); \$125 + GST

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

Behaviour Based Safety

(Enrichment Seminar) Behaviour-Based Safety (BBS) must be an integral part of an effective safety system. This program will provide the safety professional with an understanding of behavioral sciences and safety. The course will lead you through the theory of BBS, show how to build an effective BBS system, teach the strengths and limitations of BBS, show how it must be integrated with other aspects of safety and finally, will provide you with the opportunity to develop and practice behavior observation skills. You will come away from this program with the ability to assess, implement, and manage a people-based and behavioural approach to safety. Instructors: Jennifer Pongracz and Angie Anton

Course ID: WH 0039

SAT & SUN, JAN 25 & 26, 8:30 AM - 4:30 PM - 2 DAYS, \$479 + GST; F1007

REGISTRATION DEADLINE: JAN 17

Emergency Management

(Enrichment Seminar) Successful emergency management programs should have a multi-hazard focus and address four key phases: mitigation, planning, response and recovery. This seminar provides participants with knowledge and skills to better prepare for and manage emergencies. The seminar identifies general concepts, needs, processes, and outcomes for effective management of emergencies or crises. Organizational structures, emergency roles and functions, behaviour of individuals, and the response and recovery process will also be discussed. Instructor: Merrick Brown

Course ID: WH 0048

SAT & SUN, FEB 1 & 2, 8:30 AM - 4:30 PM - 2 DAYS, \$479 + GST; F1007

REGISTRATION DEADLINE: JAN 24

Applied Occupational Hygiene

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

Pickup of pre-course work: Jan 31. Pre-course work must be completed prior to first class.

Course ID: WH 0034

A: SAT & SUN, FEB 8, 9, 22 & 23, 8:00 AM - 4:00 PM - 4 DAYS, \$649 + GST; F1008

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

REGISTRATION DEADLINE: JAN 24

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

Fundamentals of Disability Management

(Elective Course) The need to control costs arising from occupational injury or disease has become a greater priority in today's financial reality. Human rights issues, individual rights, employer responsibilities, and other contemporary issues further complicate these concerns. This course is designed to help you understand the relationship of these complex issues and develop a basic strategy for managing disability claims. Instructors: Jennifer Pongracz and Angie Anton

Pickup of pre-course work: Feb 21. Pre-course work must be completed prior to first class.

Course ID: WH 0042

SAT & SUN, MAR 1, 2, 15 & 16, 8:30 AM - 4:30 PM - 4 DAYS, \$649 + GST; F1007

REGISTRATION DEADLINE: FEB 14

Health and Safety Committees

(Enrichment Seminar) Great health and safety committees are seldom willed into existence. They are conceived, born, and nurtured to maturity, and, just as in most families, there are very few absolute rights and wrongs. In this course, you will learn first-hand how various Alberta committees are structured and resourced. Expect to share your experiences with other students. This seminar will help you decide why you would want a committee, and which structures, membership and roles are more effective and how to solve committee-based problems. Instructor: Sheila Angerman

Course ID: WH 0043

SAT, MAR 22, 8:30 AM - 4:30 PM - 1 DAY, \$349 + GST; F1007

REGISTRATION DEADLINE: MAR 14

Noise & Hearing Conservation

(Enrichment Seminar) Noise exposure is a very common hazard at most workplaces. In spite of well-defined requirements to limit workers' exposure to elevated noise levels, over-exposure to noise remains common and the incidence of occupational noise-induced hearing loss continues to be a concern. This course will provide you with a detailed and in-depth review of the subject of noise and hearing conservation. Instructor: Troy Bjelland

Course ID: WH 0044

SUN, MAR 23, 8:30 AM - 4:30 PM - 1 DAY, \$349 + GST; F1007

REGISTRATION DEADLINE: MAR 14

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: Mar 14. Pre-course work must be completed prior to first class.

Course ID: WH 0041

A: SAT & SUN, MAR 29, 30, APR 12 & 13, 8:30 AM - 4:30 PM - 4 DAYS, \$649 + GST; F1007

B: REQUIRED TEXTBOOK: OCCUPATIONAL HEALTH & SAFETY THEORY, STRATEGY & INDUSTRY PRACTICE, SECOND EDITION; \$185 + GST

REGISTRATION DEADLINE: FEB 28

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

A: FRI, SAT & SUN, APR 25, 26, 27, MAY 2, 3 & 4

FRI: 6:30 PM - 9:30 PM / SAT & SUN: 8:00 AM - 5:00 PM, \$649 + GST; F1007

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

ALSO, REQUIRED TEXT: CANADIAN ORGANIZATIONAL BEHAVIOUR, 8TH EDITION; AVAILABLE AT THE MHC BOOKSTORE

REGISTRATION DEADLINE: APR 11

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

Fundamentals of Auditing

(Elective Course) Designed to provide students with an overview of auditing principles, an appreciation of audit instruments, and the theory and practice of performing the essential steps of a health and safety program audit. There will be a particular emphasis on techniques important in making the audit a value-added tool for management in developing the organization's safety program. Pre-requisites: Introduction to Health & Safety Systems and Management of Health & Safety Systems. Instructor: Sheila Angerman

Course ID: WH 0058

SAT & SUN, MAY 10, 11, 24 & 25, 8:30 AM - 4:30 PM - 4 DAYS, \$649 + GST; F1007

REGISTRATION DEADLINE: MAY 2

Managing Contractor Safety Performance

(Enrichment Seminar) If you hire contractors, sub-contractors, project managers, engineers or consultants, you should know what responsibilities each party holds under the legislation. This seminar navigates the legislative jungle, clarifies the legal roles and provides practical guidelines for monitoring and managing those responsibilities. Topics include OHS Act, regulations, programs, enforcement, communications, political climate, audits and more. Supervisory experience is desirable (although not required). Instructor: Kris Liivam

Course ID: WH 0046

SAT & SUN, MAY 31 & JUN 1, 8:30 AM - 4:30 PM - 2 DAYS, \$479 + GST; F1007
REGISTRATION DEADLINE: MAY 23

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

Course ID: WH 0036

SAT & SUN, JUN 7, 8, 21 & 22, 8:30 AM - 4:30 PM - 4 DAYS, \$649 + GST; F1007
REGISTRATION DEADLINE: MAY 30

➔ 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, JAN 15, 8:00 AM - 4:00 PM - 1 DAY, \$105 + GST
B: SAT, FEB 22, 8:00 AM - 4:00 PM - 1 DAY, \$105 + GST
C: TUE, MAR 18, 8:00 AM - 4:00 PM - 1 DAY, \$105 + GST
D: SAT, APR 26, 8:00 AM - 4:00 PM - 1 DAY, \$105 + GST
E: MON & TUE, MAY 5 & 6, 6:00 PM - 10:00 PM - 2 EVENINGS, \$105 + GST
F: WED, JUN 11, 8:00 AM - 4:00 PM - 1 DAY, \$105 + GST
G: SAT, JUL 26, 8:00 AM - 4:00 PM - 1 DAY, \$105 + GST
H: TUE, AUG 19, 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, JAN 21 & 22, 8:00 AM - 4:30 PM - 2 DAYS, \$145 + GST
B: SAT & SUN, FEB 22 & 23, 8:00 AM - 4:30 PM - 2 DAYS, \$145 + GST
C: TUE & WED, MAR 18 & 19, 8:00 AM - 4:30 PM - 2 DAYS, \$145 + GST
D: SAT & SUN, APR 5 & 6, 8:00 AM - 4:30 PM - 2 DAYS, \$145 + GST
E: MON - THUR, MAY 5 - 8, 6:00 PM - 10:00 PM - 4 EVENINGS, \$145 + GST
F: WED & THUR, JUN 11 & 12, 8:00 AM - 4:30 PM - 2 DAYS, \$145 + GST
G: SAT & SUN, JUL 12 & 13, 8:00 AM - 4:30 PM - 2 DAYS, \$145 + GST
H: WED & THUR, AUG 13 & 14, 8:00 AM - 4:30 PM - 2 DAYS, \$145 + GST
OFF CAMPUS - ST. JOHN AMBULANCE, 346 - 4 STREET SE

CPR C & AED

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

Course ID: FA 0046

A: SAT, JAN 18, 8:00 AM - 4:30 PM - 1 DAY, \$95 + GST
B: TUE & WED, FEB 4 & 5, 6:00 PM - 10:00 PM - 2 EVENINGS, \$95 + GST
C: TUE & WED, APR 15 & 16, 6:00 PM - 10:00 PM - 2 EVENINGS, \$95 + GST
D: SAT, MAY 31, 8:00 AM - 4:30 PM - 1 DAY, \$95 + GST
E: TUE & WED, JUN 17 & 18, 6:00 PM - 10:00 PM - 2 EVENINGS, \$95 + GST
F: TUE & WED, AUG 5 & 6, 6:00 PM - 10:00 PM - 2 EVENINGS, \$95 + GST
OFF CAMPUS - ST. JOHN AMBULANCE, 346 - 4 STREET SE

Handling Medical Emergencies



Recognizing the early signs and symptoms of common medical conditions and providing appropriate treatment can mean a better outcome for the patient. Early recognition and intervention can greatly reduce the seriousness of the illness, which means a shorter hospital stay and lower medical costs. It's also very satisfying to know how to help someone in a time of need.

This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and teach you how to render appropriate emergency care.

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2G0.COM/MHC

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20;
\$139 + GST

➔ 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

A: SAT, FEB 1, 9:00 AM - 4:00 PM - 1 DAY, \$125 (INCLUDES COURSE MATERIALS); B356
B: MON & WED, MAR 3, 5, 10 & 12, 7:00 PM - 10:00 PM - 4 EVENINGS, \$125 (INCLUDES COURSE MATERIALS); B356
C: SAT, MAY 3, 9:00 AM - 4:00 PM - 1 DAY, \$125 (INCLUDES COURSE MATERIALS); B356

BROOKS

Course ID: WH 0901

A: SAT, MAR 15, 9:00 AM - 4:00 PM - 1 DAY, \$125 (INCLUDES COURSE MATERIALS)
B: SAT, APR 26, 9:00 AM - 4:00 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.

→ 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 Applied Suicide Intervention Skills Training will give you an understanding of the following: your personal attitudes toward suicide; how to recognize and assess the risk of suicide; effective suicide intervention techniques; and community resources. Any individual who is interested, or may come in contact with a person at risk of suicide is encouraged to attend. ASIST meets the requirements for the Alberta College of Social Workers A Credits. Each participant will receive a certificate upon completion.

Course ID: PD 0250

A: WED & THUR, FEB 12 & 13, 8:30 AM - 4:30 PM - 2 DAYS, \$185 + GST; F1007/CROWFOOT
B: THUR & FRI, APR 10 & 11, 8:30 AM - 4:30 PM - 2 DAYS, \$185 + GST; F1007/CROWFOOT
C: THUR & FRI, MAY 29 & 30, 8:30 AM - 4:30 PM - 2 DAYS, \$185 + GST; F1007/CROWFOOT
D: WED & THUR, AUG 27 & 28, 8:30 AM - 4:30 PM - 2 DAYS, \$185 + GST; F1007/CROWFOOT

ASIST - Applied Suicide Intervention Skills Training Tune Up Version X

**To register for ASIST TUNE UP – Applied Suicide Intervention Skills Training Tune Up Version X please contact the Canadian Mental Health Association at 403-504-1811.

This 1/2 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. Minimum: 10 participants.

A: THUR, JAN 23, 8:30 AM - 12:00 PM, \$95
B: THUR, MAR 27, 8:30 AM - 12:00 PM, \$95
C: THUR, JUN 5, 8:30 AM - 12:00 PM, \$95
OFF CAMPUS: CMHA OFFICE, 204, 1865 DUNMORE ROAD SE

Mental Health First Aid

Mental Health First Aid teaches first aid skills to help someone showing signs of a mental health problem or experiencing a mental health crisis. In this 12 hour interactive workshop, practical skills are taught using a five step model that is easy to remember and apply in real-life settings. The course provides information about depression, anxiety disorders, psychosis and substance use disorder.

Participants will learn:

- ▶ how to recognize the symptoms of these mental illnesses;
- ▶ the possible causes or risk factors for these illnesses;
- ▶ the evidenced based medical, psychological and alternative treatments available;
- ▶ how to give appropriate initial help and support to a person suffering one of these illnesses;
- ▶ how to take appropriate action if a crisis situation arises involving suicidal behaviour, panic attack, stress reaction to trauma or threatening psychotic behaviour.

Anyone can benefit from Mental Health First Aid - teachers, health service providers, emergency workers, HR personnel, employers and frontline workers who deal with the public.

Upon completion of the Mental Health First Aid course, participants will receive a certificate of attendance. Participant manual is included in course fee.

Course ID: PD 0275

WED & THUR, APR 16 & 17, 9:00 AM - 4:00 PM - 2 DAYS, \$150 + GST; F1007

Mental Health First Aid for Adults Who Interact with Youth

MHFA Canada: For Adults Who Interact with Youth focuses on mental health problems and first aid for youth ages 12 to 24. Mental health problems often first develop during adolescence or early adulthood, with half of all mental disorders beginning by age 14, and 75 percent beginning by age 24.

Most mental disorders develop gradually. The early signs and symptoms of developing mental health problems will be different from the more established clinical profiles which are reflected later in life. The social, educational and family environments in which mental disorders occur in young people are also different from those later in life. Therefore, the information in this course is designed to be sensitive to the unique aspects of mental health problems in young people. It is meant to assist education professionals, health providers, parents and other adults in the identification of mental health problems and appropriate first aid intervention strategies.

The following mental health problems are covered:

- ▶ Mood Disorders
- ▶ Anxiety disorders
- ▶ Psychosis
- ▶ Substance Use Disorder
- ▶ Eating disorders
- ▶ Deliberate self-injury

Upon Completion of the Mental Health First Aid for Adults Who Interact with Youth course, participants will receive a certificate of attendance and a manual.

Course ID: PD 0276

A: WED & THUR, FEB 5 & 6, 8:30 AM - 4:30 PM - 2 DAYS, \$150 + GST; F1007
B: WED & THUR, JUN 4 & 5, 8:30 AM - 4:30 PM - 2 DAYS, \$150 + GST; F1007
C: MON & TUE, AUG 25 & 26, 8:30 AM - 4:30 PM - 2 DAYS, \$150 + GST; F1007

Dementia Care

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.

Two month course

\$495+GST

FOR UPCOMING DATES, AND TO REGISTER GO TO:
WWW.YOUGOTCLASS.ORG/CATALOG.CFM/MHC

Strengthening Families Together



Strengthening Families Together is an education program for families, friends and caregivers of individuals with major mental illness. 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. To apply for a registration fee waiver, please contact Wendy at 403-526-8515.

Course ID: PD 0019

MON, FEB 3 - APR 14 (NO CLASS FEB 17), 7:00PM - 9:00PM - 10 WEEKS, \$35 + GST; F1008

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 is a local artist with a Bachelor of Fine Arts from the University of Lethbridge. Her artwork includes drawing, painting, collage, assemblage and photography.

Course ID: AC 0003

THUR, APR 3, 6:00PM - 9:00PM - 1 EVENING, \$79 + GST; T205

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 is a local artist with a Bachelor of Fine Arts from the University of Lethbridge. Her artwork includes drawing, painting, collage, assemblage and photography.

Course ID: AC 0004

TUE, MAR 11, 6:00PM - 9:00PM - 1 EVENING, \$59 + GST; T205

Garden Spirits

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

Course ID: AC 0017

SAT, FEB 22, 9:00AM - 4:00PM - 1 DAY, \$179 + GST; T205

Creative Ironwork

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

Course ID: AC 0072

SAT & SUN, FEB 8 & 9, 8:30AM - 12:00PM & 1:00PM - 4:00 PM, \$229 + GST; T135

Introduction to Piano

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

Course ID: AC 0038

TUE, MAR 4 - APR 8, 10:00AM - 11:00AM - 6 WEEKS, \$119 + GST

OFF CAMPUS: CONSERVATORY CANADA MUSIC SCHOOL, 951 SOUTH RAILWAY STREET SE

Campfire Guitar

Nothing beats some sweet acoustic tunes on guitar around the campfire. Singers and strummers of all ages can join in. Learn some songs to enjoy around the campfire with guitar tutorials. Play these guitar tunes as fancy or simple as you like. You can just learn the chords and strums, or you can include all the fancy finger picking too. It's up to you! Enrollment limited to 6 adults. Instructor: Tim Herman is a guitar instructor with 20 years' experience working with adults and children of all ages.

Course ID: AC 0041

SAT, MAY 10 - JUN 21 (NO CLASSES MAY 17), 10:00AM - 11:00AM - 6 WEEKS, \$119 + GST

OFF CAMPUS: CONSERVATORY CANADA MUSIC SCHOOL, 951 SOUTH RAILWAY STREET SE

Introduction to Jazz

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

Course ID: AC 0037

WED, MAY 7 - 28, 7:00PM - 9:00PM - 4 WEEKS, \$79 + GST; F1009



Give a Gift of Class

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

DAYTIME:

A: SAT, FEB 1, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; F1009
B: SAT, MAY 10, 9:00AM - 4:00PM - 1 DAY, \$169 + GST; F1009

Course ID: CT 0137

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

DAYTIME:

A: SAT, FEB 8 & 22, 1:00AM - 4:00PM - 2 AFTERNOONS, \$169 + GST; F1009
B: SAT, MAY 24, 9:00AM - 4:00PM - 1 DAY, \$169 + 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

EVENING

A: TUE, APR 8 - 22, 6:00PM - 9:00PM - 3 WEEKS, \$199 + GST; F1008
B: SAT, MAY 31 - JUN 14, 1:00PM - 4:00PM - 3 WEEKS, \$199 + GST; F1008

Course ID: AC 0087

SAVINGS! Take ALL 3 Outdoor Photography, Introduction to Flash Photography and Portrait and Night Photography for only \$189 + GST

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

DAYTIME

SAT, MAY 3, 1:00PM - 4:00PM - 1 AFTERNOON, \$59 + GST; F1008

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

EVENING

TUE, MAY 6, 5:30PM - 9:00PM - 1 EVENING, \$59 + 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

DAYTIME

TUE, MAY 13 & 20, 6:30PM - 9:00PM - 2 EVENINGS, \$89 + GST; F1008

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: MON, JAN 27, 9:00 AM - 4:00 PM - 1 DAY, \$169 + GST; B252
B: MON, APR 14, 9:00 AM - 4:00 PM - 1 DAY, \$169 + GST; B252

EVENING:

C: WED, MAR 5 & 12, 6:00 PM - 9:00 PM - 2 EVENINGS, \$169 + GST; B252

Sharing Your Photos Online

Are you emailing pictures or receiving pictures from friends and family? This can be a great way to share your celebrations. You have, however, probably been frustrated by the quality of photos, the size of photos, or having to send multiple emails so that photos can be attached. This course will discuss the limitations of emailing photos, and demonstrate some free ways of sharing multiple, high quality photos with the people you select.

Course ID: CT 0118

DAYTIME:

SAT, MAR 22, 10:00 AM - 11:30 AM - 1.5 HOURS, \$49 + GST; B252

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. Instructor: Paul Schaan

Course ID: DY 0053

TUE & THUR, MAY 15, 20 & 22, 6:00PM - 9:00PM - 3 EVENINGS, \$139 + GST; T129

Furniture Refinishing

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

Course ID: DY 0070

WED, MAY 14 - JUL 2, 7:00PM - 9:30PM - 8 WEEKS, \$195 + GST; T129

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. Instructor: Joel Byers from BuYers Choice Construction.

Course ID: DY 0055

WED, FEB 5, 6:00PM - 9:00PM - 1 EVENING, \$79 + GST; T158

Course ID: DY 0057

SAVINGS! Take BOTH Basic Tiling for Backsplashes and Ceramic Floor Tiling for only \$135 + 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. Joel Byers from BuYers Choice Construction

Course ID: DY 0056

WED, FEB 12, 6:00PM - 9:00PM - 1 EVENING, \$79 + GST; T158

Decorate with Trim Moulding

Moulding adds value and architectural detail to any home. Learn the basics of trim carpentry, this class will focus on how to cut and install baseboards and window mouldings. This class will also teach you what tools are necessary to complete the project, how to mitre and cope corners and how to determine how much moulding is required. Fee includes materials. Instructor Andy Cullen

Course ID: DY 0054

TUE, MAY 27, 6:30PM - 9:30PM - 1 EVENING, \$79 + 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. Maximum: 8 participants. Instructor: Amanda Hennessey

Course ID: DY 0059

WED, FEB 26 & MAR 5, 6:30PM - 10:00PM - 2 EVENINGS, \$139 + GST; T261

Motorcycle Maintenance

Become confident and knowledgeable about what is important in taking care of your motorcycle. After this class, you will feel comfortable with changing the oil, changing brake pads and other troubleshooting and maintenance procedures. You'll be able to keep your motorcycle in good running order and recognize things that will require an expert touch. Bring your own motorcycle to work on. Instructor: Tim McRoberts

Course ID: LR 0202

A: MON, JUN 2, 7:00 PM - 10:00 PM - 1 EVENING, \$79 + GST; T143
B: SAT, AUG 16, 9:00 AM - 12:00 PM - 1 MORNING, \$79 + GST; T143

Introduction to Interior Design



Interior design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. You'll delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. In addition, you'll explore a range of careers in interior design and get insider tips for entering this exciting field.

Because interior design is constantly evolving, you'll also learn about some of the latest trends affecting the industry. You'll investigate "green" sustainable design, and you'll find out how to modify your designs for people with special needs.

As you master design skills step-by-step, you'll complete your first project: a fully developed room design complete with spatial layout, lighting, and finish selections.

Course ID: E2G0001

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

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20; \$139 + GST



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FOOD & BEVERAGE

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

Beginner Cake Decorating

Tired of paying a fortune for store bought cakes? If you wish you knew just a little bit about decorating a home baked cake for a special event or occasion, then this course is designed for you! Start at the beginning: how to bake the right kind of cake! Learn how to work with various types of icing to achieve the best result. This hands-on, practical approach will teach you tricks and tips only learned through years of trial and error. The best part: take home a decorated cake after every class! Participants are required to bring a 2 layer 8" round cake to each class and require the Level 1 Wilton Cake Decorating Kit (available at craft stores) or equivalent contents. Icing provided for the first class. Students will be required to bring their own icing for the remaining classes.

Course ID: FB 0040

THUR, MAY 1, 8, 15 & 22, 6:30PM - 9:00PM - 4 WEEKS, \$139 + GST
OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

Cheesecake Class

Join Tim Schorno executive chef from the Cheesecake Café to learn the art of making the perfect cheesecake. Create the classic cheesecake and learn how to infuse with flavors. It will be a timeless dessert to share with loved ones.

Course ID: FB 0059

A: WED, FEB 5, 6:00PM - 9:00PM - 1 EVENING, \$69 + GST
 B: THUR, MAR 27, 6:00PM - 9:00PM - 1 EVENING, \$69 + GST
OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

Quick & Healthy - Families on the Go

You have a busy day at work and the kids have sports to go to but at different times and different locations. You have no idea what to feed your family for supper so you head for the nearest drive through and feel guilty afterwards. Discover quick healthy options to nourish your kids' bodies so they can perform their best. Participants will leave with a grocery list of healthy on the go snacks/suppers and how to combine them for optimum nutrition. Instructor Nikki Stadnyk

Course ID: FB 0075

TUE, APR 22, 6:00PM - 7:30PM - 1 EVENING, \$25 + GST; F1007

Course ID: FB 0077

SAVINGS! Take both Quick & Healthy
 - Families on the Go and Quick & Healthy
 Family Cooking for only \$79 + GST.

Quick & Healthy Family Cooking

Cooking can be fun for the whole family. Enjoy a fun night out with your son or daughter 11 + and they can learn to prepare meals that can be turned on as soon as you get home. Each family will make a meal and everyone will leave with kid friendly nutritious suppers for a week and the grocery list to go with it. Instructor Nikki Stadnyk

Course ID: FB 0076

TUE, APR 29, 6:00PM - 9:00PM - 1 EVENING, \$69 + GST (ADULT & 1 CHILD)
OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

Crepes from Scratch

Ever wonder how to make a perfect & delicious crepe? Join China Laughlin owner of From Scratch Italian Bistro to create a Thai Crepe with chicken, lemon zest, basil, green onion and cheese, topped with sweet chili. Once you get started the possibilities are endless from a simple breakfast crepe, to a crepe for a dinner party you will be amazed once you get going.

Course ID: FB 0070

MON, APR 14, 6:00PM - 9:00PM - 1 EVENING, \$69 + GST
OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

Pizza from Scratch

Start with a 24 hour Italian Pizza Dough, and top with the finest ingredients. Join China Laughlin owner of From Scratch Italian Bistro to create pizza like you have never had before. Create a Salmon Pizza with, smoked salmon, béchamel, garlic, dill, onion, mozzarella, and capers and a Paolo pizza with garlic, olive oil, mozzarella, roasted potato, onion, bacon and blue cheese. From the crust to the delicious toppings you will enjoy every last bite!

Course ID: FB 0071

MON, MAR 31, 6:00PM - 9:00PM - 1 EVENING, \$69 + GST
OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

Meat Pies from Scratch

Create savory meat pies for your family that are cost effective and delicious. Learn to make a Cornish pasty and a Calzone. Both meat pies are the perfect cold weather comfort food, portable, filling, and they freeze beautifully.

Course ID: FB 0078

MON, FEB 24, 6:00PM - 9:00PM - 1 EVENING, \$69 + 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.

Course ID: FB 0025

A: TUE, FEB 25, 6:00PM - 9:00PM - 1 EVENING, \$69 + GST
 B: TUE, APR 8, 6:00PM - 9:00PM - 1 EVENING, \$69 + GST
OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

Wine Appreciation

Take your pallet on a journey through the vineyards of the world. Riesling, Chardonnay, Pinot Noir, Merlot - how does one decide? Expand your wine knowledge and learn how to select the perfect bottle for every meal and occasion. This course will include a tasting of six to eight various wines. Whether you are a fan of white or red, you will find something to suit your taste.

Maximum: 10 participants. Please register at least 3 days in advance.
 Instructor: Adrian Bryksa

Course ID: FB 0108

SAT, APR 26, 4:00PM - 7:00PM - 1 EVENING, \$99 + GST; CROWFOOT ROOM

Introduction to Coffee and Coffee Roasting

Want to learn more about coffee? Have you heard the term "coffee roasting" and wanted to learn more? This class will explore beyond the simple ritual of making that early morning "cup of joe" and delve into coffee's rich history, the countries that grow coffee and the terms used to describe coffee, including its chemistry and taxonomy, and how decaffeination and organic certification work. The class will also have you roasting your own coffee and will show you how to identify coffee roasted to multiple levels of roast development, as well as how to taste and evaluate coffees at these roast levels. Cup characteristics and flavors will be explored at light, medium, and dark roasts in order to find the best roast for several coffees of varying origin countries.

Instructor: Mathew Hill has been working as a coffee roaster for the last 10 years. He is a member of The Roasters Guild and is a certified instructor with the Specialty Coffee Association of America. He is also a veteran presenter at the Canadian Coffee & Tea Expo and currently works as the roaster at Madhatter Coffee Roastery here in Medicine Hat.

Course ID: FB 0090

MON - THUR, APR 14, 15, 16 & 17, 7:00PM - 9:00PM - 4 EVENINGS, \$129 + GST
APR 14 & 15 - MHC ROOM S102
APR 16 & 17 - OFF CAMPUS: MADHATTER COFFEE ROASTERY, 513 - 3 STREET SE

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 is in the process of getting her Bachelor of Education Degree through the University of Alberta/Medicine Hat College.

Course ID: FC 0060

A: SAT, JAN 25 - APR 5 (NO CLASS FEB 15), 9:30AM - 10:30AM - 10 WEEKS, \$59
B: FOR EACH ADDITIONAL SIBLING TO SESSION A, \$20
C: SAT, JAN 25 - APR 5 (NO CLASS FEB 15), 11:00AM - 12:00PM - 10 WEEKS, \$59
D: FOR EACH ADDITIONAL SIBLING TO SESSION C, \$20
OFF CAMPUS: CULTURAL CENTRE, RR#3

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, MAR 8, 9:00AM - 4:00PM - 1 DAY, \$69; \$144

→ Driver's EDge Driver Training

Approved and Accredited. Class 5 driving instruction. Learning to drive or having a child learn to drive can be a stressful event. It doesn't have to be! With innovative and interactive classroom instruction, students have fun while learning. Our mission statement is to provide training tailored to the individual in a safe and caring environment. The success of our teaching method is reflected by our high pass rates on the road test. Rest easy knowing Driver's EDge is government-approved and accredited by Alberta Transportation, with insurance discounts available. Driver's EDge is a member in good standing of the Medicine Hat Chamber of Commerce. Learning to drive is fun — sign up and see for yourself! Refresher lessons, vehicle rental for road tests, and comprehensive learning packages are available. For more information or to book a driving time, call 403.526.9505.

Basic EDge Beginner's Package

- ▶ 17 hours of innovative classroom instruction
- ▶ 10 hours of one-on-one, in-vehicle instruction
- ▶ Road test booking (fee is extra and payable to license agency)

Course ID: FC 0320

A: MON - FRI, JAN 20 - 24, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$695; \$144
B: TUE - THUR, FEB 18 - 20, 11:00AM - 5:30PM (EXC THUR, 11:00AM - 4:30 PM), \$695; B369
C: MON - FRI, MAR 17 - 21, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$695; \$144
D: WED - FRI, APR 23 - 25, 11:00AM - 5:30PM (EXC FRI, 11:00AM - 4:30 PM), \$695; \$154
E: MON - FRI, MAY 12 - 16, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$695; B356
F: MON - FRI, JUN 9 - 13, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$695; B356
G: MON - WED, JUL 7 - 9, 11:00AM - 5:30PM (EXC WED, 11:00AM - 4:30 PM), \$695; B356
H: MON - THUR, JUL 7 - 10, 5:00PM - 9:30 PM, \$695; B356
I: TUE - THUR, AUG 5 - 7, 11:00AM - 5:30PM (EXC THUR, 11:00AM - 4:30 PM), \$695; B356
J: MON - FRI, SEP 8 - 12, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$695; TBA
K: MON - FRI, OCT 6 - 10, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$695; TBA
L: MON - FRI, NOV 3 - 7, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$695; TBA
M: MON - FRI, DEC 1 - 5, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$695; TBA

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

Comprehensive Beginner's Package

- ▶ 17 hours of innovative classroom instruction
- ▶ 10 hours of one-on-one, in-vehicle instruction
- ▶ Road test booking (fee is extra and payable to license agency)
- ▶ Vehicle rental for road test (fee non-refundable)

Course ID: FC 0321

A: MON - FRI, JAN 20 - 24, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$725; \$144
B: TUE - THUR, FEB 18 - 20, 11:00AM - 5:30PM (EXC THUR, 11:00AM - 4:30 PM), \$725; B369
C: MON - FRI, MAR 17 - 21, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$725; \$144
D: WED - FRI, APR 23 - 25, 11:00AM - 5:30PM (EXC FRI, 11:00AM - 4:30 PM), \$725; \$154
E: MON - FRI, MAY 12 - 16, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$725; B356
F: MON - FRI, JUN 9 - 13, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$725; B356
G: MON - WED, JUL 7 - 9, 11:00AM - 5:30PM (EXC WED, 11:00AM - 4:30 PM), \$725; B356
H: MON - THUR, JUL 7 - 10, 5:00PM - 9:30 PM, \$725; B356
I: TUE - THUR, AUG 5 - 7, 11:00AM - 5:30PM (EXC THUR, 11:00AM - 4:30 PM), \$725; B356
J: MON - FRI, SEP 8 - 12, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$725; TBA
K: MON - FRI, OCT 6 - 10, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$725; TBA
L: MON - FRI, NOV 3 - 7, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$725; TBA
M: MON - FRI, DEC 1 - 5, 5:15PM - 9:30PM (EXC FRI, 5:15PM - 6:15 PM), \$725; TBA

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



■ LANGUAGES & COMMUNICATION

➔ French

Conversational French

Explore a second language for the first time, or brush up on the basic French you studied long ago! Learn the fundamental tools to carry on a conversation while getting tips on pronunciation and the French culture. Instructor: Pat Auger-lannattone

Course ID: LA 0010

MON & WED, JAN 13 - FEB 12, 7:00PM - 9:00PM - 5 WEEKS, \$169 + GST; \$140

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-lannattone

Course ID: LA 0012

MON & WED, MAR 3 - APR 2, 7:00PM - 9:00PM - 5 WEEKS, \$169 + GST; \$140

French Immersion for Parents

Join other parents and learn how to effectively encourage and support your children as they move down the road to bilingualism. Learn basic French vocabulary and grammar and discover strategies and resources to use in supporting your children's learning, regardless of your own knowledge of French.

Course ID: LA 0014

TUE, MAR 4 - 25, 6:30PM - 8:00PM - 4 WEEKS, \$69 + GST; \$106

➔ 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

WED, FEB 5 - MAR 26, 7:00PM - 9:00PM - 8 WEEKS, \$159 + 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

THUR, FEB 6 - MAR 27, 7:00PM - 9:00PM - 8 WEEKS, \$159 + GST; B242

➔ German

Beginner Conversational German

Learn German in a stimulating yet relaxed atmosphere. In this beginners course you will be starting with the basics of the alphabet and will progress to speaking and conversation with classmates. We will use music and cultural material, but you will also be introduced to the valuable tool of grammar as you build a base for reading and writing. With this fundamental knowledge you will gain an ability to understand any German relatives you may have and enhance possible travel you have considered. The goal of the course is to meet your needs. Instructor: Barbara Watson

Course ID: LA 0022

WED, MAR 5 - APR 23, 7:00PM - 9:00PM - 8 WEEKS, \$159 + GST; F1008



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.**

→ Writing

Writing Your Life Story

If you've ever wanted to put your own or someone else's life story into words, here's a chance to learn how you can start your journey. You can do it! These interactive classes will help you to think, how to research and use writing techniques, how to use photographs and music, and how to interview others to make the story come alive. Learn what it takes to write a short story about your life, or the life of someone else, or begin writing a collection of stories, in simple, easy steps that will get you ready for whatever you want to tell. Participants need to bring a notebook and pen to the first class. Instructor: David Forbes is a former newspaper writer and editor who enjoys helping people tell their own story.

Course ID: LA 0070

THUR, FEB 13 - MAR 20, 6:30PM - 8:30PM - 6 WEEKS, \$129 + GST; F1008

Writing Essentials

Whether you're hoping to get a better job, write for a blog, or publish your short story, this course will give you the writing tools you need for success. It's also a perfect choice for students who speak English as a second language. In this course, you'll develop the skills you need to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2G0.COM/MHC

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20;
\$139 + GST

Pleasures of Poetry

If you want to write poetry, this course will help you to create your best possible work. You'll learn the formal elements of the craft, become aware of how particular forms work, and explore many avenues for possible poetry topics. Interactive exercises will help you to create at least one poem with formal elements, and you'll receive instruction and commentary in a constructive and nurturing environment. If you're serious about becoming a published poet, you'll also learn how to prepare a manuscript for publication and where to send it for the best possible results.

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2G0.COM/MHC

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20;
\$139 + GST

Introduction to Screenwriting

This course will teach you everything you need to know to create a script that can sell. You'll start with the fundamentals of stories—why audiences need them, what they expect from them, and what kinds of stories work time after time. You'll learn how to create characters audiences will believe and how to write dialogue that will bring them to life. You'll discover the secrets of constructing scenes that audiences won't be able to stop watching and how to make every moment of your screenplay count. Finally, you'll get an inside look into the business of selling your script and building your career as a writer. You'll find out about agents and producers, contests and consultants, studios and scam artists. When you finish the course, you'll be ready to start writing your own script, and you'll know how to sell it once it's done!

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2G0.COM/MHC

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20;
\$139 + GST



Stop by & visit The Bookstore at Medicine Hat College - we're located just inside the main doors across from the Information Desk.

Everyone is welcome!

CONTACT US:

Phone: 403.529.3809

Email: MHCBookstore@mhc.ab.ca



In addition to college textbooks, we carry a wide selection of stationery, electronic gadgets and accessories, drafting supplies and college, Rattlers and other clothing. We also have cards and gifts for any occasion. Be sure to check out our art supplies section – we have something for everyone from novice to seasoned artist.



**MEDICINE HAT
COLLEGE**

THE BOOKSTORE



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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: LR 0200

EVENING

A: MON - THUR, APR 28, 29, 30, MAY 1, 5, 6, 7 & 8
 B: MON - THUR, MAY 19, 20, 21, 22, 26, 27, 28 & 29
 C: MON - THUR, JUN 16, 27, 18, 19, 23, 24, 25 & 26
 D: MON - THUR, JUL 14, 15, 16, 17, 21, 22, 23 & 24
 E: MON - THUR, AUG 4, 5, 6, 7, 11, 12, 13 & 14
 7:00 PM - 10:00 PM - 8 EVENINGS, \$445 + GST; H115

WEEKEND

F: FRI, SAT & SUN, APR 25, 26 & 27
 G: FRI, SAT & SUN, MAY 9, 10 & 11
 H: FRI, SAT & SUN, JUL 18, 19 & 20
 I: FRI, SAT & SUN, AUG 8, 9 & 10
 J: FRI, SAT & SUN, AUG 22, 23 & 24
 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; H115

Motorcycle Maintenance

Become confident and knowledgeable about what is important in taking care of your motorcycle. After this class, you will feel comfortable with changing the oil, changing brake pads and other troubleshooting and maintenance procedures. You'll be able to keep your motorcycle in good running order and recognize things that will require an expert touch. Bring your own motorcycle to work on. Instructor: Tim McRoberts

Course ID: LR 0202

A: MON, JUN 2, 7:00 PM - 10:00 PM - 1 EVENING, \$79 + GST; T143
 B: SAT, AUG 16, 9:00 AM - 12:00 PM - 1 MORNING, \$79 + GST; T143



Swing Into Golf

Get a spring tune-up with our highly informative and enjoyable swing lessons. Suitable for golfers of all levels, the lessons will include the basics of grip, stance, set up, and swing. They will also focus on error correction techniques and the mental side of golf. Enjoy practicing your moves and honing your skills. Maximum: 8 participants. Instructor: Justin Olszewski is a CPGA Professional currently working at Desert Blume Golf Club.

Course ID: LR 0230

TUE & THUR, MAR 18, 20, 25, 27 & SAT MAR 29 - 2 ½ WEEKS, \$89 + GST
 A: TUE & THUR: 5:45 PM - 7:00 PM / SAT: 2:00 PM - 3:00 PM
 B: TUE & THUR: 7:00 PM - 8:15 PM / SAT: 3:00 PM - 4:00 PM
 LOCATION: MHC GYM / SATURDAY: DESERT BLUME WEATHER PERMITTING

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. Instructor: Steve Lin

Course ID: LR 0002

TUE, JAN 14 - FEB 4, 7:00 PM - 8:30 PM - 4 WEEKS, \$59 + GST; F2003

Essential Oils

Discover the secret to a naturally healthier lifestyle! Become informed on how to use essential oils to better your health and your family's health including your pets. Learn how essential oils are made and their differences. Find out where to use them in relation to your body. Learn how the simple power of pure plant essential oils can restore your body by enhancing your natural defenses, increase your energy level and mental focus in the workplace, provide powerful pain relief and reduce inflammation in the body and balance your mind and emotions naturally.

Course ID: LR 0003

TUE, FEB 25, 6:00 PM - 8:30 PM - 1 EVENING, \$39 + GST; F1009

Start Your Own Edible Garden

You'll begin by figuring out which type of garden is right for you. Not everyone has the same amount of time, space, or sunshine, so the first step to a great harvest is selecting the right crops. You'll explore climate considerations, learn how to read a zone hardiness map, and find out how to spot a micro-climate in your yard.

You'll discover how to properly prepare a garden bed so your crops have the best opportunity to thrive. Since healthy soil is the key to a great garden, you'll see how to identify problems in pH and drainage and fix them. You'll even learn to understand fertilizers and make compost!

Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to be on your way to a successful harvest.

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2GO.COM/MHC
 VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20;
 \$139 + GST


register anytime!
DANCE**FITNESS****ZUMBA****tone**

■■■■■■■■ fitness & dance

403-527-2220 toneit.ca

National Coaches Certification Programs

Make Ethical Decisions

By successfully completing the Make Ethical Decisions (MED) workshop coaches will be fully equipped to handle virtually any ethical situation with confidence and surety. MED helps coaches identify the legal, ethical, and moral implications of difficult situations that present themselves in the world of team and individual sport.

The MED workshop is a cornerstone of the National Coaching Certification Program (NCCP), and leaves coaches with no doubt as to what to do when the going gets tough.

Who needs this workshop? Successful completion of the online MED evaluation is necessary for certification in any new NCCP program. MED training is not necessary to take the evaluation or to achieve certification however in certain programs it can lead to 'trained' status. Therefore, any coach wishing to attain 'trained' status should investigate taking an MED workshop. Instructor: Jim Loughlin

Course ID: LR 0156

A: TUE, MAR 11, 6:00 PM - 9:30 PM - 1 EVENING, \$45; E171/E172

B: TUE, MAY 6, 6:00 PM - 9:30 PM - 1 EVENING, \$45; E171/E172

The following courses are offered at Brooks Campus.

Non-Restricted Firearms Safety

This is a required course for anyone wishing to acquire a Possession Acquisition License (PAL). The course will be instructed by provincially certified firearms trainers Allen Herbst and Russ Norris. This course is open to anyone above the age of 12. Topics include:

- ▶ the evolution of firearms, major parts, types and actions;
- ▶ basic firearms safety practices;
- ▶ ammunition;
- ▶ operating firearm actions;
- ▶ safe handling and carry procedures;
- ▶ firing techniques and procedures;
- ▶ care of non-restricted firearms;
- ▶ responsibilities of the firearms owner/user; and
- ▶ safe storage, display, transportation and handling of non-restricted firearms

Each student will receive the Firearms Safety Manual required for the course. Bring a bag lunch, highlighter and photo ID. Minimum: 12 participants.

Course ID: WH 0970

A: SAT, APR 12, 8:00AM - 6:00PM - 1 DAY, \$120 + GST

B: CANADIAN NON-RESTRICTED FIREARMS SAFETY TEXTBOOK, \$26.25

Restricted Firearms Safety

Anyone wishing to obtain their Restricted Firearms license, must first be in possession of a PAL for Non-restricted Firearms and then complete the Challenge Exam for the Restricted License. The challenge exam will be scheduled at the end of the Non-Restricted Firearms course on Sat, Apr 12.

Course ID: WH 0971

A: SAT, APR 12, \$90 + GST

B: CANADIAN RESTRICTED FIREARMS SAFETY TEXTBOOK, \$26.25



Medicine Hat College

Be Fit For Life Centre

The Be Fit for Life Center is an Accredited Fitness Appraisal Center that serves South Eastern Alberta by providing education and resources to assist local residents to lead active lifestyles. Call 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 & Choosing Physical Literacy & You Partnership Play Partnership

The Be Fit for Life Provincial Network is a leader in developing Physical Literacy... "Individuals who are physically literate move with confidence and competence in a wide variety of activities and environments that develop the whole person."

Move & Play Through Physical Literacy, Be Fit for Life Network

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

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 Sonya at ssoveran@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 Center lead to certification granted by the Alberta Fitness Leadership Certification Association. To register, please call 403.529.3844.

Group Exercise Fundamentals

A 12-hour course covering topics specific to leading group exercise classes. Topics included are: leadership, trends and media, history, legal responsibility and accountability, class components, music, movement and cueing, developing movement combinations, exercise analysis, and special populations. The course fee includes the cost of the manual and exam. Note: Following this course, select a specialty designation to complete certification.

Course ID: LR 0103

FRI & SAT, JAN 24 & 25
 FRI: 5:30 PM - 9:30 PM / SAT: 8:00 AM - 4:30 PM, \$120 + GST; E174/175 & H131

Please register one-week prior to starting to ensure course materials are ordered on time. (Min. 6 participants required)

Mind Body Designation

A 16-hour course covering topics specific to leading group exercise mind/body classes. This practical based course will cover specific information for planning and developing mind/body classes. May include, but not limited to the following mind/body disciplines: yoga, pilates, tai chi, nia.

Course ID: LR 0101

SAT & SUN, FEB 1 & 2, 8:00 AM - 4:30 PM - 2 DAYS, \$160 + GST
 LOCATION: BLUE BUTTERFLY YOGA & PILATES CENTRE, 425A - 7 STREET SW

Please register one-week prior to starting to ensure course materials are ordered on time. (Min. 6 participants required)

Exercise Theory Course

This 20-hour course is the pre-requisite for certification in the four specialty areas. It is also appropriate for people with a general interest in fitness. The course includes such topics as anatomy, physiology, active living, adult learning communication and principles of fitness. The course fee includes the cost of the manual and exam.

Course ID: LR 0100

FRI, SAT & SUN, FEB 7, 8 & 9
 FRI: 6:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:30 PM, \$200 + GST; E174/175 & H131

Please register one-week prior to starting to ensure course materials are ordered on time. (Min. 6 participants required)

Group Exercise Fundamentals with Step Designation

This 20-hour course will teach you the skills necessary to effectively lead group exercise programs. The course will apply the theory learned in the Exercise Theory course to practical leadership situations. Topics include: Class Organization and Structure, Music, Choreography, Program Choices and more. The course fee includes the cost of the manual and exam. Pre-requisite: Exercise Theory Course

Course ID: LR 0119

FRI, SAT & SUN, FEB 28, MAR 1 & 2
 FRI: 6:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:30 PM, \$200 + GST; E174/175 & H131

Please register one-week prior to starting to ensure course materials are ordered on time. (Min. 6 participants required)

Portable Equipment Designation

A minimum 8-hour course covering topics specific to leading group exercise portable equipment classes. This practical based course will cover specific information for planning and developing portable equipment classes. May include, but not limited to the following: free weights, body bars/barbells, stability balls, tubing/resist-a-bands, BOSU, steps, medicine balls, foam rollers.

Course ID: LR 0102

SAT, MAR 15, 8:00 AM - 4:30 PM - 1 DAY, \$80 + GST; H131

Please register one-week prior to starting to ensure course materials are ordered on time. (Min. 6 participants required)

Resistance Training Specialty

This 20-hour course includes topics such as Anatomy, Physiology, Training Principles, Resistance Training Technique, Program Design, Practical Sessions, Equipment, and Special Considerations. The course fee includes the cost of the manual and exam. Pre-requisite: Exercise Theory Course

Course ID: LR 0117

FRI, SAT & SUN, MAR 21, 22 & 23
 FRI: 6:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:30 PM, \$200 + GST; E174/175 & H131

Please register one-week prior to starting to ensure course materials are ordered on time. (Min. 6 participants required)

■ ALBERTA SPORT DEVELOPMENT CENTRE

The Alberta Sport Development Centre - Southeast provides emerging athletes in Medicine Hat an opportunity to receive non-technical sport science support in the form of sport nutrition, mental skills, and exercise training and education.



➔ Sessions for Teams/Clubs

Sessions are available to teams and clubs to meet the specific needs of the athletes. Call 403.504.3547, or email: klehenbauer@mhc.ab.ca to book for your team or club.

Sports Nutrition

Questions about eating well to fuel the young athlete, competition nutrition, hydration, supplements, and travel nutrition will be answered. Sessions tailored to meet the needs of your athletes.

Sport Psychology

► Mental Toughness

What does it mean to be 'mentally tough' and how can athletes go about building this trait? Athletes learn how to work with their mental abilities to reach their full potential.

► Get SMART!

Setting SMART goals is the first step in working towards the ultimate athletic goal. Athletes learn and train themselves to set goals that will help advance them towards where they want to be. Proper goal setting tools and techniques are discussed.

► Communication is Key

Explore ideas of proper and effective communication, both on team and individual sport platforms. Explore tools, benefits, and activities to help athletes realize the importance of strong communication skills.

Exercise Physiology

► Recovery

Learn different techniques including foam rolling, dynamic and static stretching, and heat cold contrast to optimize recovery. Explore injury prevention tips and program design to look at how and where recovery should fit in an athlete's tool box.

► Fundamental Movement Execution

This session looks at some basic motor skills that underlie athletic movements. Learn what to look for, and how to identify and correct problems areas.

► Core and More

The center of power in an athlete's arsenal is the core. Learn how to maximize spinal stability while increasing strength and power production from the core muscles.

➔ Sport Science Course for Coaches

Course consists of sport psychology, sport nutrition, and exercise physiology topics lead by certified experts in the field. See registration information below to enroll into course.

Sport Psychology

Learn how to help athletes build their mental game. This topic focuses on building mental strength of your athletes and teams, including addressing season planning and preparation, increasing training effectiveness, and assisting in performance and game day preparation.

Sport Nutrition

Good nutrition will fuel young athletes to perform at their best. Learn how the timing of meals and the type of foods and drinks athletes choose before, during and after training can impact their performance. Learn how to keep an competitive edge by eating well when travelling.**

Exercise Physiology

The physiology and movement mechanics of young athletes is highly adaptive to training. This area provides information and tools coaches and athletes can use to build a foundation of health, speed and power without incurring injury.

Course ID: LR 0131

A: TUE, JAN 28, 6:00 PM - 9:00 PM - 1 EVENING; \$25 + GST; E174/E175
B: THUR, MAR 20, 6:00 PM - 9:00 PM - 1 EVENING; \$25 + GST; E174/E175
C: WED, APR 9, 6:00 PM - 9:00 PM - 1 EVENING; \$25 + GST; E174/E175

Sport Medicine Council of Alberta - Sport Trainer Course

This is a combination of the Athletic Injury Management and Sport Taping & Strapping Courses rolled into one. Participants who complete the two-day course will receive their Achievement of Completion for Athletic Injury Management and Sport Taping & Strapping, which are current for three years. Registration includes an Athletic Injury Management and Sport Taping & Strapping manual with DVD, handouts, and all taping supplies.

Course ID: LR 0135

SAT & SUN, MAR 15 & 16, 8:30 AM - 4:30 PM, \$115 + GST; E174/E175

National Coaches Certification Programs

Make Ethical Decisions

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Course ID: LR 0156

A: TUE, MAR 11, 6:00 PM - 9:30 PM - 1 EVENING, \$45; E171/E172
B: TUE, MAY 6, 6:00 PM - 9:30 PM - 1 EVENING, \$45; E171/E172



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McMan

McMan parentLINKcentre

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



McMan Parent LINK Centre Winter Programs 2014

Parent Education Classes

Throughout the year we offer a variety of parenting workshops and seminars. Individual Triple P Parenting classes available in group and individual format, 0-teen years.

Call 403-504-0833 for
next scheduled classes.

Baby Time

Open to all parents and their babies 0-12 months.
Siblings welcome.

Friday 10:30 am - 12:00 pm

Stay and Play Drop-In

An opportunity for parents to play with their children while encouraging developmental growth.

Thursday 4:30 pm - 7:30 pm
Saturday 10:30 am - 1:30 pm

Post Partum Support Group

McMan Parent Link Centre has partnered with Alberta Health Services to host a weekly post partum support group.

Call 403-502-8200
to register for this group.

McMan Parent Link Centre Resource Library and Toy Lending Library

Call for more information or ask a staff at the Centre about the lending procedures.



Follow us on Facebook

McMan-Parent- Link  Like

Rural Structured Play Groups:

Monthly sessions available, please call for dates and times.
Registration is required 403-504-0833

Redcliff, AB

Baden-Powell Centre
202 - 1st Street SW
Sessions: January and April 2014.

Seven Persons, AB

Community Hall
Sessions: March and June 2014.

Irvine, AB

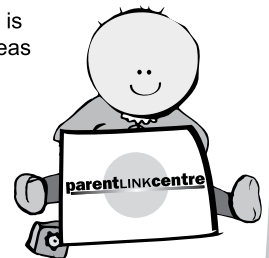
Skating Complex
Sessions: February and March 2014.

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.**

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

...make the
most of the
early years.

The McMan Parent Link Centre is a resource for ALL parents and caregivers to help strengthen parenting skills and ensure positive development.

The McMan Parent Link Centre provides families with information and services needed to help their children develop to their full potential and enter school ready to learn. *All services are FREE!*

Alberta  Government

PH: 403-504-0833

www.parentlinkcentre.com

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 & April Welshman, Diploma of Social Work

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.

A: WEDNESDAY, JANUARY 22, 10:00 - 12:00PM

"BUILDING RELATIONSHIPS WITH OUR ADULT CHILDREN AND GRANDCHILDREN", PRESENTED BY HOWARD FRIESEN, MHFS

B: WEDNESDAY, FEBRUARY 26, MARCH 26, APRIL 23 & MAY 28, 10:00AM - 12:00PM

TBA; 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." Facilitator: Cathy Brotzell MSW, RSW

WEDNESDAYS, JANUARY 15 - MAY 28, 3:30PM - 4:45 PM

FEE: \$5.00 PER SESSION

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 there will be an orientation on January 27, 7:00 PM - 8:30 PM. Please call 403-504-8026 to register. Facilitator: Cathy Brotzell MSW RSW; Co-Facilitator: TBA

DATES: FEBRUARY 3 - MARCH 3, 6:30PM - 9:00 PM; FULL DAY: MARCH 22, 10:00AM - 3:00PM

COST: \$125.00; REGISTRATION FEES REQUIRED (CASH OR CHEQUES) BY SEPTEMBER 4

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 pre-register for the group by January 21, 2014. A parent information night will be held on January 30, 2014. Facilitator: April Welshman

THURSDAYS FEBRUARY 6 - MARCH 27, 6:00PM - 7:30PM

FUNDING PROVIDED BY UNITED WAY OF SOUTHEASTERN ALBERTA

CALL 403-504-8026 TO REGISTER



@MHC_CS



facebook.com/MHC.ConEd

Medicine Hat Family Services

Parenting after Separation

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.

SPONSORED BY ALBERTA FAMILY JUSTICE (JUSTICE AND SOLICITOR GENERAL)
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: MONDAY & TUESDAY, JANUARY 20 & 21, 7:00PM - 10:00 PM
B: MONDAY, MARCH 3 & 10, 7:00PM - 10:00PM
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 counseling 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.

Will you open your home to a foster child? 



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

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.

- BROOKS: January 9th & September 16
- MEDICINE HAT: January 8th, May 29th
September 15

TRAINING WEEKENDS

LOCATION: McMan Office

#4 – 941 South Railway St. S.E. Medicine Hat, AB

Registration is required for Training Weekends.

- January 24 - 26, 2014
- May 2 - 4, 2014

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

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

www.mcmanfoster.com

 Like us on Facebook
Foster, Adoption in
Medicine Hat and Brooks



McMan Community Services recruits and trains foster and adoptive families for the Southeast Alberta Child and Family Services Authority.

McMan

Strengthening Families Together

Strengthening Families Together is an education program for families, friends and caregivers of individuals with major mental illness. 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. To apply for a registration fee waiver, please contact Wendy at 403-526-8515.

Course ID: PD 0019

MON, FEB 3 - APR 14 (NO CLASS FEB 17), 7:00 PM - 9:00 PM - 10 WEEKS, \$35 + GST; F1008

Ignite Your Inner Power

Is life changing you? Are you facing a period of transition? Take control and change your life! Join the adventure to discover and re-discover your dreams and become the architect of your authentic life. Re-ignite your gifts and talents and create a step-by-step blueprint to turn your dream into reality. Instructor: Lorna Scott

Course ID: PD 0017

WED, JAN 22 - FEB 26, 7:00PM - 9:00PM - 6 WEEKS, \$199 + 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

A: SAT, JAN 18, 9:00AM - 12:00PM - 1 MORNING, \$95 + GST; F1007

B: MON, FEB 24, 6:00PM - 9:00PM - 1 EVENING, \$95 + GST; F2003

Stay Calm and Content

Do you want to feel great?! Less stressed? Happier?

What transforms a 'good' employee / boss / parent / individual into a 'great' one?

This 3 hour session will look at how to achieve these outcomes:

- ▶ Learn the elements which make up any successful relationship. Learn how to communicate most effectively with someone you don't currently get along with.
- ▶ Learn how to gauge the level of self-belief in yourself and others, and how to maintain or improve it.
- ▶ Learn how to identify your main causes of stress, what to do about them, and how to maintain motivation and achievement.
- ▶ Learn how to maximize your personal happiness at work and at home.

Instructor: Cat Williams (author of 'Stay Calm and Content No Matter What Life Throws At You')

Course ID: PD 0018

A: WED, FEB 5, 6:30PM - 9:30PM - 1 EVENING, \$85 + GST; F1007

B: SAT, MAR 8, 1:00PM - 4:00PM - 1 AFTERNOON, \$85 + GST; F1007

(FEE INCLUDES THE BOOK 'STAY CALM AND CONTENT NO MATTER WHAT LIFE THROWS AT YOU')

■ 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.

Landlord and Tenant Law

For both landlords and tenants: tenancy contracts, rent, security deposits, termination of tenancies and notice. These are a few of the topics that will be discussed in this look at the legal rights and responsibilities of residential tenants and landlords. Host: Bill Ramage, Service Alberta

Course ID: YL 0310

WED, JAN 15, 10:15AM - 12:00 PM

OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)

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Prenuptial Agreements

If you are in a long term relationship then the subject of whether or not to enter into a Cohabitation Agreement or Prenuptial Agreement with your partner may have crossed your mind. Become informed about how such agreements can protect your present and future property interests as well as potential future spousal support obligations is a highly recommended first step before exploring such detailed discussions with your partner.

Furthermore, it is important for the relevant partner to be aware of what legal and equitable rights they are potentially giving up if they agree to certain terms without first carefully considering what their future familial circumstances might be. This class will be an overview of the most common issues that rise and the considerations that must be explored before an informed agreement between common law (adult interdependent) partners can be reached. Host: Rocky Hornung

Course ID: YL 0005

WED, JAN 22, 10:15AM - 12:00 PM

OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)

Condo Living

Condominiums provide both a lifestyle alternative and a sound investment. If you are considering buying, living in, or selling a condominium, this seminar is for you. You will delve into the essentials of condominium living, including the three "P"s: People, Parking, and Pets. This session will present information about the laws governing condominium associations and bylaws, monthly dues, insurance requirements, capital replacement reserve funds, repairs, maintenance, and your legal options if the contract is not upheld. Host: Murray Sihvon

Course ID: YL 0226

WED, FEB 5, 10:15AM - 12:00 PM

OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)

Elder Abuse

The abuse of older adults can happen to anyone: a friend, a neighbour, a family member, or yourself. Learn how to identify and respond to issues of elder abuse, gain the ability to understand what abuse looks like, and find out what resources are available to help. Host: Jamie Evans, Public Education and Awareness Coordinator of the Medicine Hat Women's Shelter Society and member of CRANE (Community Response to Abuse and Neglect of Elders)

Course ID: YL 0049

WED, FEB 26, 10:15PM - 12:00 PM

OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)



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.

Executor's Duties & Responsibilities

Have you been named as an executor of an estate for a relative or friend? This presentation will provide an overview of the legal rights and responsibilities of an executor as that person gathers in estate assets, pays the debts, distributes to beneficiaries, and generally administers the estate. Learn about your liabilities and responsibilities as an executor, and any expectation of payment for services rendered. Host: Cameron J. Kemp Law Office

Course ID: YL 0023

WED, MAR 19, 10:15AM - 12:00 PM

OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)

Employment Standards

This session is designed for business owners, managers, supervisors and payroll and accounting personnel to provide a better understanding of rights and obligations under the Employment Standards Code. Alberta's minimum standards for pay entitlements will be outlined and will help employers establish appropriate company policies and avoid policies that may require costly and time-consuming corrections later. Host: Scot Hecker, Employment Standards Alberta

Course ID: YL 0031

FRI, MAR 21, 10:30AM - 12:30 PM

OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)

→ Law At Lunch

At the Medicine Hat Public Library

Medicine Hat College Public Legal Education program and the Medicine Hat Public Library invite you to bring a brown bag lunch and enjoy these short talks on a variety of legal subjects.

All sessions are FREE of charge but advance registration is required by calling: 403.529.3844. Refreshments provided.

Avoiding Probate

Probate is the court-supervised process of locating and determining the value of a deceased person's assets, paying that person's final bills and taxes, and then distributing what's left to the heirs. Join us for a brief overview to understand how to prepare your investments for transfer to your loved ones at death to avoid probate. Steve Meldrum B.Mgt., CFP

Course ID: YL 0024

WED, FEB 12, 12:10PM - 12:50 PM

OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL

→ Evening Legal Programs

at The Medicine Hat Public Library

All sessions are FREE of charge but advance registration is required by calling: 403.529.3844. Refreshments provided.



Small or Home Business and Law

Starting a small business in your home or somewhere else? Many of the elements you need to consider have a legal connection, including: pros and cons of incorporation; licensing and other government requirements; contracts – what they are and when they are enforceable; and steps in collecting unpaid accounts. Host: Jonathan P. Tieman, Bolton Bishop, Lawyers

Course ID: YL 0013

WED, MAR 12, 7:00PM - 9:00 PM

OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL

Real Estate Law

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, APR 2, 7:00PM - 9:00 PM

OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL

Charitable Giving

What will your legacy be? Do you want to make a planned gift of cash, insurance, property to charities, societies or causes? Are you a non-profit that is seeking major gifts from donors? Join us for a brief overview of concepts to achieve your planned giving goals. Host: Steve Meldrum B.Mgt. CFP

Course ID: YL 0003

WED, APR 9, 7:00PM - 8:30 PM

OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL



LAW DAY!

Spring 2014

- ▶ Courthouse Tours
- ▶ Mock Trial
- ▶ Exhibits
- ▶ Demonstrations

**Contact
Continuing
Studies
at 403.529.3848**



Table of Contents

Brooks Campus Courses

Computers & Technology	
Certificate Programs54
Introductory Courses.55
Microsoft Office Applications.55
Wireless Communication.57
Financial Courses57
Digital Cameras & Photography58

Certificate Programs

Management Seminars for Supervisory Personnel59
Computerized Bookkeeping Certificate60
Hospital Unit Clerk Certificate61
Supply Management Diploma61
Project Management Certificate62

Business & Leadership

Business Link Learning Sessions.63
Professional Development64

Trades & Industry

Welding64
ENFORM Safety Training.65

Workplace Health & Safety

Occupational Health & Safety Certificate66
Food Sanitation & Hygiene66
St. John Ambulance Courses66

Lifestyle & Recreation

Motorcycle Riding Instruction67
Firearms Safety Courses.67

General Interest

Arts & Leisure67
Do It Yourself68
Food & Beverage68
Children and Youth.68
Languages & Communication68
You and the Law.70

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.

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
- ▶ Simply 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

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
Simply Accounting 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 the credit toward the certificate program.

Course ID: CT 0400

The challenge exam fee is \$50 + GST per exam.



Watch for this symbol indicating
online ed2go courses



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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
- ▶ 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

EVENING:

WED & THUR, JAN 22 & 23, 6:00PM - 8:00PM - 2 EVENINGS, \$89 + GST

Course ID: CT 0904

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

Introduction to Microsoft Office Applications

You can learn more about computers, even if you aren't sure of your next step. 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

EVENINGS:

MON & WED, FEB 3 & 5, 6:00PM - 9:00PM - 2 EVENINGS, \$99 + 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

EVENING:

WED & THUR, JAN 29 & 30, 6:00PM - 9:00PM - 2 EVENINGS, \$169 + GST

Computer Skills for the Workplace

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We'll focus on practical application for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization.

Course ID: E2G0001

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

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20;
\$139 + 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

EVENING:

WED & THUR, MAR 12 & 13, 6:00 PM - 9:00 PM - 2 EVENINGS, \$169 + GST

Course ID: CT 0917

SAVINGS! Take BOTH Microsoft Word 2010 Level 1A: Fundamentals and Microsoft Word 2010 Level 1B: Formatting for Clarity for only \$299 + GST.

Microsoft Word 2010 Level 1B: Formatting for Clarity

- ▶ 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

EVENING:

MON & WED, MAR 17 & 19, 6:00 PM - 9:00 PM - 2 EVENINGS, \$169 + 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

EVENING:

WED & THUR, MAR 26 & 27, 6:00 PM - 9:00 PM - 2 EVENINGS, \$169 + GST

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. Instructors: Nancy Koenig / Janessa Connor

Course ID: CT 0928

EVENING:

A: MON & WED, FEB 10 & 12, 6:00PM - 9:00PM - 2 EVENINGS, \$169 + GST

DAYTIME:

B: THUR, MAR 20, 9:00AM - 4:00PM - 1 DAY, \$169 + GST

Course ID: CT 0931

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

Microsoft 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 / Janessa Connor

Course ID: CT 0930

EVENING:

A: WED & THUR, FEB 26 & 27, 6:00PM - 9:00PM - 2 EVENINGS, \$169 + GST

DAYTIME:

B: THUR, MAR 27, 9:00AM - 4:00PM - 1 DAY, \$169 + 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: Nancy Koenig / Janessa Connor

Course ID: CT 0934

EVENING:

A: WED & THUR, MAR 5 & 6, 6:00PM - 9:00PM - 2 EVENINGS, \$169 + GST

DAYTIME:

B: THUR, APR 3, 9:00AM - 4:00PM - 1 DAY, \$169 + 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: Nancy Koenig / Janessa Connor

Course ID: CT 0939

EVENING:

WED & THUR, APR 9 & 10, 6:00 PM - 9:00 PM - 2 EVENINGS, \$169 + 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

EVENING:

MON & WED, APR 14 & 16, 6:00PM - 9:00PM - 2 EVENINGS, \$169 + GST

Microsoft Publisher 2010: Create Your Own Advertising

Advertise for pennies! Design professional-looking publications such as brochures, flyers, newsletters and business cards without breaking the budget. Publisher provides a means for beginners to create attractive promotional material in a simple and effective way. Awaken your creative genius and get noticed! Prerequisite: Introduction to MS Office Applications or equivalent knowledge and experience. Instructor: Janessa Connor

Course ID: CT 0961

EVENING:

WED & THUR, APR 30 & MAY 1, 6:00PM - 9:00PM - 2 EVENINGS, \$169 + GST

Microsoft Access 2010 Level 1A: Database Fundamentals

Access relational databases store and retrieve vast quantities of data. The topics included will give you the Access skills to:

- ▶ 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 or equivalent knowledge and experience.

NOTE: This course will also benefit those individuals who are operating Microsoft Office 2007.

Instructor: Janessa Connor

Course ID: CT 0955

EVENING:

WED & THUR, MAY 7 & 8, 6:00PM - 9:00PM - 2 EVENINGS, \$169 + GST

Course ID: CT 0959

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

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

Once you have created tables, it is important to be able to display, extract and print the information stored in your tables in an efficient and meaningful way. Using the following features, you will be very comfortable using Access to manipulate data:

- ▶ extract data using queries
- ▶ create forms for data entry
- ▶ use reports for printed documents
- ▶ create lookup fields to eliminate extra typing and data storage.

Prerequisite: Microsoft Access Level 1A – Database Fundamentals or equivalent knowledge and experience. NOTE: This course will also benefit those individuals who are operating Microsoft Office 2007. Instructor: Janessa Connor

Course ID: CT 0956

EVENING:

MON & WED, MAY 12 & 14, 6:00PM - 9:00PM - 2 EVENINGS, \$169 + GST
End of the microsoft office applications feature

➔ 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

EVENING:

TUE & THUR, MAR 18 & 20, 6:00PM - 8:00PM - 2 EVENINGS, \$99 + GST

Enhancement Training for iPad Users

The number of things you can do with your iPad is exploding daily! We'll look at some of the more popular activities, including reading on your iPad, manipulating photographs, and enjoying music. Instructor: Tammy Jamieson

Course ID: CT 0996

EVENING:

TUE & THUR, APR 1 & 3, 6:00PM - 8:00PM - 2 EVENINGS, \$99 + 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.

- ▶ 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

EVENING:

TUE, FEB 25 - APR 29, 6:30PM - 9:30PM - 10 WEEKS, \$289 + GST

Course ID: CT 0964

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

Simply Accounting - Level 1



A hands-on, business simulation in which students will create and post a complete set of books using Simply Accounting.

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

Prerequisite: Introduction to Bookkeeping, or understanding of double entry bookkeeping and recording debits and credits. Instructor: Shelden Tjeerdema, CGA

Course ID: CT 0965

EVENING:

TUE & THUR, MAY 20 - JUN 3, 6:30PM - 9:30PM - 5 EVENINGS, \$289 + GST

Business Finance for Non-Finance Personnel



Using practical explanations and real-life examples, this course will show you how money flows through a typical business. You will learn the basics of how a business operates, including how to develop successful business strategies and how to use financial statements to make better business decisions.

Whether you're an employee, sales executive, supervisor, or manager, this course will help you understand basic financial information and use that information to make decisions that will positively affect your company's financial situation.

Course ID: E2G0001

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

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20; \$139 + GST

Simply Accounting - Level 2

The tips and tricks of Simply Accounting 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

Prerequisite: Simply Accounting Level 1. Instructor: Shelden Tjeerdema, CGA

Course ID: CT 0966

EVENING:

THUR & TUE, JUN 5 & 10, 6:30PM - 9:30PM - 2 EVENINGS, \$179 + GST

Course ID: CT 0969

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

Simply Reconciliations

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. Prerequisites: Simply Accounting Level 2. Instructor: Shelden Tjeerdema, CGA

Course ID: CT 0968

EVENING:

THUR, JUN 12, 6:30PM - 9:30PM - 1 EVENING, \$99 + GST

Introduction to QuickBooks 2012

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

Course ID: E2G0001

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

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20; \$139 + GST

Intermediate QuickBooks 2012

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

Course ID: E2G0001

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

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20; \$139 + GST

Digital Cameras & Photography**Introduction to Digital SLR Cameras**

Have you purchased a digital SLR (single lens reflex) camera and are interested in taking it off of the "auto" setting? Join our instructor for this introduction to digital SLR cameras. You will learn how to successfully navigate the buttons and settings on your camera. The course will also explore concepts that will give strength and interest to your photographs such as symmetry and asymmetry, depth of field, understanding light and more. Perfect for the beginner photographer to experiment and have help from the instructor with settings and composition. Please bring your camera and cable to class. Instructor: Jessica Surgenor

Course ID: CT 0970

EVENING:

TUE & THUR, MAR 4, 6, 11 & 13, 6:00PM - 8:00PM - 4 EVENINGS, \$169 + GST

Course ID: CT 0972

SAVINGS! Take BOTH Introduction to Digital SLR Cameras and Photoshop for Photographers for only \$299 + GST.

Photoshop for Photographers

Want to learn how to make a great photo even better? This course will show how to use Adobe Photoshop to perform many different image processing techniques. Participants will learn how to use several tools for selecting parts of images, and will move, duplicate and resize images. Including the use of layers, layer effects, filters, painting and blending and color modification. Prerequisites: Before enrolling in this course, participants should possess basic computer skills including mouse operation, creating folders, creating files and saving files into folders; and some experience with browsing the internet. Instructor: Jessica Surgenor

Course ID: CT 0978

EVENING:

TUE & THUR, MAR 25, 27, APR 1 & 3, 6:00PM - 8:00PM - 4 EVENINGS, \$169 + GST

Introduction to Illustrator CS6

From drawing objects with the shape tools to mastering the all-important Pen tool to working with shape gradients, you'll gain the techniques you need to produce stunning vector graphics. You'll learn to apply and work with color, create shading effects and painterly brushstrokes, and add special effects such as 3D to your drawings that will set your work apart. You can also easily move designs back and forth between Photoshop and Illustrator to take advantage of the strengths of both programs.

Course ID: E2G0001

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

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20; \$139 + GST

Introduction to CorelDraw X5

CorelDRAW is easy to learn, even if you can't draw a straight line, this vector-based software program will help you draw with confidence. Learn about line and shape tools, color fills, layers, text tools, page layout, templates, and import and export functions. Discover how to apply shadows, transparencies, 3D effects – change an ordinary drawing or illustration into a masterpiece.

Course ID: E2G0001

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

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20; \$139 + GST



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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 seminars focus on people, work, communication, motivation and teamwork.

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

Savings! Take all 5 sessions for \$995 + GST

Management Foundations

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

Course ID: CA 0961

THURSDAY, MARCH 6, 9:00AM - 4:00 PM; \$249 + GST

The Challenge of Leadership

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

Course ID: CA 0962

THURSDAY, MARCH 13, 9:00AM - 4:00 PM; \$249 + GST

Managing for Results

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

Course ID: CA 0963

THURSDAY, MARCH 20, 9:00AM - 4:00 PM; \$249 + GST

Effective Communications

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

Course ID: CA 0964

THURSDAY, MARCH 27, 9:00AM - 4:00 PM; \$249 + GST

Supervising People: Special Techniques

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

Course ID: CA 0965

THURSDAY, APRIL 3, 9:00AM - 4:00 PM; \$249 + GST



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



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Continuing Education
and Extension



www.mtroyal.ca/conted

→ Computerized Bookkeeping Certificate

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

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
- ▶ Simply Accounting 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.**

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

Course ID: CA 0917

EVENINGS:

TUE, FEB 25 - APR 29, 6:30PM - 9:30PM - 10 WEEKS, \$289 + GST

Course ID: CT 0964

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

Simply Accounting - Level 1

A hands-on, business simulation in which students will create and post a complete set of books using Simply Accounting.

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

Prerequisite: Introduction to Bookkeeping, or understanding of double entry bookkeeping and recording debits and credits. Instructor: Shelden Tjeerdema, CGA

Course ID: CT 0965

DAYTIME:

TUE & THUR, MAY 20 - JUN 3, 6:30PM - 9:30PM - 5 EVENINGS, \$289 + GST

Simply Accounting - Level 2

The tips and tricks of Simply Accounting 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

Prerequisite: Simply Accounting Level 1. Instructor: Shelden Tjeerdema, CGA

Course ID: CT 0966

THUR & TUE, JUN 5 & 10, 6:30PM - 9:30PM - 2 EVENINGS, \$179 + GST

Course ID: CT 0969

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

Simply Reconciliations

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.

Prerequisites: Simply Accounting Level 2. Instructor: Shelden Tjeerdema, CGA

Course ID: CT 0968

THUR, JUN 12, 6:30PM - 9:30PM - 1 EVENING, \$99 + GST

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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.



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➔ 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.

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.

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

Course ID: CA 0906

TUE & THUR, JAN 21 - APR 29 (NO CLASSES FEB 4, 6, 25, MAR 11, 13, 25, APR 1, 3 & 22),
6:00PM - 9:00PM - 10 WEEKS, \$795 + GST
REGISTRATION DEADLINE: JAN 10

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. See Computers & Technology, page 55.

Standard First Aid with Level C CPR

Note: The Standard First Aid course must be successfully completed before the Hospital Unit Clerk Certificate will be awarded. See Workplace Health & Safety, page 66



➔ 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 14.

- ▶ Introduction to Procurement
- ▶ Introduction to Marketing
- ▶ Introduction to Accounting and Finance



Free Information Session

Tuesday, February 25
6:00 PM - 7:00 PM
Medicine Hat Campus, Room F1008

Learn more about the Program - Everyone Welcome!

- ▶ Hear from the Supply Chain Management Association.
- ▶ Learn about potential jobs from local people in the industry

→ Project Management Certificate

Offered in Partnership with Mount Royal University – Faculty of Continuing Education and Extension

For more details about the program go to www.mhc.ab.ca/continuing_studies



Continuing Education
and Extension

This program provides an introduction to this highly employable profession and helps prepare you for the Project Management Professional (PMP®) certification from the Project Management Institute (PMI®).

Who should enrol?

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

Courses are offered on the weekend at the Medicine Hat College campus. Course details can be found on page 16.

- ▶ An Overview
- ▶ Quality
- ▶ Human Resource and Communications
- ▶ Time and Cost
- ▶ Risk and Procurement
- ▶ Preparing for the Final Assessment

Free Information Session

Wednesday, January 29

6:00 PM - 7:00 PM

Room F1007, Medicine Hat Campus

Learn more about the Project Management Extension Certificate – Everyone Welcome!

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The Business Link is a not-for-profit organization supported by the Governments of Canada and Alberta, as well as other organizations committed to serving Alberta's small business Community. We are your first stop for business information and resources in Alberta. www.canadabusiness.ab.ca

All sessions are offered through a webinar and will be facilitated at the Brooks Campus in a group setting. Sessions will be one hour in length. Courses will be offered between February and May 2014. Courses dates will be made available January 2014. Call 403.362.1677 for dates and times.

Start Your Business!

This is one of Alberta's most informative small business seminars. It's packed with valuable information to help you start off right and increase the odds of your business being successful.

The session will address:

- ▶ Reasons for starting a business
- ▶ How good business ideas are discovered and evaluated
- ▶ Why and how business plans are developed
- ▶ Important marketing aspects to consider
- ▶ Financing sources available
- ▶ Pros and cons of the three common legal structures of business

Preparing a Business Plan

Preparing a good business plan will require a significant investment of time and research on your part. Attending this session will only be the start of a process that will lead to developing your own business plan. It will provide you with a general overview and basic understanding of:

- ▶ The purpose and the components of a typical business plan
- ▶ The use of a business plan as an ongoing tool for business success
- ▶ How marketing, operations and finance are inter-related
- ▶ The importance of finding further information for your plan

Accounting and Tax for Small Businesses

If you're a business owner who is just starting out or finding yourself growing, you'll want to attend this session. Obtain a better understanding of the importance of strong accounting and tax planning to maximize your profits. Learn about:

- ▶ Corporate compliance
- ▶ Corporate/personal tax planning
- ▶ Growing your business and understanding your costs

Structuring Your Business for Success

This session will act as a beginners' guide to starting a business in Alberta and is filled with information to guide you through processes necessary to starting your business and establishing a plan that will lead to your success. You will learn valuable information on:

- ▶ How to incorporate in Alberta and why it is important
- ▶ What you need to consider when taking on a business partner
- ▶ Identifying situations that can hurt a business and proper planning

Marketing for the New Millennium: More than Social Media

Successful marketers determine an effective marketing strategy - a balanced between creative ideas, media and implementation. Social media marketing has enticed many organizations to abandon marketing methods that worked. Whether you use PR, social marketing, direct marketing, advertising, or sales, the key to creating impact is having an effective strategy. In this session, you will learn how to:

- ▶ Increase the impact of your marketing efforts and build deeper relationships with your prospects and customers
- ▶ Strategically combine traditional and social media
- ▶ Position your concept in the customer's mind using traditional and social media
- ▶ Use your resources more effectively
- ▶ Keep your competitive edge

Grow Your Business with Email and Social Media Marketing

Focus on how small businesses can grow by leveraging email and social media marketing and address how setting marketing goals and objectives will help them determine the best targeted channels to push out their social and email campaigns. There will be interactive exercises throughout the sessions that will leave attendees with actionable steps that can be used to build out the framework for their next great campaign, and ultimately, achieve their goals. Learn how to:

- ▶ Build a marketing framework that really works
- ▶ Maximize impact with both email + social
- ▶ Get messages read, opened, shared, and socially visible

Promotions: Creating Buzz for Your Biz on a Shoestring

Limited budget? Want to create a buzz about your product, service or company? Join us to learn cost-effective and often free promotional tips and techniques. Find out how to effectively promote using traditional and electronic methods for a wide range of products and services. In this session:

- ▶ Understand how promotion differs from advertising
- ▶ Discover often forgotten promotional techniques
- ▶ Learn how to identify new opportunities
- ▶ Find out how to leverage online technologies to increase your visibility

Help Wanted! Hiring the Right People

As your business grows, the need for additional resources increases. More growth and resources mean more risks, costs and challenges. How will you know when to hire people and how to properly evaluate them? In this session, you will learn:

- ▶ How to write up a job description and job posting
- ▶ Inexpensive and no expense applicant resources/widening the talent pool
- ▶ How to evaluate candidates on paper and in person, and tricks of the trade

How to Keep Good Staff

A common theme with all employers is how to keep staff. The root of staff retention challenges for a small business is often related to lack of resources. This session will discuss the issues that are common but not discussed, and innovative solutions and approaches to the issues. You will discover:

- ▶ Common challenges and their root causes
- ▶ Innovative solutions to these challenges
- ▶ Tools and resources available

→ Professional Development

Customer Service Training

The first impression is the most important one. Learning good customer service is the key to any successful business. In this course topics are targeted to people who are working in the service industries, retail sales, hospitality work, or any position where there is contact with the public.

Topics include:

- ▶ Understanding the importance of excellent customer service
- ▶ Improving service and attentiveness to customer needs
- ▶ Dealing with difficult people and how to handle them
- ▶ Learn how to communicate more effectively and efficiently with customers

Course ID: CA 0913

TUE & THUR, MAR 4 & 6, 6:00PM - 8:00PM - 2 EVENINGS, \$79 + GST

Medical English for ESL Health Care Professionals

This course is designed for non-native speakers of English who are interested in programs in the medical and healthcare professions. This course focuses on vocabulary and communication that will help students succeed in post-secondary health care programs such as Health Care Aide, Practical Nurse and Hospital Unit Clerk. Course highlights and activities include anatomy and physiology, common pathologies, role-plays in clinical settings, and pronunciation practice. Entrance Requirement: CLB Level 5.

Course ID: CA 0909

WED, MAR 5 - MAY 7, 6:00PM - 9:00PM - 10 WEEKS, \$349 + GST

Test Preparation Assistance

Are you in need of assistance to prepare for an exam? Do you need a little extra help with the math, science or English portion of an exam? Our tutors are available during Open Learning Centre hours to assist you. With this course you are eligible for 20 hours of tutor time to be scheduled with the tutors in our Open Learning Centre. Bring the materials you need assistance with and our tutors can help prepare you for your exam.

Course ID: CA 0956

A: FEB START, \$299 + GST

B: MARCH START, \$299 + GST

C: APRIL START, \$299 + GST

D: MAY START, \$299 + GST

Brooks English Language Learning - BELL

English Pronunciation

This course focuses on the pronunciation of English consonants, vowels, stress, rhythm and intonation. This course will begin to create student awareness of sound contrasts, while improving the students' English pronunciation abilities. The goal is to increase the students' confidence in their speaking and listening skills. Entrance requirements: CLB 4.

Course ID: LA 0970

A: TUE & THUR, FEB 25 - MAY 1, 1:30PM - 2:30PM - 10 WEEKS, \$179 + GST

B: TUE & THUR, FEB 25 - MAY 1, 4:30PM - 5:30PM - 10 WEEKS, \$179 + GST

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 (until Winter 2015).

Course ID: TT 0911

WED, MAR 12, 6:00PM - 9:00PM - 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 12 before taking this course.

Course ID: TT 0902

MON & WED, MAR 17 - 31, 6:00PM - 9:00PM - 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 March 12 before taking this course.

Course ID: TT 0903

MON & WED, APR 7 - 23 (NO CLASS APR 21), 6:00PM - 9:00PM - 5 EVENINGS, \$395 + GST

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, a copy of CSA Z462 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

FRI, APR 11, 8:30AM - 4:30PM - 1 DAY, \$525 + GST; B356

REGISTRATION DEADLINE: MAR 21

Note: This course will be held at the Medicine Hat Campus.

→ 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

A: MON - WED, APR 7 - 9, 8:30AM - 4:30PM - 3 DAYS, \$775 + GST

B: TUE - THUR, OCT 14 - 16, 8:30AM - 4:30PM - 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

A: MON - THUR, APR 21 - 24, 8:30AM - 4:30PM - 4 DAYS, \$835 + GST

B: MON - THUR, OCT 20 - 23, 8:30AM - 4:30PM - 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

A: FRI, APR 25, 8:30AM - 4:30PM - 1 DAY, \$420 + GST

B: FRI, OCT 24, 8:30AM - 4:30PM - 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

A: SAT, APR 26, 8:30AM - 4:30PM - 1 DAY, \$330 + GST

B: SAT, NOV 1, 8:30AM - 4:30PM - 1 DAY, \$330 + GST

Note: For Enform dates in Medicine Hat, please see page 31

■ 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 or refer to page 32.



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

Wednesday, January 15
6:00 PM - 7:00 PM

Medicine Hat Campus, Room F1007

Learn More About The Program - Everyone Welcome

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



➔ 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

A: SAT, MAR 15, 9:00AM - 4:00PM - 1 DAY, \$125 (INCLUDES COURSE MATERIALS)

B: SAT, APR 26, 9:00AM - 4:00PM - 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.

➔ St. John Ambulance Courses

Taught by St. John Ambulance Certified Instructors

Emergency First Aid - Level A CPR

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

Course ID: WH 0915

A: SAT, MAR 1, 8:00AM - 5:00PM - 1 DAY; \$125 + GST

B: SAT, MAY 31, 8:00AM - 5:00PM - 1 DAY; \$125 + GST

Standard First Aid with Level C CPR

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

Course ID: WH 0920

A: SAT & SUN, MAR 1 & 2, 8:00AM - 5:00PM - 2 DAYS; \$165 + GST

B: SAT & SUN, MAY 31 & JUN 1, 8:00AM - 5:00PM - 2 DAYS; \$165 + GST

Handling Medical Emergencies



Recognizing the early signs and symptoms of common medical conditions and providing appropriate treatment can mean a better outcome for the patient. Early recognition and intervention can greatly reduce the seriousness of the illness, which means a shorter hospital stay and lower medical costs. It's also very satisfying to know how to help someone in a time of need.

This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and teach you how to render appropriate emergency care.

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2G0.COM/MHC

VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20; \$139 + GST



@MHC_CS



facebook.com/MHCBrooks

LIFESTYLE & RECREATION

Non-Restricted Firearms Safety

This is a required course for anyone wishing to acquire a Possession Acquisition License (PAL). The course will be instructed by provincially certified firearms trainers Allen Herbst and Russ Norris. This course is open to anyone above the age of 12. Topics include:

- ▶ the evolution of firearms, major parts, types and actions;
- ▶ basic firearms safety practices;
- ▶ ammunition;
- ▶ operating firearm actions;
- ▶ safe handling and carry procedures;
- ▶ firing techniques and procedures;
- ▶ care of non-restricted firearms;
- ▶ responsibilities of the firearms owner/user; and
- ▶ safe storage, display, transportation and handling of non-restricted firearms

Each student will receive the Firearms Safety Manual required for the course. Bring a bag lunch, highlighter and photo ID. Minimum: 12 participants.

Course ID: WH 0970

A: SAT, APR 12, 8:00AM - 6:00PM - 1 DAY, \$120 + GST
B: CANADIAN NON-RESTRICTED FIREARMS SAFETY TEXTBOOK, \$26.25

Restricted Firearms Safety

Anyone wishing to obtain their Restricted Firearms license, must first be in possession of a PAL for Non-restricted Firearms and then complete the Challenge Exam for the Restricted License. The challenge exam will be scheduled at the end of the Non-Restricted Firearms course on Sat, Apr 12.

Course ID: WH 0971

A: SAT, APR 12, \$90 + GST
B: CANADIAN RESTRICTED FIREARMS SAFETY TEXTBOOK, \$26.25

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, slacks, sturdy boots & gloves to participate in the class. Instructors are well trained with years of riding experience. Chief Instructor, Wayne King, has been teaching motorcycle riding since 1982.

Course ID: WH 0940

WEEKEND

FRI, SAT & SUN, MAY 30, 31 & JUN 1
FRI: 7:00PM - 10:00PM / SAT & SUN: 8:30AM - 5:00 PM, \$445 + GST



ARTS & LEISURE

➔ Digital Cameras & Photography

Introduction to Digital SLR Cameras

Have you purchased a digital SLR (single lens reflex) camera and are interested in taking it off of the "auto" setting? Join our instructor for this introduction to digital SLR cameras. You will learn how to successfully navigate the buttons and settings on your camera. The course will also explore concepts that will give strength and interest to your photographs such as symmetry and asymmetry, depth of field, understanding light and more. Perfect for the beginner photographer to experiment and have help from the instructor with settings and composition. Instructor: Jessica Surgenor

Course ID: CT 0970

EVENING:

TUE & THUR, MAR 4, 6, 11 & 13, 6:00PM - 8:00PM - 4 EVENINGS, \$169 + GST

Course ID: CT 0972

SAVINGS! Take BOTH Introduction to Digital SLR Cameras and Photoshop for Photographers for only \$299 + GST.

Photoshop for Photographers

Want to learn how to make a great photo even better? This course will show how to use Adobe Photoshop to perform many different image processing techniques. Participants will learn how to use several tools for selecting parts of images, and will move, duplicate and resize images. Including the use of layers, layer effects, filters, painting and blending and color modification. Prerequisites: Before enrolling in this course, participants should possess basic computer skills including mouse operation, creating folders, creating files and saving files into folders; and some experience with browsing the internet. Instructor: Jessica Surgenor

Course ID: CT 0978

EVENING:

TUE & THUR, MAR 25, 27, APR 1 & 3, 6:00PM - 8:00PM - 4 EVENINGS, \$169 + 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. Zumba and Yoga classes coming to Rolling Hills, Duchess, Bassano and Gem starting in 2014.

View our upcoming courses online at www.newellfurthered.ca or 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.

A.B.L.E. Inquiries call 403-641-4407

→ Do It Yourself

DIY Chalk Paint Furniture Course

How many times have you gone into those farm house or high end furniture stores and seen those distressed pieces with that hand-rubbed gleam thought, "I could do that"? Well now is your chance to create your very own piece! This class teaches you everything you need to know to create the 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, MAR 14 & 15, FRI: 7:00PM - 9:00PM / SAT: 10:00AM - 4:00 PM, \$109 + GST

→ Food & Beverage

Appetizer Night

Join professional caterer Tracy Deforge as she shares her secrets in preparing a variety of never fail, easy to make appetizers that will wow your family and friends. Come prepared to chop, dice, and saute' the night away!

Course ID: FB 0900

WED, MAR 19 & 26, 6:00PM - 9:00PM - 2 EVENINGS, \$69 + GST
LOCATION: MEDICINE HAT COLLEGE, BROOKS CAMPUS CAFETERIA

Wine Appreciation

Take your pallet on a journey through the vineyards of the world. Riesling, Chardonnay, Pinot Noir, Merlot - how does one decide? Expand your wine knowledge and learn how to select the perfect bottle for every meal and occasion. This course will include a tasting of six-eight various wines. Whether you are a fan of white or red, you will find something to suit your taste. Instructor: Adrian Bryksa.

Course ID: FB 0920

FRI, APR 25, 6:00PM - 9:00PM - 1 EVENING, \$99 + GST
MAX: 10 PARTICIPANTS. PLEASE REGISTER AT LEAST 3 DAYS IN ADVANCE.

Start Your Own Edible Garden

You'll begin by figuring out which type of garden is right for you. Not everyone has the same amount of time, space, or sunshine, so the first step to a great harvest is selecting the right crops. You'll explore climate considerations, learn how to read a zone hardiness map, and find out how to spot a micro-climate in your yard.

You'll discover how to properly prepare a garden bed so your crops have the best opportunity to thrive. Since healthy soil is the key to a great garden, you'll see how to identify problems in pH and drainage and fix them. You'll even learn to understand fertilizers and make compost!

Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to be on your way to a successful harvest.

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) - REGISTER AT WWW.ED260.COM/MHC
VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20;
\$139 + GST

→ 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

A: SAT, FEB 22, 9:00AM - 4:00PM - 1 DAY, \$69
B: SAT, MAY 24, 9:00AM - 4:00PM - 1 DAY, \$69

→ Driver's EDge Driver Training

Approved and Accredited. Class 5 driving instruction. Learning to drive or having a child learn to drive can be a stressful event. It doesn't have to be! With innovative and interactive classroom instruction, students have fun while learning. Our mission statement is to provide training tailored to the individual in a safe and caring environment. The success of our teaching method is reflected by our high pass rates on the road test. Rest easy knowing Driver's EDge is government-approved and accredited by Alberta Transportation, with insurance discounts available. Driver's EDge is a member in good standing of the Medicine Hat Chamber of Commerce. Learning to drive is fun - sign up and see for yourself! Refresher lessons, vehicle rental for road tests, and comprehensive learning packages are available. For more information or to book a driving time, call 403.526.9505.

Basic EDge Beginner's Package

17 hours of innovative classroom instruction

10 hours of one-on-one, in-vehicle instruction

Course ID: JR 0973

EVENINGS:

A: MON - THUR, JAN 27 - 30, 5:00PM - 9:30PM - 4 EVENINGS, \$695
B: MON - THUR, MAR 3 - 6, 5:00PM - 9:30PM - 4 EVENINGS, \$695
C: MON - THUR, MAY 5 - 8, 5:00PM - 9:30PM - 4 EVENINGS, \$695
D: WED - FRI, JUL 2 - 4, 11:00AM - 5:30PM (EXC FRI, 11:00AM - 4:30 PM), \$695
E: TUE - THUR, JUL 29 - 31, 11:00AM - 5:30PM (EXC FRI, 11:00AM - 4:30 PM), \$695
F: MON - THUR, SEP 29 - OCT 2, 5:00PM - 9:30PM - 4 EVENINGS, \$695
G: MON - THUR, NOV 24 - 27, 5:00PM - 9:30PM - 4 EVENINGS, \$695

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

→ Languages & Communication

Conversational French

Are you just getting by with your current French skills? If you are already comfortable with the basics of speaking, reading and writing French, then this course is for you. You'll develop your communication skills with your teacher and fellow students, and expand your vocabulary and grammar. Instructor: Edward Tandu

Course ID: LA 0910

TUE & THUR, MAR 11 - APR 10, 7:00PM - 9:00PM - 5 WEEKS, \$149 + GST

Brooks English Language Learning - BELL**English Pronunciation**

This course focuses on the pronunciation of English consonants, vowels, stress, rhythm and intonation. This course will begin to create student awareness of sound contrasts, while improving the students' English pronunciation abilities. The goal is to increase the students' confidence in their speaking and listening skills. Entrance requirements: CLB 4.

Course ID: LA 0970

A: TUE & THUR, FEB 25 - MAY 1, 1:30PM - 2:30PM - 10 WEEKS, \$179 + GST
B: TUE & THUR, FEB 25 - MAY 1, 4:30PM - 5:30PM - 10 WEEKS, \$179 + GST

Writing Essentials

Whether you're hoping to get a better job, write for a blog, or publish your short story, this course will give you the writing tools you need for success. It's also a perfect choice for students who speak English as a second language. In this course, you'll develop the skills you need to express yourself clearly online, and take your creative literary talents to a new level.

Course ID: E2G0001

ONLINE COURSE (6 WEEKS) – REGISTER AT WWW.ED2G0.COM/MHC
VARIOUS START DATES: JAN 15, FEB 19, MAR 19, APR 16, MAY 21, JUN 18, JUL 16, AUG 20;
\$139 + 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 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
Heather Kazimir at 403-362-1685.**

**→ Triple P Parenting Seminars****Level 2 Seminar Series Triple P - Positive Parenting in a Nutshell**

Most of the time parenting is fun! You know you are doing a good job. But there are times when things get a little tricky: your toddler won't eat her dinner; your six year old won't pick up his toys. If only someone could give you some ideas to make those times easier! If this sounds like you then a Triple P seminar may be what you need. Triple P seminars are for large groups of parents – possibly 20 or more. It's an informal presentation and there are three seminars in the series: Seminar 1: The Power of Positive Parenting, Seminar 2: Raising Confident, Competent Children and Seminar 3: Raising Resilient Children. You can choose to do one or all three and they deal with the most common parenting issues we all face.

Seminar 1: The Power of Positive Parenting:

JANUARY 13, 2014 – SPEC PARENTLINKCENTRE, 7:00PM - 9:00 PM
JANUARY 21, 2014 – ROSEMARY REC PLEX, 9:30AM - 11:00 AM
FEBRUARY 3, 2014 – SPEC PARENTLINKCENTRE, 1:00PM - 3:00 PM
MARCH 3, 2014 – SPEC PARENTLINKCENTRE, 6:00PM - 8:00 PM
APRIL 1, 2014 – SPEC PARENTLINKCENTRE, 10:00AM - 12:00 PM

Seminar 2: Raising Confident, Competent Children:

JANUARY 20, 2014 – SPEC PARENTLINKCENTRE, 7:00PM - 9:00 PM
JANUARY 28, 2014 – ROSEMARY REC PLEX, 9:30AM - 11:00 AM
FEBRUARY 10, 2014 – SPEC PARENTLINKCENTRE, 1:00PM - 3:00 PM
MARCH 10, 2014 – SPEC PARENTLINKCENTRE, 6:00PM - 8:00 PM
APRIL 8, 2014 – SPEC PARENTLINKCENTRE, 10:00AM - 12:00 PM

Seminar 3: Raising Resilient Children:

JANUARY 27, 2014 – SPEC PARENTLINKCENTRE, 7:00PM - 9:00 PM
FEBRUARY 4, 2014 – ROSEMARY REC PLEX, 9:30AM - 11:00 AM
FEBRUARY 24, 2014 – SPEC PARENTLINKCENTRE, 1:00PM - 3:00 PM
MARCH 17, 2014 – SPEC PARENTLINKCENTRE, 6:00PM - 8:00 PM
APRIL 15, 2014 – SPEC PARENTLINKCENTRE, 10:00AM - 12:00 PM
REGISTER ON WEEK PRIOR TO SESSION BY CALLING THE SPEC ASSOCIATION PARENTLINKCENTRE AT 403-362-5056. COST IS FREE.

Level 3 Discussion Group Triple P – For Common Parenting Problems

A child who melts down in the supermarket. One who won't go to bed without a fight. The kid who's always disobedient or the one who bites, hits or fights. If your child fits any of these descriptions, Triple P Discussion Groups can help. A discussion group is a short, small group session that brings together about 10-12 parents who are experiencing the same parenting issue. There are four problem topics to choose from:

- ▶ Dealing with disobedience
- ▶ Developing good bedtime routines
- ▶ Managing fighting and aggression
- ▶ Hassle-free shopping with children

In a relaxed group session, your provider will give you tips and suggestions for dealing with your child's problem behavior and you'll be given a take-home work book with sample exercises and information to help you try your new strategies at home.

For course details and dates, see next page.

Dealing with Disobedience discussion group:

JANUARY 7, 2014 – SPEC PARENTLINKCENTRE, 10:00AM - 12:00 PM
 FEBRUARY 26, 2014 – DUCHESS COMMUNITY HALL, 9:30AM - 11:00 AM
 APRIL 4, 2014 – SPEC PARENTLINKCENTRE, 7:00PM - 9:00 PM
 MAY 7, 2014 – BASSANO COMMUNITY HALL, 9:30AM - 11:00 AM
 MAY 7, 2014 – SPEC PARENTLINKCENTRE, 6:00PM - 8:00 PM

Managing Fighting and Aggression discussion group:

JANUARY 14, 2014 – SPEC PARENTLINKCENTRE, 10:00AM - 12:00 PM
 MARCH 12, 2014 – DUCHESS COMMUNITY HALL, 9:30AM - 11:00 AM
 APRIL 11, 2014 – SPEC PARENTLINKCENTRE, 7:00PM - 9:00 PM
 MAY 14, 2014 – BASSANO COMMUNITY HALL, 9:30AM - 11:00 AM
 MAY 14, 2014 – SPEC PARENTLINKCENTRE, 6:00PM - 8:00 PM

Developing Good Bedtime Routines discussion group:

JANUARY 21, 2014 – SPEC PARENTLINKCENTRE, 10:00AM - 12:00 PM
 MARCH 26, 2014 – DUCHESS COMMUNITY HALL, 9:30AM - 11:00 AM
 MAY 21, 2014 – SPEC PARENTLINKCENTRE, 6:00PM - 8:00 PM
 JUNE 4, 2014 – BASSANO COMMUNITY HALL, 9:30AM - 11:00 AM

Hassle-free Shopping discussion group:

FEBRUARY 5, 2014 – SPEC PARENTLINKCENTRE, 1:00PM - 3:00 PM
 APRIL 9, 2014 – DUCHESS COMMUNITY HALL, 9:30AM - 11:00 AM
 MAY 28, 2014 – SPEC PARENTLINKCENTRE, 6:00PM - 8:00 PM
 JUNE 11, 2014 – BASSANO COMMUNITY HALL, 9:30AM - 11:00 AM

Register on week prior to session by calling
 The SPEC Association parentLINKcentre
 at 403-362-5056. Cost is free.

■ 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

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

➔ Law Video Conference Sessions

At Brooks Library

Medicine Hat College Public Legal Education program invites you to bring a brown bag lunch and enjoy these short talks on a variety of legal subjects.

Adoption and Law

This presentation provides an overview of legal aspects of adoption. Topics for discussion include:

- ▶ The effect of adoption
- ▶ The adoption process
- ▶ The principles and evidence upon which courts base adoption decisions
- ▶ Rules around confidentiality and disclosure of adoption records
- ▶ Adoption and First Nations peoples
- ▶ International adoption
- ▶ Adult adoption

Course ID: PL 0905

WED, MAR 5, 12:00PM - 1:30 PM, FREE OF CHARGE
LOCATION: BROOKS PUBLIC LIBRARY

➔ Evening Legal Programs

At Medicine Hat College, Brooks Campus**Funeral Planning****The Benefits of Pre-Planning**

Dealing with funeral arrangements while experiencing stress and a sense of loss is very difficult for any family. Pre-planning gives you the time to consider your options and make thoughtful, informed decisions, while releasing others from the burden of having to speculate on your final wishes.

When you pre-plan and pre-pay your funeral arrangements, you are protected from future changes in funeral costs. This practice totally removes any financial responsibility from your family, and gives you peace of mind. Thoms Funeral Home, Chris Thom

Course ID: PL 0944

A: TUE, FEB 18, 7:00PM - 9:00 PM, FREE OF CHARGE
 B: TUE, MAR 18, 7:00PM - 9:00 PM, FREE OF CHARGE
 C: TUE, APR 15, 7:00PM - 9:00 PM, FREE OF CHARGE
 D: TUE, MAY 13, 7:00PM - 9:00 PM, FREE OF CHARGE
LOCATION: MHC, BROOKS CAMPUS



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.


**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.

WITHDRAWALS

To be eligible for a refund, notification of withdrawal from a course/seminar must be received no later than two business days before the course begins and we will attempt to accommodate you into another course. All withdrawal refunds are subject to an administration fee of \$25.00. Registration withdrawals after the terms stated above will not be eligible for a refund. These standards apply to the majority of the Continuing Studies courses; any exceptions will be noted with the specific course information.

COURSE CANCELLATIONS

Continuing Studies reserves the right to cancel courses due to insufficient enrolment. If your course is cancelled, you may either transfer to another available course or receive a full refund. Credit card refunds are credited to your credit card account; cheque, cash and debit payments receive a refund with a mailed cheque. We will make every effort to inform you of the cancellation prior to the start of the course; therefore, please provide both a business and home phone number as well as an e-mail address when registering.

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.

Winter/Spring 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 Horticatural 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.



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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
Deaf & Blind Support Services
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



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COLLEGE**

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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