



MEDICINE HAT COLLEGE  
1965 - 2015

A photograph of a modern brick and glass building at Medicine Hat College, partially covered in snow. Two small trees in the foreground are also covered in snow. The sky is a clear, bright blue.

# CONTINUING STUDIES

WINTER/SPRING 2016 MEDICINE HAT

# COURSE CATALOGUE

Relevant

Flexible

Rewarding



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## 2 Computers & Technology

### CERTIFICATE PROGRAMS



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

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

To complete a Certificate Program, students must:

- ▶ register in each course individually
- ▶ successfully complete the 'certificate exam' or 'challenge exam' or 'evaluation project' for each course required to earn the certificate.
- ▶ apply for the Certificate upon successful completion of all of the required courses. Certificate Request forms are available from your instructor or by contacting Continuing Studies at 403.529.3874.

**Students have up to 2 years to complete the Certificates below.**

#### Computer Office Certificate

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

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

#### Advanced Computer Office Certificate

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

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

#### Computerized Bookkeeping Certificate

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

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

**\*Special pricing available when you enroll in multiple courses.**

#### Digital Marketing Certificate

**NEW**

The marketing landscape has changed significantly over the past decade with many businesses making a shift to digital marketing or social media marketing. An online presence has become mandatory in communicating and interacting with potential consumers about an organization's brand, as well as its products and services.

This certificate is designed to introduce businesses, entrepreneurs or marketers to strategies in digital marketing and design. A combination of marketing theory and practice along with the creative essentials in building a strong visual presence are covered within this program. Proficiency with Windows based computers required.

- ▶ Principles of Marketing Design
- ▶ Design for Social Media
- ▶ Introduction to Digital Cameras
- ▶ Digital Photography: Fundamentals
- ▶ Product Photography
- ▶ Photoshop CC
- ▶ Illustrator
- ▶ Working with PDF Files
- ▶ Video Marketing

#### Computer Skills for the Executive Assistant

**NEW**

As an executive assistant, you may be responsible for preparing reports and documents, assembling financial documents and preparing presentations for your employer. This Certificate has been tailored to help you develop that skill set.

- ▶ Microsoft Word Level 2
- ▶ Microsoft Word Level 3
- ▶ Microsoft Excel Level 2
- ▶ Building PowerPoint Presentations
- ▶ Working with PDF Files
- ▶ Managing On-Line Meetings
- ▶ Microsoft Outlook
- ▶ Preparing Financial Statements
- ▶ Effective Minute Taking and Preparation

#### Essential Skills for Small Business Owners/Managers Certificate

**NEW**

As a small business owner, you are responsible for the administration, correspondence, bookkeeping, and advertising for your operation. This program will give you the tools to complete these tasks efficiently and affordably.

- ▶ Microsoft Word 1A & B
- ▶ Microsoft Excel 1A & B
- ▶ Introduction to Bookkeeping
- ▶ Sage 50 Level 1
- ▶ The Smartphone as a Business Tool
- ▶ Business Cards and Advertising

## CERTIFICATE EXAMINATIONS

Exams may be booked on the exam dates below. In some instances, two or more courses are tested on one exam\*.

Exams	Certificate Programs	Exams	Certificate Programs
Introduction to MS Office Applications for the PC	Hospital Unit Clerk Medical Office Assistant Legal Office Assistant	MS Excel Level 3	Advanced Computer Office Legal Office Assistant
Take Charge or Your Files & Photos	Computer Office Computerized Bookkeeping Legal Office Assistant	MS Excel Formulas & Functions	Computerized Bookkeeping
MS Word Level 1A & MS Word Level 1B*	Computer Office Computerized Bookkeeping Medical Office Assistant Legal Office Assistant Essential Skills for Small Business Owners	MS Access Level 1A & MS Access Level 1B*	Computer Office
MS Word Level 2	Advanced Computer Office Computer Skills for the Executive Assistant Legal Office Assistant	MS Access Level 2	Advanced Computer Office Computer Office Legal Office Assistant
MS Word Level 3	Advanced Computer Office Computer Skills for the Executive Assistant Legal Office Assistant	MS Outlook	Computer Office Legal Office Assistant
MS Excel Level 1A & MS Excel Level 1B*	Computer Office Computerized Bookkeeping Legal Office Assistant Essential Skills for Small Business Owners	Building PowerPoint Presentations	Computer Office Computer Skills for the Executive Assistant
MS Excel Level 2	Advanced Computer Office Computer Skills for the Executive Assistant Legal Office Assistant	Sage 50 Levels 1, 2 & Reconciliations*	Computerized Bookkeeping Essential Skills for Small Business Owners
		Introduction to Bookkeeping	Computerized Bookkeeping Essential Skills for Small Business Owners
		Principles of Marketing Design	Digital Marketing
		Creating PDF Files	Digital Marketing Computer Skills for the Executive Assistant

### Exam Dates:

**Course ID: CT 0401**

#### DAYTIME

A: MON, FEB 29, 9:00 AM - 12:00 PM - 1 MORNING; B252  
 B: SAT, MAR 19, 9:00 AM - 12:00 PM - 1 MORNING; B252  
 C: WED, MAR 30, 9:00 AM - 12:00 PM - 1 MORNING; B252  
 D: THUR, APR 14, 9:00 AM - 12:00 PM - 1 MORNING; B252  
 E: SAT, APR 30, 9:00 AM - 12:00 PM - 1 MORNING; B252  
 F: THUR, MAY 19, 9:00 AM - 12:00 PM - 1 MORNING; B252  
 G: TUE, MAY 24, 6:00 PM - 9:00 PM - 1 EVENING; B252  
 H: MON, JUN 13, 9:00 AM - 12:00 PM - 1 MORNING; B252  
 I: SAT, JUN 18, 9:00 AM - 12:00 PM - 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. If the challenge is not successful, you must attend the course and re-write the exam to receive credit toward a certificate.

Challenge exams are **not** open-book exams.

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

**Course ID: CT 0400**

**The challenge exam fee is \$75 +GST per exam.**

## 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.

**[www.ed2go.com/mhc](http://www.ed2go.com/mhc)**

## 4 Computers & Technology

# JUMPSTART Your Re-Entry to the Workforce

Limited Seats – Register Early!

### 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 2013 version
- ▶ **Microsoft Excel** – apply functions and formulas and become familiar with Excel 2013
- ▶ **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 25-APR 4 (NO CLASS FEB 15), 6:00 PM-9:30 PM-10 WEEKS, \$495+GST; B252

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



## ➔ 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
- ▶ Identify the computer components
- ▶ Learn the "language"
- ▶ Control the mouse
- ▶ Recognize the parts of the screen and their functions
- ▶ Customize the computer for multiple users
- ▶ Run basic Windows programs

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

**Course ID: CT 0002**

#### EVENING:

MON, JAN 25 & FEB 1, 6:00 PM - 9:00 PM - 2 EVENINGS, \$129 +GST; B252

### Introduction to Microsoft Office Applications for the PC

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

You will:

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

Prerequisite: Basics of Personal Computers or equivalent knowledge and experience. Instructors: Nancy Koenig / Joan Fleckenstein

**Course ID: CT 0013**

#### DAYTIME:

A: WED, FEB 3 & 10, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$149 +GST; B252  
B: THUR, MAR 24 & 31, 9:00 AM - 12:00 PM - 2 MORNINGS, \$149 +GST; B252  
C: THUR, MAY 5, 9:00 AM - 4:00 PM - 1 DAY, \$149 +GST; B252

#### EVENING:

D: WED, FEB 3 & 10, 6:00 PM - 9:00 PM - 2 EVENINGS, \$149 +GST; B252  
E: MON, APR 25 & MAY 2, 6:00 PM - 9:00 PM - 2 EVENINGS, \$149 +GST; B252

### Explore E-Mail and the Internet

The days of sending letters and reading reference books are drawing to a close. Today you can send a message or research a topic instantly online. This hands-on class will give you the confidence and skills to send and receive emails 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 28, 6:00 PM - 9:00 PM - 3 HOURS, \$99 +GST; B252

### Take Charge of Your Files and Photos

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

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

Students are encouraged to bring cameras or flash drives. Prerequisite: Basics of Personal Computers, Microsoft Office Applications or equivalent knowledge and experience. Instructor: Joan Fleckenstein

**Course ID: CT 0091**

#### DAYTIME:

A: MON & TUE, JUN 6 & 7, 9:00 AM - 12:00 PM - 2 MORNINGS, \$189 +GST; B252

#### EVENING:

B: WED, MAR 2 & 9, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189 +GST; B252



## Can't Afford Classes?

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

- ▶ **Computer Skills Training for Today's Workplace**
- ▶ **GED Preparation**
- ▶ **Ed2Go Online Courses**
- ▶ **Food Sanitation & Hygiene**

**Call 403.504.3620**



LEARN Programs are funded through Alberta Innovation & Advanced Education.



## ➔ 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: Joan Fleckenstein

**Course ID: CT 0093**

#### DAYTIME:

THUR, JUN 9, 9:00 AM - 4:00 PM - 1 DAY, \$189 +GST; B241

### Microsoft Word 2013 Level 1A: Fundamentals

An introduction to Microsoft Word 2013 - discover the basics of creating great Word documents including:

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

Prerequisite: Introduction to MS Office Applications. Instructors: Nancy Koenig / Joan Fleckenstein

**Course ID: CT 0016**

#### DAYTIME:

A: WED, FEB 24 & MAR 2, 9:00 AM - 12:00 PM - 2 MORNINGS, \$189 +GST; B252

B: MON & TUE, MAY 30 & 31, 9:00 AM - 12:00 PM - 2 MORNINGS, \$189 +GST; B252

#### EVENING:

C: MON, FEB 8 & 22, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189 +GST; B252

Course ID: CT 0024

**SAVINGS!** Take BOTH Microsoft Word 2013 Level 1A and Microsoft Word 2013 Level 1B for only \$345 +GST.

### Microsoft Word 2013 Level 1B: Formatting for Clarity

Add clarity and improve the appearance of your documents.

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

Prerequisite: Microsoft Word Level 1A. Instructors: Nancy Koenig / Joan Fleckenstein

**Course ID: CT 0017**

#### DAYTIME:

A: WED, MAR 2, 9:00 AM - 4:00 PM - 1 DAY, \$189 +GST; B252

B: WED & THUR, JUN 1 & 2, 9:00 AM - 12:00 PM - 2 MORNINGS, \$189 +GST; B252

#### EVENING:

C: MON, FEB 29 & MAR 7, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189 +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. Instructors: Nancy Koenig/Joan Fleckenstein

**Course ID: CT 0020**

#### DAYTIME:

A: WED, MAR 16, 9:00 AM - 4:00 PM - 1 DAY, \$189 +GST; B252

B: MON & TUE, JUN 6 & 7, 1:00 PM - 4:00 PM, \$189 +GST; B252

Course ID: CT 0027

**SAVINGS!** Take BOTH Microsoft Word 2013 Level 2 and Microsoft Word 2013 Level 3 for only \$345 +GST.

### Microsoft Word Level 3: Maximized Efficiency

Save time, effort and improve your documents.

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

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

**Course ID: CT 0025**

#### DAYTIME:

WED, MAR 23, 9:00 AM - 4:00 PM - 1 DAY, \$189 +GST; B252

### Effective Minute Taking and Preparation

Are you responsible for taking minutes at company or board meetings? This course covers protocols for taking minutes during meetings, preparing the minutes in clear, attractive formats, and various methods of distributing the documents. Students will cover theory on the first evening and formatting and stylization in MS Word the second evening.

Prerequisite: MS Word Level 1A & B or equivalent knowledge and experience. Instructor: Kathy McDowell

**Course ID: CT 0007**

WED, MAR 30 & APR 6, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189 +GST; B252

### Microsoft Excel 2013 Level 1A: Fundamentals

You will discover the basics of creating Excel spreadsheets:

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

Prerequisite: Introduction to MS Office Applications. Instructors: Nancy Koenig / Joan Fleckenstein

**Course ID: CT 0031**

#### DAYTIME:

A: THUR, FEB 4 & 11, 9:00 AM - 12:00 PM - 2 MORNINGS, \$189 +GST; B252

B: THUR, APR 21, 9:00 AM - 4:00 PM - 1 DAY, \$189 +GST; B252

C: MON, MAY 30 & 31, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$189 +GST; B252

#### EVENING:

D: MON, MAR 14 & 21, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189 +GST; B252

## 6 Computers & Technology

Course ID: CT 0026

**SAVINGS!** Take BOTH Microsoft Excel 2013 Level 1A and Microsoft Excel 2013 Level 1B for only \$345 +GST.

### Microsoft Excel 2013 Level 1B: Spreadsheet Solutions

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

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

Prerequisite: Microsoft Excel Level 1A. Instructors: Nancy Koenig / Joan Fleckenstein

Course ID: CT 0032

#### DAYTIME:

A: THUR, FEB 25, 9:00 AM - 4:00 PM - 1 DAY, \$189 +GST; B252

B: THUR, APR 28, 9:00 AM - 4:00 PM - 1 DAY, \$189 +GST; B252

C: WED & THUR, JUN 1 & 2, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$189 +GST; B252

#### EVENING:

D: MON, APR 11 & 18, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189 +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: THUR, MAR 3, 9:00 AM - 4:00 PM - 1 DAY, \$189 +GST; B252

B: MON, MAY 16, 9:00 AM - 4:00 PM - 1 DAY, \$189 +GST; B252

Course ID: CT 0048

**SAVINGS!** Take BOTH Microsoft Excel Level 2 and Microsoft Excel Level 3 for only \$345 +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:

THUR, MAY 26, 9:00 AM - 4:00 PM - 1 DAY, \$189 +GST; B252

## Coming This Spring!



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

### Accelerated Computer Office Certificate

Complete your Computer Office Certificate courses in two weeks! Are you preparing for the workforce? This two week program offers current computer skills that are in high demand in today's job market. The first two weeks of June 2016 are dedicated to providing intensive, but well-paced instruction in all of the courses included in the Computer Office Certificate. This Certificate is also a starting point for other Certificate programs, so you will be prepared to enter the work force and/or continue to another Certificate program. You can complete the Computer Office Certificate before summer holidays begin!

- ▶ Microsoft Outlook: Calendars, Contacts & Meetings
- ▶ Microsoft Word 2013 Level 1A: Fundamentals
- ▶ Microsoft Word 2013 Level 1B: Formatting for Clarity
- ▶ Microsoft Word Level 2: Adding Visual Impact and Clarity
- ▶ Microsoft Excel 2013 Level 1A: Fundamentals
- ▶ Microsoft Excel 2013 Level 1B: Spreadsheet Solutions
- ▶ Building PowerPoint Presentations
- ▶ Take Charge of Your Files and Photos

Course ID: CT 0004

MAY 30 - JUN 10, 9:00 AM - 4:00 PM - 2 WEEKS, \$1,540 +GST; B252

*Note: Please check individual classes for specific dates and times, see pages 4-7*

### 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: Shelley Beck

Course ID: CT 0041

#### EVENING:

WED, APR 20 & 27, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189 +GST; B252

### Microsoft Access 2013 Level 1A: Database Fundamentals

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

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

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

Course ID: CT 0056

#### DAYTIME:

MON, MAR 7, 9:00 AM - 4:00 PM - 1 DAY, \$189 +GST; B252

Course ID: CT 0058

**SAVINGS!** Take BOTH Microsoft Access 2013 Level 1A and Microsoft Access 2013 Level 1B for only \$345 +GST.

### Microsoft Access 2013 Level 1B: Forms, Queries and Reports

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

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

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

**Course ID: CT 0057**

**DAYTIME:**

MON, MAR 14, 9:00 AM - 4:00 PM - 1 DAY, \$189 +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, MAR 21, 9:00 AM - 4:00 PM - 1 DAY, \$189 +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. Instructor: Nancy Koenig

**Course ID: CT 0045**

**DAYTIME:**

WED & FRI, JUN 8 & 10, 9:00 AM - 4:00 PM - 2 DAYS, \$299 +GST; B252



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

## ➔ Bookkeeping Courses

### Introduction to Bookkeeping

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

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

Instructor: Nancy Koenig

**Course ID: CA 0001**

**DAYTIME:**

A: MON & WED, APR 4 - MAY 4, 9:00 AM - 12:00 PM - 10 MORNINGS, \$359 +GST; B252

**EVENING:**

B: TUE, JAN 19 - MAR 29 (NO CLASS FEB 15), 6:00 PM - 9:00 PM - 10 EVENINGS, \$359 +GST; B252

Course ID: CT 0071

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

### Sage 50 - Level 1

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

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

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

**Course ID: CT 0065**

**DAYTIME:**

A: MON & WED, APR 18 - 27, 1:00 PM - 4:00 PM - 4 AFTERNOONS, \$299 +GST; B252

**EVENING:**

B: TUE, APR 5 - 26, 6:00 PM - 9:00 PM - 4 EVENINGS, \$299 +GST; B252

### Sage 50 - Level 2

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

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

This class will be suitable for those using Simply Accounting.

Prerequisite: Sage 50 Level 1. Instructor: Nancy Koenig

**Course ID: CT 0066**

**DAYTIME:**

A: MON & WED, MAY 2 & 4, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$189 +GST; B252

**EVENING:**

B: TUE, MAY 3 & 10, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189 +GST; B252



## 8 Computers & Technology

Course ID: CT 0063

**SAVINGS!** Take BOTH Sage 50 Level 2 and Sage 50 Reconciliations for only \$269 +GST.

### Sage 50 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. Suitable for those using Simply Accounting.

Prerequisites: Sage 50 Level 2. Instructor: Nancy Koenig

Course ID: CT 0067

#### DAYTIME:

A: MON, MAY 9, 9:00 AM - 12:00 PM - 1 MORNING, \$109 +GST; B252

#### EVENING:

B: TUE, MAY 17, 6:00 PM - 9:00 PM - 1 EVENING, \$109 +GST; B252

### Sage 50: Managing Payroll

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

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

Prerequisites: Sage 50 Level 1. Instructor: Nancy Koenig

Course ID: CT 0070

WED, MAY 25 & JUN 1, 9:00 AM - 12:00 PM - 2 MORNINGS, \$189 +GST; B252

### Preparing Financial Statements

A company's Financial Statements are some of the most important documents that are produced. Accuracy and formatting are essential. This course will cover the information that must be included, its relevance to the company, and the calculations required. You will also learn to prepare the financial statements using accepted protocols.

Course ID: CT 0014

WED, MAY 4 & 11, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189 +GST; B252

### Introduction to QuickBooks 2015

**ONLINE**

Learning how to use QuickBooks to its full potential goes beyond learning the program's basic features. Even experienced QuickBooks users struggle when applying certain business situations to QuickBooks. In this course, we'll go beyond the basics as you master QuickBooks' more advanced features and applications.

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

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

### Intermediate QuickBooks 2015

**ONLINE**

This course covers QuickBooks' more advanced features and applications, including how to enter price levels for inventory, track discounts and credits, and manage journal entries.

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

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

## → Apple Courses

### Basics of Mac Computers

Get the most from your Mac! If you are new to Apple Computers, or if you are a PC user who has just switched to the Mac, this course will help you develop skills that will allow you to tap into the full power of your Mac. You will receive a \$15 iTunes card so you download apps. In this course you will learn how to:

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

Instructor: David Kenefick

Course ID: CT 0011

#### EVENING:

WED, MAY 18 - JUN 1, 6:00 PM - 9:00 PM - 3 EVENINGS, \$285 +GST; B252



## Give a Gift of Class

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

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

## ➔ AutoCAD Operator Certificate

AutoCAD has become a necessary skill for individuals in industries ranging from architecture to engineering to interior design. Through the four courses offered in this certificate, you'll become comfortable in both two-dimensional (2D) and three-dimensional (3D) drawing using AutoCAD software as well as digital drafting, allowing you to communicate your design clearly and give it the showcase it deserves.

Software is not provided for personal use, but if you are a student registered in any AutoCAD course, you are eligible to download the student software free of charge from the AutoDesk website. A USB memory stick is required for all AutoCAD courses. Instructor: Hélio Colaço

### Course 1: AutoCAD 2D-1

AutoCAD 2D-1 is part one of a two-part hands-on series focusing on the two-dimensional features and commands in AutoCAD. Topics include: AutoCAD interface, AutoCAD theory, syntax, inserting 2D geometry (lines, circles, arcs, points), move, copy, rotate, scale, mirror, array, stretch, fillets, chamfers, trim, extend, offset, inquiry, grids, text, line types, and layers. This course will also introduce drafting fundamentals in preparation for Digital Drafting with AutoCAD.

Prerequisite: Students looking to complete the AutoCAD Operator Certificate should be proficient in basic computer skills such as mouse/keyboarding, creating files and folders, moving files, locating files, copy/paste, email, and selecting printer devices. If you feel you need additional work in this area, consider starting with Introduction to Microsoft Office Applications for the PC, see page 4.

#### Course ID: CT 0201

A: TUE & THUR, FEB 9 - MAR 10, 6:00 PM - 9:00 PM - 5 WEEKS, \$495 +GST; B208  
B: REQUIRED TEXTBOOK: ASCENT AUTOCAD/AUTOCAD LT ESSENTIALS: \$95 +GST

### Course 2: AutoCAD 2D-2

AutoCAD 2D-2 is part two of the hands-on series focusing on two-dimensional features and commands available in AutoCAD. Topics include: advanced editing techniques, graphic manipulation, grips, crosshatching, dimensioning, dimensioning styles, layouts, templates, blocks, reference files, advanced text, text styles, special objects, and plotting.

Prerequisite: AutoCAD 2D-1

#### Course ID: CT 0202

A: TUE & THUR, APR 5 - MAY 5, 6:00 PM - 9:00 PM - 5 WEEKS, \$495 +GST; B208  
B: REQUIRED TEXTBOOK: ASCENT AUTOCAD/AUTOCAD LT BEYOND THE BASICS: \$95 +GST

### Course 3: Digital Drafting with AutoCAD

Using AutoCAD software, this course will review manual drafting basics and teach students CAD construction techniques, as well as how to complete multi-view drawings, isometric drawings, plotting, sections and conventions.

Prerequisite: AutoCAD 2D-1

#### Course ID: CT 0203

COMING IN FALL 2016 (36 HOURS OVER 6 WEEKS)

### Course 4: AutoCAD 3D

This is a hands-on course covering the three-dimensional features and commands available in AutoCAD. Topics include AutoCAD 3D interface, navigation and visualization tools, creating 3D models using wireframes, meshes, surfaces and solid primitives, editing 3D objects, working with materials, shading and rendering. Prerequisite: AutoCAD 2D-1 & AutoCAD 2D-2.

#### Course ID: CT 0204

COMING IN FALL 2016 (30 HOURS OVER 5 WEEKS)

## ➔ Digital Graphics And Design

### Business Cards & Advertising

The value of business cards extend far beyond simply passing contact information along to those you hope to bring into your network. Learn how you can produce your own business cards and other advertising print media that are not only cost-effective, but clean and professional looking. Instructor: Andrea Woods

#### Course ID: CT 0095

#### EVENING:

WED, APR 13, 6:00 PM - 9:00 PM - 1 EVENING, \$99 +GST; B252

### Working with PDF Files

Adobe PDF files are everywhere, but few people realize how PDFs can simplify their work day. Harness the power of Adobe PDF files using Acrobat XI! Learn how to edit PDF documents and create files in Adobe Acrobat such as fillable forms and protected documents.

Prerequisite: Introduction to Basic Computers or equivalent computer experience. Instructor: Andrea Woods

#### Course ID: CT 0145

FRI, MAY 6, 9:00 AM - 4:00 PM - 1 DAY, \$189 +GST; B252

### Principles of Marketing Design

If you are marketing yourself or your business, you likely realize how vital it is to communicate with visuals effectively. Learn best practices for communicating your brand and marketing design strategies that will set you apart from the competition. Instructor: Andrea Woods

#### Course ID: CT 0018

#### EVENING:

THUR, FEB 11, 18 & 25, 6:00 PM - 9:00 PM - 3 EVENINGS, \$195 +GST; F2004

### Design for Social Media

Many businesses have turned to Social Media such as Facebook to spread the word about their products and services. Explore marketing opportunities online and develop eye-catching designs perfect for your social media audience. Instructor: Andrea Woods

#### Course ID: CT 0019

#### EVENING:

THUR, MAY 26 - JUN 9, 6:00 PM - 9:00 PM - 3 EVENINGS, \$195 +GST; B252

### Adobe Illustrator CC

Learn how to create vector graphics such as logos or digital illustrations and tap into the power of completely scalable art using Adobe's leading design software. This course will provide a solid foundation on how to use Adobe Illustrator through hands-on class projects. Instructor: Andrea Woods

#### Course ID: CT 0029

#### EVENING:

THUR, APR 28 - MAY 19, 6:00PM - 9:00 PM - 4 EVENINGS, \$299 +GST; B252

### Adobe Photoshop CC

Master this powerhouse image manipulation program! It is an absolute must for anyone working with photos or design projects. Discover simple retouching techniques, as well as the fundamentals of creating complex compositions. Instructor: Andrea Woods

#### Course ID: CT 0033

#### EVENING:

THUR, MAR 10 - APR 21, 6:00PM - 9:00 PM - 7 EVENINGS, \$325 +GST; B252

# 10 Computers & Technology

## Video Marketing

Video is an increasingly popular medium and one that should not be ignored when it comes to digital marketing. Drive traffic and build your brand through visual storytelling. Learn fundamentals of simple video production and how you can market your videos online. Instructor: Luke Fandrich

**Course ID: CT 0126**

TUE, APR 5, 12 & 19, 6:00 PM - 9:00 PM - 3 EVENINGS, \$195 +GST; F1008

## Introduction to Adobe Edge Animate

**ONLINE**

Learn how to use Edge Animate, Adobe's tool for creating graphics, animation, and interactive content for the Web and mobile devices.

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

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

## Introduction to CorelDRAW X5

**ONLINE**

Learn to draw with confidence, using CorelDRAW to design professional newsletters, greeting cards, web graphics, logos, and amazing works of art created from your own photos.

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

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

## ➔ Digital 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 as well as a notebook.

Instructor: Darin Clisby

**Course ID: CT 0110**

A: SAT, FEB 20 & 27, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$189 +GST; F1008

B: SAT, MAY 7 & 14, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$189 +GST; F1008

**Course ID: CT 0137**

**SAVINGS!** Take BOTH Introduction to Digital Cameras and Digital Photography Fundamentals for only \$345 +GST.

### Digital Photography: Fundamentals

Get the skills to take great digital pictures.

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

Prerequisite: Introduction to Digital Cameras or equivalent knowledge.

Instructor: Darin Clisby

**Course ID: CT 0106**

A: SAT, MAR 12 & 19, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$189 +GST; F1008

B: SAT, MAY 28 & JUN 4, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$189 +GST; F1008

### What Does This Button Do?

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

**Course ID: AC 0090**

TUE, APR 5, 6:30 PM - 9:00 PM - 1 EVENING, \$49 +GST; F1007

### Intermediate Photography: Manual Modes

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

**Course ID: AC 0098**

WED, MAR 30, 6:00 PM - 9:00 PM - 1 EVENING, \$79 +GST; F1007

### Outdoor Photography

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

**Course ID: AC 0085**

SAT, MAY 21, 1:00 PM - 4:00 PM - 1 AFTERNOON, \$79 +GST; F1007

**Course ID: AC 0087**

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

### 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**

TUE, MAY 10 & 17, 6:30 PM - 9:00 PM - 2 EVENINGS, \$89 +GST; F1007

**Night Photography**

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

**Course ID: AC 0084**

TUE, MAY 3, 6:00 PM - 9:00 PM - 1 EVENING, \$79 +GST; F1007

**Introduction to Adobe Lightroom**

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

**Course ID: AC 0088**

TUE, APR 19 & 26, 6:30 PM - 9:00 PM - 2 EVENINGS, \$89 +GST; B234

**Visual Storytelling**

This unique class is offered to those who love photography, would like to explore their story telling skills, combine these passions and take photography to the next level. Our Visual Story-Telling course focuses on the images the viewer captures and how to present it to their audience. This course will enable you to compile and present an award winning story. In this six week class, you will learn through instruction, practical hands-on exercises, and weekly assignments - with individual feedback and how to improve your image taking skills. You will learn how to edit your images and which photos stand out amongst the hundreds you have taken on your vacation or event. You will learn how to sequence them in such a way that you keep your audience's attention, make an outstanding photo album, get published, or use your photo essay for an exhibition. Instructor: Kloie Picot; international (hometown) award-winning photojournalist.

**Course ID: AC 0097**

TUE, FEB 23 - MAR 29, 7:00 PM - 9:00 PM - 6 WEEKS, \$189 +GST; F1009

**Product Photography**

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

**Course ID: AC 0092**

TUE, JUN 7, 6:00 PM - 9:00 PM - 1 EVENING, \$99 +GST; F1009

**→ Programming****Introduction to Programming****ONLINE**

Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.

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

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

**Introduction to C# Programming****ONLINE**

Learn the fundamentals of computer programming with the new C# programming language.

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

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

**Introduction to CSS3 & HTML****ONLINE**

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

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

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

**Creating Mobile Apps with HTML5****ONLINE**

Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups.

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

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

**→ Social Media****Podcasting****ONLINE NEW**

Businesses are turning to podcasting to grow their brand and connect with customers. People with a niche hobby are turning podcasts into a business. Podcasting is experiencing a rebirth as mobile devices are everywhere. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they want to do business.

Learn how to take your business or hobby and turn it into a podcast. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. Come to class with your idea and end with your show online for all to hear.

**Course ID: ON 0102**

A: FEB 1 - 26

B: APR 4 - 29

C: JUN 6 - JUL 1, \$245 +GST

**→ Online Meetings****Managing Online Meetings****NEW**

Prepare, administer, and attend meetings with no travel costs. This course will provide you with the skills to plan live video meetings with people from all over the world, using the internet. Instructor: Joan Fleckenstein

**Course ID: CT 0101**

**EVENING:**

WED, MAR 16 & 23, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189 +GST; B252

**The Smart Phone as a Business Tool**

Get the most out of the "office in your pocket". Whether you have an Android device, or Apple device; Smartphone or Tablet, learn how to take advantage of today's mobile technology to enhance your business. We'll explore a variety of apps and accessories that are available on both of the major mobile platforms (Android and iOS) which can be used to increase productivity, efficiency, and communication with your team and your customers. We'll also look at some tips, tricks, and pitfalls of the mobile office so you can ensure your business is running smooth no matter where you are in the world! Instructor: David Borella

**Course ID: CT 0096**

WED, MAY 18, 6:00 PM - 9:00 PM - 1 EVENING, \$99 +GST; F1006

## 12 Certificates

# CERTIFICATE PROGRAMS

## Project Management Extension Certificate

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



Continuing Education  
and Extension



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

This program will help prepare you for the Project Management Professional (PMP) Certification from the Project Management Institute (PMI). Upon successful completion of this program, you will receive a Mount Royal University Certificate. To earn this certificate you must complete six two-day courses, plus the Final Assessment with a minimum of 75% attendance and active participation in each course. Instructor: Robin Levesque, MA, PMP

You may also register for individual courses for general interest.

### Project Management: An Overview

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

**Course ID: CA 0040**

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

### Project Management: Integration and Scope

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

**Course ID: CA 0041**

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

### Project Management: Quality

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

**Course ID: CA 0042**

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

### Project Management: Human Resource and Communications

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

**Course ID: CA 0043**

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

### Project Management: Time and Cost

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

**Course ID: CA 0044**

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

### Project Management: Risk and Procurement

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

**Course ID: CA 0045**

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

### Preparing for the Final Assessment

Are you enrolled in the Project Management Extension Certificate program and preparing to write your Final Assessment Paper? This workshop is designed to provide additional support beyond what is offered in the certificate courses. Work with the instructors who mark the final assessment papers and find out what is required to be successful. Note: Please bring a copy of the PMBOK® Guide - Fifth Edition (available at MHC Bookstore - approx. \$70 +GST) as it will be used extensively. Note: This course is offered as an optional course to help learners prepare for writing the Final Assessment Paper and is not a requirement for the certificate.

**Course ID: CA 0046**

DATE & TIME TBA, \$135 +GST

### Project Management - Final Assessment Paper

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

**Free  
Information  
Session**

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

**Medicine Hat College, Room F1007**

**Everyone Welcome!**

Learn more about the Project Management Extension Certificate

Please RSVP to Shanna at 403.529.3849



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facebook.com/MHC.ConEd

## Management Seminars For Supervisory Personnel

### Foundations for Management Excellence



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

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

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

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

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

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

Course ID: CA 0100

**SAVINGS!** Take all 5 sessions for \$1,475 +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, FEBRUARY 17, 9:00 AM - 4:00 PM, \$325 +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, FEBRUARY 24, 9:00 AM - 4:00 PM, \$325 +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 2, 9:00 AM - 4:00 PM, \$325 +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 9, 9:00 AM - 4:00 PM, \$325 +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, MARCH 16, 9:00 AM - 4:00 PM, \$325 +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.

*"This has been a very helpful course for me having no formal training, just some experience in management. This course helped me put my experience in perspective and apply the theory to my job. Wally was an excellent instructor, he kept the classes interesting and easy to follow/understand and related to real world experiences."*





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## 14 Certificates

### Leadership Seminars: Unleash the Power of Positive Emotions **NEW**

#### Resonate to Co-Create



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

*Co-creators leave a trail of other co-creators behind them. They find their voice then help others find theirs by learning, doing, teaching and leading the way.*

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

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

**Courses:** Although participants may take individual courses of interest, this program is designed to be taken as a complete series of five, 2-day seminars. Participants will receive a personalized certificate of completion. Course fee includes materials.

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

Course ID: CA 0093

**Savings!** Take all 5 sessions for \$2,750 + gst

#### Discover

Discover: deep understanding and appreciation for yourself, your team, and your organization.

Course ID: CA 0094

THUR & FRI, FEB 4 & 5, 8:30 AM - 5:00 PM - 2 DAYS, \$569 + GST; F1007

STUDENTS WILL BE EMAILED INSTRUCTIONS TO COMPLETE AN ONLINE ASSESSMENT PRIOR TO THE COURSE. THE FEE FOR THE ASSESSMENT IS \$10, WHICH STUDENTS WILL PAY WHEN THEY ACCESS THE ASSESSMENT.

#### Reach

Reach: inspiring a shared vision within the team and the rest of the organization and the community.

Course ID: CA 0095

THUR & FRI, FEB 18 & 19, 8:30 AM - 5:00 PM - 2 DAYS, \$569 + GST; F1007

#### Engage

Engage: challenging the process and encouraging creativity in the workplace with the help of others.

Course ID: CA 0096

THUR & FRI, MAR 3 & 4, 8:30 AM - 5:00 PM - 2 DAYS, \$569 + GST; F1007

#### Act

Act: encouraging decisive action and leadership at every level of the team and the organization by empowering and enabling others to act.

Course ID: CA 0097

THUR & FRI, MAR 17 & 18, 8:30 AM - 5:00 PM - 2 DAYS, \$569 + GST; F1007

#### Motivate

Motivate: measuring success, recognizing the strengths of others and rewarding efforts through encouragement and motivation.

Course ID: CA 0098

WED & THUR, MAR 23 & 24, 8:30 AM - 5:00 PM - 2 DAYS, \$569 + GST; F1007



Robin Levesque helps teams resonate to co-create value for a sustainable future. He inspires leaders, managers and project managers to unlock their teams' effectiveness with the power of positive emotions in the workplace.

Robin's credentials include 20 plus years as an industry leader in real estate development, a Master of Arts in Leadership and professional membership in the Project Management Institute. He is also a professional member of the Canadian Association of Professional Speakers.

*"Robin has a practical example for everything. His knowledge is well rounded and his leadership skills are exceptional. He is fair and creates an environment where people feel comfortable and want to engage in conversation."*

# Free Information Session

Monday, January 11, 7:30PM - 8:30PM  
Medicine Hat College, Room F1007  
**Everyone Welcome!**

Learn more about the Leadership Seminars  
Please RSVP to Shannan at 403.529.3849



@MHC\_CS



facebook.com/MHC.ConEd

## Certificate in Interpersonal Communication

**NEW**


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

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

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

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

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

Course ID: CA 0072

**SAVINGS!** Take all 4 sessions for \$849 +GST

### Conflict Resolution and Negotiation

- ▶ the causes of conflict; how and why it occurs
- ▶ conflict prevention and early intervention
- ▶ learn a highly effective conflict resolution process
- ▶ negotiating successfully with difficult people and in difficult situations
- ▶ create win-win outcomes to build relationships and problem solving
- ▶ develop critical skills for the most effective application of the process

Course ID: CA 0073

THUR, MAR 3, 9:00 AM - 4:00 PM - 1 DAY, \$225 +GST; CROWFOOT ROOM

### Practical & Effective Communication

- ▶ the key skills that make a successful communicator
- ▶ understanding the hidden components of truly effective communication
- ▶ analysis of your communication skills – where to improve
- ▶ techniques to develop diplomatic, tactful and confident communication
- ▶ enhance your image, increase positive outcomes, improve relationships
- ▶ reduce frustration, establish credibility, build trust, increase confidence

Course ID: CA 0074

THUR, MAR 10, 9:00 AM - 4:00 PM - 1 DAY, \$225 +GST; CROWFOOT ROOM

### Dealing with Difficult People

- ▶ learn techniques and skills for dealing with challenging people for positive outcomes
- ▶ practical, effective and specific strategies for creating win - win outcomes
- ▶ coping and turn-around strategies for dealing with very difficult people
- ▶ understanding underlying causes of difficult behaviours and why they challenge us

Course ID: CA 0075

THUR, MAR 17, 9:00 AM - 4:00 PM - 1 DAY, \$225 +GST; CROWFOOT ROOM

### Managing Behaviours

- ▶ managing ourselves and the situation for better outcomes
- ▶ managing “less than perfect” behaviour of others
- ▶ understand the underlying issues in difficult situations
- ▶ specific actions for gaining control and managing more effectively

Course ID: CA 0076

THUR, MAR 24, 9:00 AM - 4:00 PM - 1 DAY, \$225 +GST; CROWFOOT ROOM

## Foundations Of Business Coaching

**NEW**


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

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

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

Course ID: CA 0077

MON, APR 4 - MAY 2, 9:00 AM - 4:00 PM - ALL 5 SESSIONS, \$1,995 +GST; F1007  
REGISTRATION DEADLINE: MAR 18

### Session 1: Foundations of Coaching

Learn what coaching is and is not, and apply a personalized behavioural assessment tool. Understand your own styles and strengths and how you can identify and support the strengths of others. Includes fundamental coaching frameworks and practice to begin to apply outside of the sessions.

MON, APR 4, 9:00 AM - 4:00 PM; F1007

### Session 2: Advanced Coaching Skills

Building on fundamental coaching frameworks, this session solidifies application of coaching methodology with an in-depth look at effecting listening. Participants review a personal listening assessment to better understand how they process information in conversations making them more effective coaches. Understand appropriate application of different listening styles including: appreciative, empathic, discerning, comprehensive and evaluative.

MON, APR 11, 9:00 AM - 4:00 PM; F1007

### Session 3: Coaching for Change

Understand the foundational neuropsychological foundations of change responses in human beings and apply practical frameworks to evaluate appropriate tools for improvement. Understand foundations of the Prosci change framework, ADKAR model and others to support individuals and organizations through change.

MON, APR 18, 9:00 AM - 4:00 PM; F1007

### Session 4: Coaching through Conflict

Utilize behavioural frameworks, neuropsychological foundations and elements of Kilman's conflict model to understand and apply conflict interventions and supports.

MON, APR 25, 9:00 AM - 4:00 PM; F1007

### Session 5: Team Coaching

Combining elements from the previous 4 sessions, learn how to take a “team coaching” approach when dealing with groups.

MON, MAY 2, 9:00 AM - 4:00 PM; F1007

Facilitators: Sean Miles and Dr. Garry Andrews

Sean Miles is the President and CEO of Platepus Global Consulting.



## 16 Certificates

### CERTIFICATES IN HEALTH CARE

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

In order to complete the Certificate, students must:

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

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

#### Medical Terminology

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

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

*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

D: WED, JAN 13 - MAR 30, 6:00 PM - 9:00 PM - 12 WEEKS, \$645 +GST; F2003  
MIDTERM EXAM: THUR, FEB 18, 6:00 PM - 9:00 PM; F2003  
FINAL EXAM: THUR, MAR 31, 6:00 PM - 9:00 PM; F2003  
E: MATERIAL FEES: \$35 +GST (MATERIAL FEE IS OPTIONAL, MATERIAL WILL BE ONLINE)  
F: REQUIRED TEXTBOOK - MEDICAL TERMINOLOGY SYSTEMS (7TH EDITION), AUTHOR: BARBARA A. GYLYS & MARY ELLEN WEDDING, \$97.50 +GST  
REGISTRATION DEADLINE: JAN 5

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

### Hospital Unit Clerk Certificate

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

#### 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. Instructors: Richelle Topping, 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

C: MON & WED, FEB 22 - APR 27, 6:00 PM - 9:00 PM - 10 WEEKS, \$895 +GST; B356  
PRACTICUM DATES: APRIL 28 - JULY 15  
D: MATERIAL FEE: \$45 +GST  
REGISTRATION DEADLINE: FEB 12  
E: MON & WED, APRIL 11 - JUN 2 (NO CLASS MAY 23), 6:00 - 9:00 PM - 10 WEEKS, \$895 +GST; F1007  
PRACTICUM DATES: JULY 4 - OCT 15  
F: MATERIAL FEE: \$45 +GST  
REGISTRATION DEADLINE: MAR 1

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

#### Productivity and Workplace Communication

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

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

Facilitator: Laurel Scharfenberg

#### Course ID: CA 0018

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

### Additional certificate requirements:

#### Keyboarding/Skillbuilding I

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

#### Introduction to Microsoft Office Applications 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 exam dates, see Computers & Technology.

#### Standard First Aid with Level C CPR

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

### 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 between 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.

## Medical Office Assistant Certificate

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

### 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 19 - FEB 25, 6:00 PM - 9:00 PM - 6 WEEKS, \$575 +GST; B356 (JAN 19 - 28) & B241 (FEB 2 - 25)

B: MATERIAL FEES: \$45 +GST

REGISTRATION DEADLINE: JAN 12

C: TUE & THUR, APR 12 - MAY 19, 6:00 PM - 9:00 PM - 6 WEEKS, \$575 +GST; B356 (APR 12 - 21) & B241 (APR 26 - MAY 19)

D: MATERIAL FEES: \$45 +GST

REGISTRATION DEADLINE: APR 5

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

### Productivity and Workplace Communication

This specially designed 2 day series is focused on increasing your productivity and enhancing your skills in the workplace, dealing with challenging people, and conflict resolution. For mor information on upcoming dates and times see Hospital Unit Clerk, page 16.

## Additional certificate requirements:

### Keyboarding/Skillbuilding I

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

### Introduction to Microsoft Office Applications for the PC, and Microsoft Word Level 1A & 1B

For upcoming dates and times see Computers & Technology. Students who feel they have the prerequisite computer skills, may challenge the exam. For exam dates, see Computers & Technology.

### Standard First Aid with Level C CPR

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



## → Life Skills Coaches Training – Phase 1

**Program Overview:** Based on the original Saskatchewan NewStart model of adult education, Life Skills Coach Training is intended to provide participants with the skills necessary to design and deliver Life Skills lessons in the areas of self, family, community, leisure and employment. Through the use of experiential tools and techniques learners will have the opportunity to apply the Life Skill methodology to a variety of lessons that enhance behavior change and the use of problem solving strategies.

- ▶ Discover individual learning styles
- ▶ Implement a lesson plan template for adult education
- ▶ Practice giving and receiving feedback on presentation skills
- ▶ Utilize a 6 step problem solving strategy
- ▶ Understand the stages of group development
- ▶ Discuss adaptations to different client-group needs
- ▶ Increase your confidence as a facilitator

**Who Should Participate:** Life Skills Coach Training is for group leaders who work in social services, career counselling, education, mental health, rehabilitation, foundational skill development or as consultants and trainers.

*Note: This is a skill development course based on experiential learning principles, thus active participation and full attendance are required for completion.*

**Facilitator:** Glenda Staples B.A. Psy. Glenda completed an extensive Life Skills Coach Training in 1987. Since then she has achieved her Life Skills Coaching accreditation through the Association of Life Skills Coaches' of Ontario (ALSCO) and has been published in the ALSCO newsletter as well as contributed to the YWCA Life Skills Manual. Glenda has completed the YWCA Phase 2 training and is trained in the Myers Briggs Type Indicator, True Colors, Strong, Mediation, Restorative Justice and as a Life Coach. For the past 30 years Glenda has worked with individuals supporting them to strive for their dreams while building memories.

#### Course ID: CA 0335

A: TUE, FEB 2 - MAR 8 (NO CLASS FEB 16), 9:00 AM - 5:00 PM - 5 DAYS, \$995 + GST; F1007

B: REQUIRED TEXTBOOK: THE NEW DYNAMICS OF LIFE SKILLS COACHING, \$75 + GST

RESUME DEADLINE: JAN 15

SUCCESSFUL APPLICANTS WILL BE CONTACTED TO REGISTER

MAX: 15 PARTICIPANTS

Please send resume to:

Cathy Crockford, Manager  
 Continuing Studies, Medicine Hat College  
 299 College Drive SE, MEDICINE HAT, AB T1A 3Y6  
 Email: [ccrockford@mhc.ab.ca](mailto:ccrockford@mhc.ab.ca) / Website: <http://cs.mhc.ab.ca>

## 18 Certificates

### ➔ Legal Office Assistant Certificate

**NEW**

**Program Overview:** This program prepares students for an entry level position as a Legal Assistant. Legal Assistants are responsible for keeping files organized, monitoring calendars, meeting deadlines and inputting information into databases among other duties. A Legal Assistant plays an important role in a law office and must be computer literate, have the ability to multi-task in an accurate and fast manner and possess strong communication skills (both oral and written).

#### **Introduction to Legal Office Procedures and Practices**

This course offers an introduction to the legal system and the Legal Assistant's role in a law office. Students will learn how to perform administrative duties while recognizing the importance of confidentiality, client privilege and professionalism.

Topics will include:

- ▶ the Legal office environment and the Canadian Justice System
- ▶ managing a client file
- ▶ processing legal correspondence and forms
- ▶ billing procedures
- ▶ effective client communication
- ▶ legal terminology

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: Shelli Shaw

#### **Course ID: CA 0017**

A: TUE & THUR, JAN 19 - MAR 10, 6:30 PM - 9:30 PM - 8 WEEKS (48 HOURS),  
\$695 +GST; F1007  
B: REQUIRED TEXTBOOK, \$93.50 +GST  
REGISTRATION DEADLINE: JAN 8

#### **Productivity and Workplace Communication**

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

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

Facilitator: Laurel Scharfenberg

#### **Course ID: CA 0018**

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

#### **Keyboarding/Skillbuilding I**

Student self-directed study: [www.typingweb.com](http://www.typingweb.com). After an initial assessment, students practice to master the touch typing technique and improve speed and accuracy on timed writings. Proof of typing a minimum of 45 wpm with 90% accuracy is required to pass this course and earn the Certificate.

### Additional certificate requirements:

- ▶ Introduction to Microsoft Office Applications for the PC
- ▶ Take Charge of Your Files and Photos
- ▶ MS Outlook
- ▶ Microsoft Word Level 1A & 1B
- ▶ Microsoft Word Level 2 & 3
- ▶ Microsoft Excel 1A & 1B
- ▶ Microsoft Excel 2 & 3

For upcoming dates and times see Computers & Technology. Students who feel they have the prerequisite computer skills, may challenge the exam. For exam dates, see Computers & Technology.

### ➔ Computers And Technology Certificate Programs

#### **Digital Marketing Certificate**

**NEW**

The marketing landscape has changed significantly over the past decade with many businesses making a shift to digital marketing or social media marketing. An online presence has become mandatory in communicating and interacting with potential consumers about an organization's brand, as well as its products and services.

This certificate is designed to introduce businesses, entrepreneurs or marketers to strategies in digital marketing and design. A combination of marketing theory and practice along with the creative essentials in building a strong visual presence are covered within this program.

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

- ▶ Principles of Marketing Design\*
- ▶ Design for Social Media
- ▶ Introduction to Digital Cameras
- ▶ Introduction to Digital Photography
- ▶ Product Photography
- ▶ Photoshop CC
- ▶ Illustrator
- ▶ Create Adobe PDF Files\*
- ▶ Video Marketing

\* This program will be evaluated by examination and in-class projects. Only courses with \* symbol will be tested in regular testing sessions.

#### **Computer Skills for the Executive Assistant**

**NEW**

As an executive assistant, you may be responsible for preparing reports and documents, assembling financial documents and preparing presentations for your employer. This Certificate has been tailored to help you develop that skill set.

- ▶ Word Level 2
- ▶ Word Level 3
- ▶ Excel Level 2
- ▶ PowerPoint
- ▶ Creating PDF Files
- ▶ Managing On-Line Meetings
- ▶ Microsoft Outlook
- ▶ Preparing Financial Statements
- ▶ Taking and Preparing Minutes

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

## Essential Skills for Small Business Owners/Managers Certificate **NEW**

As a small business owner, you are responsible for the administration, correspondence, bookkeeping, and advertising for your operation. This program will give you the tools to complete these tasks efficiently and affordably.

- ▶ Introduction to MS Office Applications for the PC
- ▶ Word 1A & B
- ▶ Excel 1A & B
- ▶ Basic Bookkeeping
- ▶ Sage 50 Level 1
- ▶ The Smartphone as a Business Tool
- ▶ Business Cards and Advertising

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

## Computerized Bookkeeping Certificate

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

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

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

## Computer Office Certificate

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

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

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

## Advanced Computer Office Certificate

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

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

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

## CERTIFICATES IN INDUSTRY AND WORKPLACE

### Occupational Health and Safety Certificate



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 course details, see page 37 or visit [mhc.ab.ca/continuing-studies](http://mhc.ab.ca/continuing-studies)

**Free Information Session**

**THURSDAY, JANUARY 7, 6:00 pm - 7:00 pm**  
**Medicine Hat College, Room F1007**

Please RSVP to Shannan at 403.529.3849

**Learn More About the Program - Everyone Welcome**

For more information on courses please see page 37

### 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.

- ▶ Roofing
- ▶ Structure
- ▶ Electrical
- ▶ Heating I
- ▶ Heating II
- ▶ Air Conditioning and Heating
- ▶ Plumbing
- ▶ Exterior
- ▶ Insulation and Interior
- ▶ Communication and Professional Practice

For course details, see page 35 or visit [mhc.ab.ca/continuing-studies](http://mhc.ab.ca/continuing-studies)



## Contract Training

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

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

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



We can offer you:

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

**For more information and to customize your training, contact Nadine Lepage, Corporate Training Officer @ 403.504.2248 or nlepage@mhc.ab.ca**  
[www.mhc.ab.ca/ContractTraining](http://www.mhc.ab.ca/ContractTraining)

## BUSINESS & LEADERSHIP



### Blue Seal

#### Business Proficiency Designation



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

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

### ➔ Leadership

#### Leadership Seminars: Unleash the Power of Positive Emotions

**NEW**

##### Resonate to Co-Create

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

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

Although participants may take individual courses of interest, this program is designed to be taken as a complete series of five, 2-day seminars.

**For more information, dates and time, please see Certificate Programs, "Leadership Seminars: Unleash the Power of Positive Emotions" on page 14.**

**Free  
Information  
Session**

**Tuesday, January 11, 7:30PM - 8:30PM**  
**Medicine Hat College, Room F1007**

Please RSVP to Shannan at 403.529.3849

**Management Seminars for Supervisory Personnel**

**Foundations for Management Excellence**

We live in an environment where the only constant is change. Accepting and dealing effectively with the many changes in assignments and projects is simply a part of life. The way in which managers supervise and coach their employees under these conditions will significantly affect performance and job satisfaction.

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

For more information, dates and time, please see Certificate Programs "Management Seminars For Supervisory Personnel" on page 13.

**Foundations of Business Coaching**

**NEW**

Foundations of coaching leverages real-world challenges and opportunities that create practical applications for impactful learning and retention. Participants identify their personal applied learning objectives at the beginning of the program to apply in real-life. This creates practical applications and increased accountability, retention and impact for their own use or assisting others. Participants frame materials and practices to specific situations which creates increased focus. Upon completion, participants create a presentation which cements the thinking and approach not only for the individual, but also assists in sharing ideas and information with the group.

Participants begin with foundations for "expertise of self" with two personal assessments with tools for understanding conflict, communication, change and listening.

For more information, dates and time, please see Certificate Programs on page 15.

**Leadership Principles**

**ONLINE**

Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals.

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

**Course ID: ON 0096**

A: FEB 1 - 26  
B: APR 4 - 29  
C: JUL 5 - 29, \$145 +GST

**Developing Your Leadership Skills**

**ONLINE**

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

**Course ID: ON 0097**

A: MAR 7 - APR 1  
B: MAY 2 - 27  
C: JUN 6 - JUL 1, \$145 +GST

**Developing Your Professional Career**

**ONLINE**

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

**Course ID: ON 0098**

A: APR 4 - 29  
B: JUN 6 - JUL 1  
C: AUG 1 - 26, \$145 +GST

**Executive Leadership in the 21st Century**

**ONLINE**

Discover information not available anywhere else about how the marketplace and business is changing. Then find out what executive leaders need to know about the new economy to position your organization for success moving forward. The nationally acclaimed book, Nine Shift: Work, life and education in the 21st Century, by William A. Draves and Julie Coates, is included.

**Course ID: ON 0111**

A: MAR 7 - APR 1  
B: MAY 2 - 27  
C: JUN 6 - JUL 1, \$395 +GST

**How to Avoid Fatal Leadership Errors**

**ONLINE**

Discover how fatal leadership errors begin. Review cases of real leaders in business, education, and government who experienced initial success but ultimately failed because of their own actions. Find out the leading fatal leadership errors, inappropriate dispositions and attitudes, and lack of knowledge and skills. You will take away several practical recommendations to help you minimize these errors and help you perform your leadership role to an optimal level of efficiency.

**Course ID: ON 0112**

A: APR 4 - 29  
B: JUN 6 - JUL 1  
C: AUG 1 - 26, \$295 +GST

**➔ Entrepreneurship**

**So You Want to Start Your Own Business. Are You Serious?**

**NEW**

Have you found the perfect business idea but you're not sure where to go from there? This course will cover everything from how to build a business plan to hiring/firing employees. Other topics that will be discussed are budgeting, advertising, policies, and more. Plus you'll receive advice from a 10 year business owner. The perfect course if you haven't started a business or if you have but feel you need some guidance. Instructor: Bernice Bonneau

**Course ID: CA 0069**

SAT, MAR 5 & 12, 9:00 AM - 3:30 PM - 2 DAYS, \$189 +GST; F2002

**Entrepreneur Boot Camp**

**ONLINE**

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

**Course ID: ON 0034**

A: FEB 1 - 26  
B: APR 4 - 29  
C: JUN 6 - JUL 1, \$195 +GST

## 22 Business & Leadership

### The Business Plan

**ONLINE**

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

**Course ID: ON 0069**

A: MAR 7 - APR 1  
B: MAY 2 - 27  
C: JUL 5 - 29, \$195 +GST

### Entrepreneurial Marketing

**ONLINE**

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

**Course ID: ON 0070**

A: APR 4 - 29  
B: JUN 6 - JUL 1  
C: AUG 1 - 26, \$195 +GST

## ➔ Business Communication

### Productivity and Workplace Communication

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

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

Facilitator: Laurel Scharfenberg

**Course ID: CA 0018**

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

### Certificate in Interpersonal Communication

**NEW**

This series of 4 courses will help you learn to build positive relationships, turn negative situations into win-win, learn tools and techniques that allow you to effectively deal with negative or stressful situations, and assist you in learning how to communicate more successfully in any situation.

For detailed information, dates and times, please see Certificate Programs, page 15

### Effective Minute Taking and Preparation

**NEW**

Are you responsible for taking minutes at company or board meetings? This course covers protocols for taking minutes during meetings, preparing the minutes in clear, attractive formats, and various methods of distributing the documents. Students will cover theory on the first evening and formatting and stylization in MS Word the second evening. Prerequisite: MS Word Level 1A & B or equivalent knowledge and experience. Instructor: Kathy McDowell

**Course ID: CT 0007**

WED, MAR 30 & APR 6, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189 +GST; B252

### Prezi

**ONLINE**

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

**Course ID: ON 0078**

A: FEB 1 - 26  
B: APR 4 - 29  
C: JUN 6 - JUL 1, \$195 +GST

### Photoshop for Presentations

**ONLINE**

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

**Course ID: ON 0079**

A: MAR 7 - APR 1  
B: MAY 2 - 27  
C: JUL 5 - 29, \$195 +GST

### Graphic Design for Visual Presentations

**ONLINE**

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

**Course ID: ON 0080**

A: APR 4 - 29  
B: JUN 6 - JUL 1  
C: AUG 1 - 26, \$195 +GST

### Powerful Presentations & Effective Speaking Techniques

**ONLINE**

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

**Course ID: ON 0104**

A: FEB 1 - 26  
B: APR 4 - 29  
C: JUN 6 - JUL 1, \$195 +GST

## → Project Management

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



Continuing Education  
and Extension



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

This program will help prepare you for the Project Management Professional (PMP) Certification from the Project Management Institute (PMI). Upon successful completion of this program, you will receive a Mount Royal University Certificate. To earn this certificate you must complete six two-day courses, plus the Final Assessment with a minimum of 75% attendance and active participation in each course. Instructor: Robin Levesque, MA, PMP

For course information, dates and time, please see  
Certificate Programs, page 12

### Free Information Session

Monday, January 11, 6:00PM - 7:00PM  
Medicine Hat College, Room F1007

**Everyone Welcome!**

Learn more about the Project Management Extension Certificate  
Please RSVP to Shannan at 403.529.3849

## → Professional Development

### Using Surveys to Improve Business and Work Productivity

**ONLINE**

Help your organization design successful surveys to improve business and workplace effectiveness. Surveys are an increasingly common and important way to understand your audience's wants and needs. Most surveys are ineffective and lead to either the wrong conclusion, or no conclusion at all. With this course, you will come away with how-to practical information that you can use throughout your career, boosting your effectiveness and that of your organization.

**Course ID: ON 0141**

A: FEB 1 - 26  
B: APR 4 - 29  
C: JUN 6 - JUL 1, \$195 +GST

### High Response Surveys

**ONLINE**

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.

Whether you work in a for-profit or nonprofit environment, our 8 stage needs assessment model will give you a step by step proven approach to researching and selecting new services, products or activities.

**Course ID: ON 0142**

A: MAR 7 - APR 1  
B: MAY 2 - 27  
C: JUL 5 - 29, \$195 +GST

### Advanced Survey Research

**ONLINE**

Learn to identify important business and workplace demographics. Find out how to access various web-based data sites, use Excel to sort data and utilized available web-based templates. Then take away information on advanced presentation tools and techniques to better present your survey results. After completing this course you will be able to use various survey tools and improve your presentation of survey results using available templates.

**Course ID: ON 0143**

A: APR 4 - 29  
B: JUN 6 - JUL 1  
C: AUG 1 - 26, \$195 +GST

### Introduction to Data Analysis

**ONLINE**

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

**Course ID: ON 0072**

A: FEB 1 - 26  
B: APR 4 - 29  
C: JUN 6 - JUL 1, \$195 +GST

### Intermediate Data Analysis

**ONLINE**

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

**Course ID: ON 0073**

A: MAR 7 - APR 1  
B: MAY 2 - 27  
C: JUL 5 - 29, \$195 +GST

### Advanced Data Analysis

**ONLINE**

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

**Course ID: ON 0074**

A: APR 4 - 29  
B: JUN 6 - JUL 1  
C: AUG 1 - 26, \$195 +GST



## 24 Business & Leadership

### Lean Six Sigma

**ONLINE**

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

**Course ID: ON 0100**

A: APR 4 - 29  
B: JUN 6 - JUL 1  
C: AUG 1 - 26, \$245 +GST

### Career Strategies

**NEW | ONLINE**

Geared for professionals at every stage, this course provides resources and support to re-assess your career trajectory, develop the tools you need to launch yourself into a promotion, a new job or a whole new field. We will start with the basics – career assessments: who are you? What are you interested in? What are you good at? And where do you want to go? Then we will work on some research skills to find those opportunities or create them yourself. Lastly, each participant will craft the tools to take them to the next step – resumes, cover letters and other ways to reach out and cultivate your next career launch. Each participant will be able to customize their work to suit their unique direction and needs.

**Course ID: ON 0144**

A: MAR 7 - APR 1  
B: MAY 2 - 27  
C: JUL 5 - 29, \$195 +GST

## ➔ 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

Instructor: Nancy Koenig

**Course ID: CA 0001****DAYTIME:**

A: MON & WED, APR 4 - MAY 4, 9:00 AM - 12:00 PM - 10 MORNINGS, \$359 +GST; B252

**EVENING:**

B: TUE, JAN 19 - MAR 29 (NO CLASS FEB 15), 6:00 PM - 9:00 PM - 10 EVENINGS, \$359 +GST; B252

### Preparing Financial Statements

A company's Financial Statements are some of the most important documents that are produced. Accuracy and formatting are essential. This course will cover the information that must be included, its relevance to the company, and the calculations required. You will also learn to prepare the financial statements using accepted protocols.

**Course ID: CT 0014**

WED, MAY 4 & 11, 6:00 PM - 9:00 PM - 2 EVENINGS, \$189 +GST; B252

### Accounting and Finance for Non-Accounting Managers

**ONLINE**

Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

**Course ID: ON 0135**

A: FEB 1 - 26  
B: APR 4 - 29  
C: JUN 6 - JUL 1, \$195 +GST

### Cash is King

**ONLINE**

Cash is arguably the most important factor in business success. D&B reports 90% of all small business failures are due to poor cash flow—more money gets paid out than collected. It is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash and find out your role in cash flow success.

**Course ID: ON 0132**

A: MAR 7 - APR 1  
B: MAY 2 - 27  
C: JUL 5 - 29, \$195 +GST

### Funding Your Business

**ONLINE**

What does it take to have a financially feasible business? The short answer is Money! But, where does this money come from? Come explore your business's financial feasibility in three areas—start-up or expansion, profits, and cash. Then, you will explore potential debt and equity sources of funds to help support these areas and create a financially successful venture.

**Course ID: ON 0136**

A: APR 4 - 29  
B: JUN 6 - JUL 1  
C: AUG 1 - 26, \$195 +GST

### Financial Analysis and Planning for Non-Financial Managers

**ONLINE**

Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this course, financial information that drives your organization, as seen on the business's reports, will be assessed and analyzed to understand it. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

**Course ID: ON 0139**

A: APR 4 - 29  
B: JUN 6 - JUL 1  
C: AUG 1 - 26, \$195 +GST

## → Marketing

### Digital Marketing Certificate

**NEW**

The marketing landscape has changed significantly over the past decade with many businesses making a shift to digital marketing or social media marketing. An online presence has become mandatory in communicating and interacting with potential consumers about an organization's brand, as well as its products and services.

This certificate is designed to introduce businesses, entrepreneurs or marketers to strategies in digital marketing and design. A combination of marketing theory and practice along with the creative essentials in building a strong visual presence are covered within this program.

- ▶ Principles of Marketing Design\*
- ▶ Design for Social Media
- ▶ Introduction to Digital Cameras
- ▶ Introduction to Digital Photography
- ▶ Product Photography
- ▶ Photoshop CC
- ▶ Illustrator
- ▶ Create Adobe PDF Files\*
- ▶ Video Marketing

\* This program will be evaluated by examination and in-class projects. Only courses with \* symbol will be tested in regular testing sessions.

For upcoming dates and times see Computers & Technology section.

### Introduction to Mobile Marketing

**ONLINE**

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

#### Course ID: ON 0056

A: FEB 1 - 26  
B: APR 4 - 29  
C: JUN 6 - JUL 1, \$195 +GST

### Creating Cell Phone Apps for Your Business

**ONLINE**

(Non-technical course) Cell phone apps are the latest way smart businesses are reaching their customers. It seems that nearly everyone is carrying and using a smartphone these days. Smart organizations across the globe are investing in building cell phone apps for their businesses. In this four-week course, we will provide you with step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. The course is ideal for business owners and executives who want to understand how smartphone applications can be inexpensively built, and also for technical users who want to understand to how quickly deploy smartphone applications.

#### Course ID: ON 0057

A: MAR 7 - APR 1  
B: MAY 2 - 27  
C: JUL 5 - 29, \$245 +GST

### Advanced Mobile Marketing

**ONLINE**

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

#### Course ID: ON 0058

A: APR 4 - 29  
B: JUN 6 - JUL 1  
C: AUG 1 - 26, \$245 +GST

### Video Marketing

**ONLINE**

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

#### Course ID: ON 0011

A: FEB 1 - 26  
B: APR 4 - 29  
C: JUN 6 - JUL 1, \$245 +GST

### YouTube for Business

**ONLINE**

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

#### Course ID: ON 0042

A: MAR 7 - APR 1  
B: MAY 2 - 27  
C: JUL 5 - 29, \$245 +GST



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

## 26 Business & Leadership

### → Human Resources

#### **WORK - Looking for It, Finding It and Growing In It** **NEW**

Bring your resume, a job advertisement and a willingness to learn all about creating a resume that gets you results; developing your comprehensive interview skills; and recognizing how your performance matters not just to your employer but to you! Get ready to recharge your career! Instructor: Teresa Gillis

##### **Course ID: CA 0068**

SAT, FEB 6, 9:00 AM - 4:00 PM - 1 DAY, \$125 +GST; B201

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

Develop the mindset of Lean Operational Excellence, an advanced problem solving approach that facilitates continuous improvement within the organization through the identification and elimination of waste. Lean principles can also be used to streamline processes in the human resource functions such as recruiting, hiring, training, compensating and managing performance. Find out about Lean concepts, tools, and methods with which you can benchmark and assess problems, and lead continuous improvement efforts to resolve them.

##### **Course ID: ON 0093**

A: MAR 7 - APR 1  
B: MAY 2 - 27  
C: JUL 5 - 29, \$245 +GST

#### **Onboarding New Employees** **ONLINE**

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

##### **Course ID: ON 0094**

A: FEB 1 - 26  
B: APR 4 - 29  
C: JUN 6 - JUL 1, \$195 +GST

#### **Interview Skills** **ONLINE**

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

##### **Course ID: ON 0099**

A: FEB 1 - 26  
B: APR 4 - 29  
C: JUN 6 - JUL 1, \$295 +GST

#### **Change Management Skills for Human Resource Professionals** **ONLINE**

Strategically applying/utilizing the various disciplines within human resources in order to cause organizational change and add value is often referred to as "change management." HR professionals are increasingly being asked to develop the personal skills and attitudes for implementing change as well as a technical understanding of how to apply the tools for change. Learn how to successfully plan, implement, communicate, create employee involvement and commitment, and add value during change.

##### **Course ID: ON 0145**

A: MAR 7 - APR 1  
B: MAY 2 - 27  
C: JUL 5 - 29, \$245 +GST

### → 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 Test Canadian Edition (2014) Textbook and Casio FX-260 Solar Calculator, available from MHC College Bookstore.

##### **Course ID: CA 0510**

##### **ALL SUBJECT AREAS**

B: TUE & THUR, JAN 26 - MAR 17  
6:30 PM - 9:30 PM - 8 WEEKS, \$395 +GST; B316

##### **Course ID: CA 0513**

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

C: TUE, JAN 26 - MAR 15  
6:30 PM - 9:30 PM - 8 WEEKS, \$249 +GST; B316

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

D: THUR, JAN 28 - MAR 17  
6:30 PM - 9:30 PM - 8 WEEKS, \$249 +GST; B316

#### **GED Examination**

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

##### **Course ID: CA 0511**

D: SAT, FEB 27, 8:15 AM - 5:30 PM - 1 DAY, \$200  
**REGISTRATION DEADLINE: FEB 12**  
E: SAT, MAR 26, 8:15 AM - 5:30 PM - 1 DAY, \$200  
**REGISTRATION DEADLINE: MAR 11**  
F: SAT, APR 30, 8:15 AM - 5:30 PM - 1 DAY, \$200  
**REGISTRATION DEADLINE: APR 15**  
G: SAT, JUN 11, 8:15 AM - 5:30 PM - 1 DAY, \$200  
**REGISTRATION DEADLINE: MAY 27**  
**LOCATION: ACADEMIC RESOURCE CENTRE, 3RD FLOOR, ROOM B316**

**Maximum: 8 - Fees are non-refundable and non-transferable.**

Subject rewrites are available for a \$185 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.

**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 check the website or call Continuing Studies at 403-529-3874.**





## YouGotClass Certificates Online

**Overview** Do you want to expand your knowledge and skills, but lack the time or flexibility needed to participate in classroom-based training? MHC's UGotClass Online Certificates allow you to invest in your career anytime and from anywhere. An investment in your education will boost your productivity and your organization's bottom line. Online learning is easy, accessible and fun!

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

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

Certificate or Individual Courses; the choice is yours! Most individual courses in the following Certificate programs can be taken as stand-alone courses.

### ➔ Business

#### Certificate In Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned.

This Certificate includes the following three courses:

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

#### Course ID: ON 0071

A: FEB 1 - APR 29  
B: APR 4 - JUL 1  
C: JUN 6 - AUG 26, \$495 +GST

For individual course information, please see Business & Leadership section of this calendar on page 23.

#### Entrepreneurship Certificate

Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business.

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

This Certificate includes the following three courses:

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

#### Course ID: ON 0068

A: FEB 1 - APR 29  
B: APR 4 - JUL 1  
C: JUN 6 - AUG 26, \$495 +GST

For individual course information, please see Business & Leadership section of this calendar on pages 21/22

#### Entrepreneurship Finance Certificate

Finance is a key to entrepreneurial success. The lack of financial knowledge about business and business start-ups is one of the leading causes of failure for entrepreneurial ventures. As an entrepreneur, you have limited time, and you certainly have limited resources. So knowing where to put your valuable time, and your limited resources, is critical to the success of your new venture. After successfully completing the Entrepreneurial Finance Certificate, you will have exponentially increased your knowledge about entrepreneurial finance, and how to maximize the chances of success and minimize the risks for your new venture. This Certificate includes the following three courses:

- ▶ Accounting and Finance for Non-Financial Managers
- ▶ Cash is King
- ▶ Funding Your Business

#### Course ID: ON 0133

A: FEB 1 - APR 29  
B: APR 4 - JUL 1  
C: JUN 6 - AUG 26, \$495 +GST

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

#### Certificate In Accounting And Finance for Non-Financial Managers

**NEW**

Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

This Certificate includes the following three courses:

- ▶ Accounting and Finance for Non-Financial Managers
- ▶ Cash is King
- ▶ Financial Analysis and planning for Non-Financial Managers

#### Course ID: ON 0137

A: FEB 1 - APR 29  
B: APR 4 - JUL 1  
C: JUN 6 - AUG 26, \$495 +GST

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

#### Certificate In Effective Surveys

Help your organization design successful surveys to improve business and workplace effectiveness. Surveys are an increasingly common and important way to understand your audience's wants and needs.

This Certificate includes the following three courses:

- ▶ Using Surveys to Improve Business and Work Productivity
- ▶ High Response Surveys
- ▶ Advanced Survey Research

#### Course ID: ON 0140

A: FEB 1 - APR 29  
B: APR 4 - JUL 1  
C: JUN 6 - AUG 26, \$495 +GST

For individual course information, please see Business & Leadership section of this calendar on page 23.

## 28 Business & Leadership

### ➔ Business Communication

#### Certificate in Presentation Media

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

This Certificate includes the following three courses:

- ▶ Prezi
- ▶ Photoshop for Presentations
- ▶ Graphic Design for Visual Presentations

#### Course ID: ON 0077

A: FEB 1 - APR 29  
B: APR 4 - JUL 1  
C: JUN 6 - AUG 26, \$495 +GST

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

#### Certificate in Self-Publishing and Ebooks

A book can help you expand your business in the way no form of advertising can. This practical certificate is designed to help entrepreneurs, businesses, and organizations self-publish as well as gain a complete understanding of this often-complicated marketplace. You will create a marketing plan so you can map out your marketing steps all the steps from start to finish.

This Certificate includes the following three courses:

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

#### Course ID: ON 0081

A: FEB 1 - APR 29  
B: APR 4 - JUL 1  
C: JUN 6 - AUG 26, \$495 +GST

For individual course information, please see Languages & Communication section of this calendar on page 48.

### ➔ Leadership

#### Supervisory and Leadership Certificate

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers.

One two-month course as a certificate

#### Course ID: ON 0029

A: FEB 1 - MAR 25  
B: APR 6 - MAY 29  
C: JUN 1 - JUL 24, \$395 +GST

For individual course information, please see UGotClass website: <http://www.yougotclass.org/catalog-complete.cfm/MHC>

#### Certificate In Leadership Development

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

This Certificate includes the following three courses:

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

#### Course ID: ON 0095

A: FEB 1 - APR 29  
B: APR 4 - JUL 1  
C: JUL 5 - AUG 26, \$395 +GST

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

#### Executive Leadership Certificate

**NEW**

Leadership today demands increasingly more sophisticated skills. Our economy is moving swiftly out of the industrial age into the new economy of the Internet, knowledge and innovation. So executive leaders today require a new perspective on the external environment, as well as new tools to lead one's internal organizational structure and way of doing business. This unique certificate addresses both these sets of skills. Discover why empowering leaders are more successful than others.

This Certificate includes the following three courses:

- ▶ Leadership Principles
- ▶ Executive Leadership in the 21st Century
- ▶ Fatal Leadership Errors

#### Course ID: ON 0134

A: FEB 1 - APR 29  
B: APR 4 - JUL 1  
C: JUL 5 - AUG 26, \$695 +GST

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

### ➔ New Media Marketing

#### eMarketing Essentials Certificate

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

This Certificate includes the following three courses:

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

#### Course ID: ON 0021

A: FEB 1 - APR 29  
B: APR 4 - JUL 1  
C: JUN 6 - AUG 26, \$495 +GST

For individual course information, please see UGotClass website: <http://www.yougotclass.org/catalog-complete.cfm/MHC>

**Mobile Marketing Certificate**

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

This Certificate includes the following three courses:

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

**Course ID: ON 0055**

A: FEB 1 - APR 29  
 B: APR 4 - JUL 1  
 C: JUN 6 - AUG 26, \$595 +GST

For individual course information, please see Business & Leadership section of this calendar on page 25.

**Video Marketing Certificate**

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

Two s, available separately or as a certificate

This Certificate includes the following two courses:

- ▶ Video Marketing
- ▶ YouTube for Business

**Course ID: ON 0010**

A: FEB 1 - APR 1  
 B: APR 4 - MAY 27  
 C: JUN 6 - JUL 29, \$395 +GST

For individual course information, please see Business & Leadership section of this calendar on page 25.

**➔ Social Media For Business**

**Managing Social Media Platforms Certificate**

Different social networks have distinct characteristics, different features, and are used to develop a two-way communication and marketing strategy for your organization. Get a skill set for working and managing different social media platforms. You will get a firm foundation in Twitter, LinkedIn, and Facebook platforms. Come away with both an understanding of these social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks.

This Certificate includes the following three courses:

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

**Course ID: ON 0103**

A: FEB 1 - APR 29  
 B: APR 4 - JUL 1  
 C: JUN 6 - AUG 26, \$495 +GST

For individual course information, please see UGotClass website: <http://www.yougotclass.org/catalog-complete.cfm/MHC>

**Social Media For Business Certificate**

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

This Certificate includes the following three courses:

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

**Course ID: ON 0025**

A: FEB 1 - APR 29  
 B: APR 4 - JUL 1  
 C: JUN 6 - AUG 26, \$495 +GST

For individual course information, please see UGotClass website: <http://www.yougotclass.org/catalog-complete.cfm/MHC>

**➔ Training And Education**

**Certificate In Designing Webinars**

Finally, you can acquire the best professional development in webinar design, presentations, planning, and marketing. Webinars are a popular format for delivering information. They can be very successful for your organization, IF you have good webinar presentations and good management and marketing. Discover the power of successful webinars for your business organization. Take back a certificate in designing webinars that provides you with the latest and best information about presenting webinars, as well as managing and marketing them. You will be learning from two of the foremost authorities on webinars.

Two s, available separately or as a certificate

This Certificate includes the following two courses:

- ▶ Designing Successful Webinars
- ▶ Managing & Marketing Webinars

**Course ID: ON 0053**

A: MAR 7 - APR 29  
 B: MAY 2 - JUL 1  
 C: JUN 6 - AUG 26, \$345 +GST

For individual course information, please see UGotClass website: <http://www.yougotclass.org/catalog-complete.cfm/MHC>



Follow us on Twitter  
 @MHC\_CS



## **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.

## **GED PREPARATION**

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

## **GED EXAMINATION**

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

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



# 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.

Addictions Counselling

Addictions Counselling / Social Work

Administrative Office Management

Administrative Office Professional

Adult Basic Education

Arts [University Transfer]

Automotive Service Technician

Business Administration [Diploma & Degree]

Carpenter

Child & Youth Care Counsellor

College Preparation

Commerce / Management [University Transfer]

Communications Studies

Computer Aided Drafting and Design [Certificate]

CADD Technical Illustrator [Diploma]

Criminal Justice [Diploma & Degree]

Early Learning & Child Care

Education [University Transfer & Degree]

Education Assistant\*

Electrician

English as a Second Language [ESL]

Environmental Reclamation Technician

Environmental Science

Health Care Aide

Heavy Equipment Technician

Human Services

Information Technology

Nursing

Occupational / Physical Therapist Assistant\*

Paramedic

Plumber

Power Engineering Technology

Practical Nurse

Rig Technician

Science and Engineering [University Transfer]

Social Work [Diploma & Degree]

Speech-Language Pathologist Assistant

Steamfitter / Pipefitter

Travel Counsellor\*

Visual Communications

Welder

\* AVAILABLE VIA DISTANCE LEARNING



## TRADES & INDUSTRY

### → Pre-Employment Trades Programs

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

#### Pre-Employment Carpentry - Medicine Hat Campus

\$5,100; BOOKS/MATERIALS: \$500 (APPROX.), AIT EXAM: \$150  
 MONDAY - FRIDAY, MARCH 14 - JUNE 7, 2016  
 8:30 AM - 3:30 PM  
 REGISTRATION DEADLINE: FEB 5

#### Pre-Employment Welding

JANUARY 12 - JUNE 24, 2016  
 TUESDAY & THURSDAY: 6:00 PM - 10:00 PM / SATURDAY: 8:00 AM - 4:00 PM  
 REGISTRATION DEADLINE: DEC 15/15

For more information on pre-employment programs in Medicine Hat & Brooks, contact Shareen Price at 403.502.8975

### → Power Engineering

#### 4th Class Power Engineering - Power Lab

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

Topics and Competencies include:

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

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

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

Prerequisite: Successful completion of 4th Class Power Engineering Part A theory course and registration in Part B from a recognized post-secondary institution. Please email your transcripts to: shurlbut@mhc.ab.ca within one week of registering. Instructors: Josh Gale/Jeff Maier/Lianne Kading

**Course ID: TT 0080**

SAT & SUN, JAN 31 - MAY 1 (NO CLASSES MAR 26 & 27)  
 8:00 AM - 4:30 PM - 13 WEEKENDS, \$5,250; 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 the registration deadline of Fri, Jan 16**

### → Trades

#### 3D Printing For Artists, Inventors, and Makers

**NEW**

An exciting, hands-on workshop for hobbyists, artists, and makers who want to explore the potential of 3D printing. You will learn how easy and inexpensive it can be to get started with 3D design, and printing. There will be in-class demonstrations of 3D software, and plenty of supported hands-on time. You will have the opportunity to design a simple 3D project, and learn how to prepare your design file for printing. Your project will be printed in ABS plastic on Medicine Hat College's own 3D printer. Begin 3D printing today! Participants should possess good computer skills using Windows 7. No prior 3D experience is necessary. Instructor: James Kuehn

**Course ID: TT 0042**

SAT, JUN 4 & 11, 9:00 AM - 4:00 PM - 2 DAYS, \$329 +GST; B208

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

**NEW**

"3D printing" technology has been around for more than 30 years, and is now becoming a mainstream method for rapid prototyping, manufacturing and modeling commercial applications, makers and hobbyists. This course will provide participants with an introduction to the materials, processes and best practices associated with producing parts by Fused Deposition Modeling (FDM), also known as 3D printing.

Participants will gain an understanding of the "3D Model to Printed Part" workflow using the Stratasys Fortus 400mc 3D printer at Medicine Hat College's 3D Print Lab, associated software, and materials. This will include:

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

Whether you are product designer or manufacturer applying (or looking to apply) FDM in your business for prototyping or for end use parts, a maker, or a hobbyist, this course will prove valuable for understanding the nuances involved and processes for producing a functional and quality 3D print.

Prerequisites: It is recommended that participants have a basic design background in manufacturing techniques and part production, and/or a working knowledge of 3D computer modelling. Instructor: Peter Kelly

**Course ID: TT 0043**

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

**Introduction to 3-D Printing**

**ONLINE**

3D printing has been hailed as a solution to all manufacturing problems. Obviously that is exaggerated, but what is it good for (and when is traditional manufacturing still the better choice?) In this course you will learn how to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer. You will become familiar with some typical online databases of objects available to print, and get a bit of experience with free or open-source software for all stages of the process. This class will be primarily focused to introduce you to the tools of the open 3D printer ecosystem, but the principles will apply to consumer 3D printers in general.

**Course ID: ON 0149**

A: FEB 1 - 26

B: APR 4 - 29

C: JUN 6 - JUL 1, \$195 +GST

**Master Electrician**

**Attention: Journeyman Electricians!**



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

The emphasis of this course will be on correct interpretation and application of the Canadian Electrical Code and Alberta Regulations. Regulations of Occupational Health and Safety, the Workers Compensation Board and

Alberta Apprenticeship and Industry Training will also be addressed. If you have been a Journeyman Electrician for three years, you qualify to write the Master Electrician Exam. This course will help you to prepare.

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

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

**Course ID: TT 0210**

TUE & SAT, JAN 12 - FEB 20

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

REGISTRATION DEADLINE: JAN 4

**B-Pressure Welding - Uphill**



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

This course consists of preparing a Journeyman Welder for challenging the B-Pressure Qualification Test. Students will prepare and weld on 6" Schedule 80 pipe in the 2G & 5G positions. At the end of the course the student may challenge the official Alberta B-Pressure Performance Qualification Test (if eligible). Max: 8 participants.

Prerequisite: Journeyman Welding Certificate.

**Course ID: TT 0020**

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

**AutoCAD Operator Certificate** **NEW**



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

AutoCAD has become a necessary skill for individuals in industries ranging from architecture to engineering to interior design. Through the four courses offered in this certificate, you'll become comfortable in both two-dimensional (2D) and three-dimensional (3D) drawing using AutoCAD software as well as digital drafting, allowing you to communicate your design clearly and give it the showcase it deserves.

Software is not provided for personal use, but if you are a student registered in any AutoCAD course, you are eligible to download the student software free of charge from the AutoDesk website. A USB memory stick is required for all AutoCAD courses. Instructor: Hélio Colaço

**Course 1: AutoCAD 2D-1**

AutoCAD 2D-1 is part one of a two-part hands-on series focusing on the two-dimensional features and commands in AutoCAD. Topics include: AutoCAD interface, AutoCAD theory, syntax, inserting 2D geometry (lines, circles, arcs, points), move, copy, rotate, scale, mirror, array, stretch, fillets, chamfers, trim, extend, offset, inquiry, grids, text, line types, and layers. This course will also introduce drafting fundamentals in preparation for Digital Drafting with AutoCAD.

**Prerequisite:** Students looking to complete the AutoCAD Operator Certificate should be proficient in basic computer skills such as mouse/keyboarding, creating files and folders, moving files, locating files, copy/paste, email, and selecting printer devices. If you feel you need additional work in this area, consider starting with Introduction to Microsoft Office Applications for the PC, see page 4.

**Course ID: CT 0201**

A: TUE & THUR, FEB 9 - MAR 10, 6:00 PM - 9:00 PM - 5 WEEKS, \$495 +GST; B208

B: REQUIRED TEXTBOOK: ASCENT AUTOCAD/AUTOCAD LT ESSENTIALS: \$95 +GST

**Course 2: AutoCAD 2D-2**

AutoCAD 2D-2 is part two of the hands-on series focusing on two-dimensional features and commands available in AutoCAD. Topics include: advanced editing techniques, graphic manipulation, grips, crosshatching, dimensioning, dimensioning styles, layouts, templates, blocks, reference files, advanced text, text styles, special objects, and plotting.

Prerequisite: AutoCAD 2D-1

**Course ID: CT 0202**

A: TUE & THUR, APR 5 - MAY 5, 6:00 PM - 9:00 PM - 5 WEEKS, \$495 +GST; B208

B: REQUIRED TEXTBOOK: ASCENT AUTOCAD/AUTOCAD LT BEYOND THE BASICS: \$95 +GST

**Course 3: Digital Drafting with AutoCAD**

Using AutoCAD software, this course will review manual drafting basics and, teach students CAD construction techniques, as well as how to complete multi-view drawings, isometric drawings, plotting, sections and conventions.

Prerequisite: AutoCAD 2D-1

**Course ID: CT 0203**

COMING IN FALL 2016 (36 HOURS OVER 6 WEEKS)

**Course 4: AutoCAD 3D**

This is a hands-on course covering the three-dimensional features and commands available in AutoCAD. Topics include AutoCAD 3D interface, navigation and visualization tools, creating 3D models using wireframes, meshes, surfaces and solid primitives, editing 3D objects, working with materials, shading and rendering.

Prerequisite: AutoCAD 2D-1 & AutoCAD 2D-2.

**Course ID: CT 0204**

COMING IN FALL 2016 (30 HOURS OVER 5 WEEKS)

## 34 Trades & Industry

### Construction 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. This class provides an excellent opportunity to add to your professional development and enhance your overall employability. Instructor: Brian Williamson

**If you are interested in this course, please call 403.502.8975 to put your name on the interest list.**

### Refrigerant Handling Certificate

Based on Environment Canada's "Code of Practice for Reducing CFC Emissions in Refrigeration and Air Conditioning Systems," this environmental awareness training course deals with the proper handling of CFC/HCFC/HFC's and will prepare participants for complying with Provincial and Federal regulations covering refrigeration and air conditioning systems. Specific topics covered are: CFC's and the ozone layer; isolation valving; recommended components; leak detection methods; system charging procedures; special maintenance provisions; refrigerant recover, reuse, recycle and reclamation equipment. The training is suitable for all personnel handling CFC's in residential, commercial, industrial, domestic, automotive and mobile applications. Note: Work on refrigeration/evacuating systems must be performed by a certified Journeyperson. 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.

**If you are interested in this course, please call 403.502.8975 to put your name on the interest list.**

### 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.**

**Note: Textbooks costs will not be refunded after the Registration Deadline.**

**Course ID: TT 0200**

A: THUR, FRI, SAT & SUN, AUG 25, 26, 27 & 28  
8:00 AM - 5:00 PM - 4 DAYS (34 HOURS), \$895 +GST (AWWA CERTIFICATION FEE NOT INCLUDED IN TUITION); T158/159

B: REQUIRED TEXTBOOK: CANADIAN NATIONAL CROSS CONNECTION CONTROL MANUAL 2011; \$100 +GST

**REGISTRATION DEADLINE: AUG 12**

**Note: The AWWA certification fee is \$100 plus GST (valid for 5 years) and can be paid with cheque at the time of the test.**

### 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, FRI, SAT & SUN, AUG 25, 26, 27 & 28  
AUG 25, 26 & 27: 12:30 PM - 5:00 PM / AUG 28: 8:00 AM - 5:00 PM - 4 DAYS (22 HOURS),  
\$465 +GST (AWWA CERTIFICATION FEE NOT INCLUDED IN TUITION); T158/159  
**REGISTRATION DEADLINE: AUG 12**

**Note: The AWWA certification fee is \$100 plus GST (valid for 5 years) and can be paid with cheque at the time of the test.**

### Cross Connection Control REFRESHER 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 TT 0201.

**Book When Needed, A Minimum Of 2 Weeks In Advance To Ensure Availability, By Calling, 403.502.8975**

\$209 +GST (AWWA CERTIFICATION FEE NOT INCLUDED IN TUITION)

**Note: 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).**



## Blue Seal

### Business Proficiency Designation



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

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

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

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

COURSE FEES: \$295 +GST PER COURSE

*Textbooks and materials are an additional \$200 + shipping and handling per course. Upon registration students will receive a letter with a 'promo code' and details on how to place their order for the textbook and materials.*

### Home Inspection - 01 Roofing

**ONLINE**

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

Course ID: TT 0121

### Home Inspection - 02 Structure

**ONLINE**

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

Course ID: TT 0122

### Home Inspection - 03 Electrical

**ONLINE**

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

Course ID: TT 0123

### Home Inspection - 04 Heating I

**ONLINE**

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

Course ID: TT 0124

### Home Inspection - 05 Heating II

**ONLINE**

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

Course ID: TT 0125

### Home Inspection - 06 Air Conditioning / Heating

**ONLINE**

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

Course ID: TT 0126

### Home Inspection - 07 Plumbing

**ONLINE**

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

Course ID: TT 0127

### Home Inspection - 08 Exterior

**ONLINE**

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

Course ID: TT 0128

### Home Inspection - 09 Insulation and Interior

**ONLINE**

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

Course ID: TT 0129

### Home Inspection - 10 Communication and Professional Practice

**ONLINE**

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

Course ID: TT 0130

### ➔ Oil And Gas Safety Training



#### Well Service Blowout Prevention (WSBOP)

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

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

##### Course ID: WH 0085

A: MON - THUR, MAR 14 - 17, 8:00 AM - 4:30 PM - 4 DAYS, \$875 +GST; B356  
B: MON - THUR, MAY 9 - 12, 8:00 AM - 4:30 PM - 4 DAYS, \$875 +GST; B356  
C: MON - THUR, MAY 30 - JUN 2, 8:00 AM - 4:30 PM - 4 DAYS, \$875 +GST; B356  
D: MON - THUR, OCT 3 - 6, 8:00 AM - 4:30 PM - 4 DAYS, \$875 +GST; TBA  
E: MON - THUR, NOV 21 - 24, 8:00 AM - 4:30 PM - 4 DAYS, \$875 +GST; TBA

#### 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 18, 8:00 AM - 4:30 PM - 1 DAY, \$420 +GST; B356  
B: FRI, MAY 13, 8:00 AM - 4:30 PM - 1 DAY, \$420 +GST; B356  
C: FRI, JUN 3, 8:00 AM - 4:30 PM - 1 DAY, \$420 +GST; B356  
D: FRI, OCT 7, 8:00 AM - 4:30 PM - 1 DAY, \$420 +GST; TBA  
E: FRI, NOV 25, 8:00 AM - 4:30 PM - 1 DAY, \$420 +GST; TBA

#### Safety Management & Regulatory Awareness for Wellsite Supervision (SARA)

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

##### Course ID: WH 0080

A: MON - WED, APR 11 - 13, 8:00 AM - 4:30 PM - 3 DAYS, \$815 +GST; B356  
B: MON - WED, NOV 7 - 9, 8:00 AM - 4:30 PM - 3 DAYS, \$815 +GST; TBA

#### 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 14, 8:00 AM - 4:30 PM - 1 DAY, \$325 +GST; B356  
B: THUR, NOV 10, 8:00 AM - 4:30 PM - 1 DAY, \$325 +GST; TBA

#### First Line Supervisor's Blowout Prevention (FLSBOP)

This course is designed primarily for the First Line Supervisor (driller) on a drilling rig, and is also a prerequisite for the Second Line Supervisor's Well Control course.

Topics include:

- ▶ Source and magnitude of pressure
- ▶ Causes and warning signs of kicks
- ▶ Shut-in procedures
- ▶ Crew positions and duties during well control operations
- ▶ Procedures for circulating out influxes
- ▶ Government regulations

Upon completion of this course, participants should be able to use warning signs to recognize a kick and safely shut-in a well.

##### Course ID: WH 0088

A: MON - THUR, APR 25 - 28, 8:00 AM - 4:30 PM - 4 DAYS, \$875 +GST; B356  
B: MON - THUR, OCT 17 - 20, 8:00 AM - 4:30 PM - 4 DAYS, \$875 +GST; TBA

#### 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

FRI, APR 15, 8:00 AM - 4:30 PM - 1 DAY, \$330 +GST; B356

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

We have knowledgeable instructors and the lab space to design and deliver the training that you need. For more information, please contact Shareen Price at 403.502.8975 or sprice@mhc.ab.ca.

## 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](http://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.

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

# Free Information Session

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

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

Learn More About The Program  
Everyone Welcome!

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



### Inquire About The Canada-Alberta Job Grant!

#### Common Text for All OHS Classes

The common textbook required for all, classes is the most current version of the OHS Act, Regulation and Code: 2009. It will be assumed by instructors of all classes that students have access to a copy of this text. The text is available for purchase at Registration.

#### Course ID: WH 0049

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

#### 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

A: SAT & SUN, FEB 6 & 7, 8:00 AM - 4:30 PM - 2 DAYS, \$499 +GST; F1007

B: MATERIAL FEES: \$16 +GST\*

\*MATERIAL FEE IS OPTIONAL, MATERIAL WILL BE AVAILABLE ONLINE (BLACKBOARD)

REGISTRATION DEADLINE: JAN 29

#### Health and Safety Law

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

Pickup Date for pre-course work: Feb 12. Pre-course work must be completed before first class.

#### Course ID: WH 0036

A: SAT & SUN, FEB 20, 21, MAR 5 & 6, 8:30 AM - 4:30 PM - 4 DAYS, \$745 +GST; F1007

B: MATERIAL FEES: \$45 +GST\*

\*MATERIAL FEE IS OPTIONAL, MATERIAL WILL BE AVAILABLE ONLINE (BLACKBOARD)

REGISTRATION DEADLINE: FEB 5

REQUIRED COMMON TEXTBOOK: OHS ACT, REGULATION AND CODE BOOK, \$39 +GST (SEE WH 0049)

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

#### Accident Causation Theory

(Enrichment Seminar) Accident causation theory is the art and science that seeks to understand the deeper roots of why accidents happen. Understanding accident causation theory is essential in determining why workplace incidents occur and so that we can prevent re-occurrences. Through examples and case studies, students will gain an overview of the most important theories, strengths and weaknesses of each, and learn how to select the best theories and models to better understand why accidents occur. Instructor: Merrick Brown

#### Course ID: WH 0053

A: SAT, MAR 19, 8:00 AM - 4:30 PM - 1 DAY, \$349 +GST; F1007

B: MATERIAL FEES: \$16 +GST\*

\*MATERIAL FEE IS OPTIONAL, MATERIAL WILL BE AVAILABLE ONLINE (BLACKBOARD)

REGISTRATION DEADLINE: MAR 11

## 38 Workplace Health & Safety

### 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: Angie Anton and Jennifer Pongracz

**Pickup of pre-course work: Mar 24. Pre-course work must be completed prior to first class.**

#### Course ID: WH 0042

A: SAT & SUN, APRIL 2, 3, 16 & 17, 8:30 AM - 4:30 PM - 4 DAYS, \$745 +GST; F1007

B: MATERIAL FEES: \$45 +GST\*

\*MATERIAL FEE IS OPTIONAL, MATERIAL WILL BE AVAILABLE ONLINE (BLACKBOARD)

REGISTRATION DEADLINE: MAR 17

### Organizational Behaviour

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

#### Course ID: WH 0045

FRI, SAT & SUN, APR 22, 23, 24, 29, 30 & MAY 1

FRI: 6:30 PM - 9:30 PM / SAT: 8:00 AM - 5:00 PM / SUN: 9:00 AM - 3:00 PM, \$745 +GST; F1007

REGISTRATION DEADLINE: APR 15

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

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

### 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: May 13. Pre-course work must be completed prior to first class.**

#### Course ID: WH 0041

A: SAT & SUN, MAY 28, 29, JUN 11 & 12, 8:00 AM - 4:30 PM - 4 DAYS, \$745 +GST; F1007

B: REQUIRED TEXTBOOK: OCCUPATIONAL HEALTH & SAFETY THEORY, STRATEGY & INDUSTRY PRACTICE, THIRD EDITION; \$175 +GST

C: MATERIAL FEES: \$45 +GST\*

\*MATERIAL FEE IS OPTIONAL, MATERIAL WILL BE AVAILABLE ONLINE (BLACKBOARD)

REGISTRATION DEADLINE: APR 29

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

## → Food Sanitation & Hygiene Training



An outbreak of food borne illness causes needless suffering, ruined reputations, and economic loss.

Food Sanitation & Hygiene Training instructs managers and food handlers in food service sanitation and food borne illness prevention. Successful graduates of the program will be issued certificates by Alberta Health. Food Sanitation & Hygiene Training is taught by practicing public health inspectors in a straight forward, non-technical way. Certification received in this course does not expire.

#### MEDICINE HAT

##### Course ID: WH 0001

D: SAT, FEB 6, 9:00 AM - 5:30 PM - 1 DAY, \$125 (INCLUDES COURSE MATERIALS); B356

E: SAT, APR 9, 9:00 AM - 5:30 PM - 1 DAY, \$125 (INCLUDES COURSE MATERIALS); B356

F: MON, MAY 30, 9:00 AM - 5:30 PM - 1 DAY, \$125 (INCLUDES COURSE MATERIALS); F1007

*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.*

#### BROOKS

##### Course ID: WH 0901

B: SAT, MAR 19, 9:00 AM - 5:30 PM - 1 DAY, \$125 (INCLUDES COURSE MATERIALS)

PLEASE REGISTER AT BROOKS CAMPUS: 403.362.1677

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



## → St. John Ambulance First Aid Courses

### 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: WED & THUR, JAN 19 & 20, 8:00 AM - 4:30 PM - 2 DAYS, \$150 +GST

B: SAT & SUN, FEB 20 & 21, 8:00 AM - 4:30 PM - 2 DAYS, \$150 +GST

C: TUE & WED, MAR 15 & 16, 8:00 AM - 4:30 PM - 2 DAYS, \$150 +GST

D: SAT & SUN, APR 16 & 17 8:00 AM - 4:30 PM - 2 DAYS, \$150 +GST

E: SAT & SUN, MAY 28 & 29, 8:00 AM - 4:30 PM - 2 DAYS, \$150 +GST

F: TUE & WED, JUN 14 & 15, 8:00 AM - 4:30 PM - 2 DAYS, \$150 +GST

G: SAT & SUN, JUL 23 & 24, 8:00 AM - 4:30 PM - 2 DAYS, \$150 +GST

H: SAT & SUN, AUG 20 & 21, 8:00 AM - 4:30 PM - 2 DAYS, \$150 +GST

OFF CAMPUS - ST. JOHN AMBULANCE, 346 - 4 STREET SE

### Health Care Provider (HCP) CPR

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

#### Course ID: FA 0047

A: TUE & WED, JAN 5 & 6, 6:00 PM - 9:00 PM - 2 EVENINGS, \$105 +GST

B: SAT, APR 23, 8:00 AM - 3:00 PM - 1 DAY, \$105 +GST

C: TUE & WED, MAY 10 & 11, 6:00 PM - 9:00 PM - 2 EVENINGS, \$105 +GST

D: SAT, JUN 25, 8:00 AM - 3:00 PM - 1 DAY, \$105 +GST

E: TUE & WED, JUL 12 & 13, 6:00 PM - 9:00 PM - 2 EVENINGS, \$105 +GST

F: SAT, AUG 27, 8:00 AM - 3:00 PM - 1 DAY, \$105 +GST

OFF CAMPUS - ST. JOHN AMBULANCE, 346 - 4 STREET SE



## → Health

### Dementia Care

**ONLINE**

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

**Course ID: ON 0012**

A: FEB 1 - MAR 25  
 B: APR 6 - MAY 29  
 C: JUN 1 - JUL 24, \$495 +GST

### Dementia for Family Care Givers

**ONLINE**

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

**Course ID: ON 0090**

A: FEB 1 - 26  
 B: APR 4 - 29  
 C: JUN 6 - JUL 1, \$149 +GST

### Assisting Aging Parents

**ONLINE**

Learning how to help parents or other loved ones through their transition can prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. Growing older is a part of life. Some aspects are joyful, some bittersweet, some frustrating, some frightening. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. You'll understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. You'll learn about financial and legal considerations, health issues, and family interpersonal relationships. You'll be introduced to special communication skills, observation methods, and coping mechanisms to ease the burden for everyone involved. You'll learn to handle most of the challenges you will face while coming to appreciate and cherish the privilege of the journey.

**ONLINE COURSE (6 WEEKS)** - REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)  
 VARIOUS START DATES: JAN 13, FEB 10, MAR 16, APR 13, MAY 18, JUN 15, JUL 13 & AUG 17;  
 \$149 + GST

### Handling Medical Emergencies

**ONLINE**

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. For adults, you will learn how to recognize and manage chest pain, heart attack, stroke, diabetic problems, seizures, breathing difficulty, burns, and allergic reactions. For children, you will also learn about poisoning, fever, childhood illnesses, injuries from accidents, and the signs of abuse.

**ONLINE COURSE (6 WEEKS)** - REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)  
 VARIOUS START DATES: JAN 13, FEB 10, MAR 16, APR 13, MAY 18, JUN 15, JUL 13 & AUG 17;  
 \$149 + GST

### Human Anatomy and Physiology

**ONLINE**

This six-week online course begins with an explanation of the nature of matter and a review of the principles of chemistry that are important to human physiology. We'll place an emphasis on the organization of the human body and the differences between nonliving matter and living organisms. We'll also cover cell anatomy and physiology because all life processes are ultimately carried out at the cellular level. You'll also learn principles of genetics and gain an understanding of how traits are passed from one generation to the next.

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 \$149 + GST

## ▶ Canadian Mental Health



Canadian Mental Health Association  
 Alberta Southeast Region

### ASIST II - Applied Suicide Intervention Skills Training

More than 3,700 Canadians die by suicide each year. These suicides can be prevented and you can help. Any person who is interested or who may come in contact with a person at risk of suicide is encouraged to attend. ASIST meets the requirements for Alberta College of Social Workers Category A credits. Each participant will receive a certificate upon completion of this 2 day workshop.

8:30 AM - 4:30 PM, \$195

### ASIST - Applied Suicide Intervention Skills Training Tune Up Version X

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

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

### Mental Health First Aid

Mental Health First Aid teaches first aid skills to help someone who is experiencing a mental health problem or crisis. Each participant will receive a certificate upon completion of this 2 day workshop.

9:00 AM - 4:00 PM - 2 DAYS, \$150

### Mental Health for Adults Who Interact With Youth

This 2 day workshop focuses on mental health problems for youth ages 12-24. Mental Health problems often develop during adolescence or early adulthood, with half of all mental health disorders beginning by age 14, and 75 percent beginning by age 24. Each participant will receive a certificate upon completion of this 2 day workshop.

8:30 AM - 4:30 PM - 2 DAYS, \$150

Please register at CMHA office: 403.504.1811  
 Class location: 204, 1865 Dunmore Road SE

Check our website for upcoming dates:  
[www.cmha-aser.ca/calendar/show](http://www.cmha-aser.ca/calendar/show)



## ARTS & LEISURE

### Introduction to Watercolor Painting

Explore the beauty of watercolors and become familiar with the different aspects of watercolor and its challenges. Learn about the basics of watercolor paints, types of brushes, types of paper, and types of mediums, watercolor terms and different painting methods. You will also learn about basic color theory, washes, composition and design. During the class you will also get to complete a small painting. Instructor: Loretta Fix

**Course ID: AC 0075**

TUE, FEB 2 & 9, 7:00 PM - 9:00 PM - 2 EVENINGS, \$69 +GST; E160/E161

### Splash of Colour

This is an entry level to intermediate watercolor class using the spray bottle technique, pallet knife and other non-traditional methods in making a strong watercolor painting. In this class, you will learn the following concepts and methods:

- ▶ Mix paints for proper spraying
- ▶ How to spray the paint on to the paper to create the desired effect
- ▶ How to properly use the pallet knife to either remove color or to move colors around
- ▶ How to "pick up" the "run off" of colors to use in the background
- ▶ Compose the painting to make it balanced and effective

The end result will be a very strong pigmented watercolor painting created from your own imagination.

*\*Please note that a supply list for the remainder of materials will be sent to you upon registering for the class.*

Instructor: Ivy Moore

**Course ID: AC 0062**

WED, MAR 16 - APR 20, 7:00 PM - 9:00 PM - 6 WEEKS, \$229 +GST; S107



### Creative Ironwork

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

**Course ID: AC 0072**

SAT & SUN, MAR 19 & 20, 8:30 AM - 12:00 PM & 1:00 PM - 4:00 PM, \$249 +GST; T135

### Photo Transfers and Mixed Media

Entry level to experienced artists are invited to participate in this free flowing acrylic based class. You will learn how to transfer your family history, favorite pets or whatever you desire into a painting that will be a treasured keepsake. This class will also include:

- ▶ Two easy types of transfers
- ▶ The paint peeling method
- ▶ How to use molding paste
- ▶ Types of mediums
- ▶ Where to insert an image into a painting
- ▶ The use of various materials
- ▶ How to use acrylic paint in a free flowing way

*\*Please note that a supply list will be sent to you upon registering for the class.*

Instructor: Ivy Moore

**Course ID: AC 0061**

WED, APR 27 - JUN 1, 7:00 PM - 9:00 PM - 6 WEEKS, \$129 +GST; E149

### The Pencil is the Medium

This class focuses on the study of drawing fundamentals using the pencil as the medium. You will be learning the basics of drawing with a pencil, line variation, texture and values. Pencil grades and their use, working techniques and processes will also be covered in this class. This class is intended for beginners and those who want more practice with their drawing skills. Students are required to purchase and bring the following supplies to the first class. \*Please note that Dollarstore materials are not recommended.

- ▶ Pencils-HB, 2B, 4B (good quality)
- ▶ Erasers-white rubber/plastic-kneaded (formable)
- ▶ Kleenex-soft rag-paper towel
- ▶ Several sheets of tracing paper
- ▶ Sketch pad (minimum size) 12x18; good quality cartridge paper or equiv.
- ▶ 18" ruler

Instructor: Don Klinck

**Course ID: AC 0063**

MON, APR 11 - MAY 16, 7:00 PM - 9:00 PM - 6 WEEKS, \$129 +GST; CROWFOOT ROOM

### Welcome to the Prairie West!

The prairies have never been this fascinating! This class will take an in depth look at the geographical, historical, economic, political and cultural factors which have made the "Prairies" a unique region to Canada. This class is for those new to the area and anyone who is interested in learning more about our region and how it came to be.

This following topics will be covered in this class:

- ▶ The geographical setting
- ▶ The importance of the river systems
- ▶ First Nations and European interaction in the fur trade
- ▶ The development of the Canadian Pacific Railroad
- ▶ Agricultural settlement patterns
- ▶ Political evolution
- ▶ Resource Extraction

Instructor: Bruce Shepard

**Course ID: AC 0060**

WED, MAR 2 - MAY 4, 6:00 PM - 9:00 PM - 10 WEEKS, \$219 +GST; F2002

## ➔ Photography

### Introduction to Digital Cameras

Gain the knowledge to make an informed choice about the camera you choose to buy, or recognize the potential and limitations of the camera you currently own. Topics include

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

Students will need to bring a digital camera with fully charged batteries to the course. Instructor: Darin Clisby

**Course ID: CT 0110**

A: SAT, FEB 20 & 27, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$189 +GST; F1008  
B: SAT, MAY 7 & 14, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$189 +GST; F1008

**Course ID: CT 0137**

**SAVINGS!** Take BOTH Introduction to Digital Cameras and Digital Photography Fundamentals for only \$345 +GST.

### Digital Photography: Fundamentals

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

Prerequisite: Introduction to Digital Cameras or equivalent knowledge. Instructor: Darin Clisby

**Course ID: CT 0106**

A: SAT, MAR 12 & 19, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$189 +GST; F1008  
B: SAT, MAY 28 & JUN 4, 1:00 PM - 4:00 PM - 2 AFTERNOONS, \$189 +GST; F1008

### What Does This Button Do?

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

**Course ID: AC 0090**

TUE, APR 5, 6:30 PM - 9:00 PM - 1 EVENING, \$49 +GST; F1007

### Intermediate Photography: Manual Modes

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

**Course ID: AC 0098**

WED, MAR 30, 6:00 PM - 9:00 PM - 1 EVENING, \$79 +GST; F1007

### Night Photography

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

**Course ID: AC 0084**

TUE, MAY 3, 6:00 PM - 9:00 PM - 1 EVENING, \$79 +GST; F1007

**Course ID: AC 0087**

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

### 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**

TUE, MAY 10 & 17, 6:30 PM - 9:00 PM - 2 EVENINGS, \$89 +GST; F1007

### Outdoor Photography

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

**Course ID: AC 0085**

SAT, MAY 21, 1:00 PM - 4:00 PM - 1 AFTERNOON, \$79 +GST; F1007

### Introduction to Adobe Lightroom

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

**Course ID: AC 0088**

TUE, APR 19 & 26, 6:00 PM - 9:00 PM - 2 EVENINGS, \$99 +GST; B234

### Product Photography

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

**Course ID: AC 0092**

TUE, JUN 7, 6:00 PM - 9:00 PM - 1 EVENING, \$99 +GST; F1009

## 42 Arts & Leisure

### Visual Storytelling

This unique class is offered to those who love photography, would like to explore their story telling skills, combine these passions and take photography to the next level. Our Visual Story-Telling course focuses on the images the viewer captures and how to present it to their audience. This course will enable you to compile and present an award winning story. In this six week class, you will learn through instruction, practical hands-on exercises, and weekly assignments - with individual feedback and how to improve your image taking skills. You will learn how to edit your images and which photos stand out amongst the hundreds you have taken on your vacation or event. You will learn how to sequence them in such a way that you keep your audience's attention, make an outstanding photo album, get published, or use your photo essay for an exhibition. Instructor: Kloie Picot; international (hometown) award-winning photojournalist.

**Course ID: AC 0097**

TUE, FEB 23 - MAR 29, 7:00 PM - 9:00 PM - 6 WEEKS, \$189 +GST; F1009

### Drawing for the Absolute Beginner

**ONLINE**

Have you always been interested in drawing, but never really knew how to get started? If so, then this is definitely the course for you! Gain a solid foundation and understanding of the basics to drawing and become the artist you've always dreamed you could be!

You'll gain a solid understanding of the many tools of the trade. You'll become intimately familiar with paper types, drawing styles, rendering techniques, and the basic principal of perspective, layout, design, lighting, volume, and space. You'll even discover how best to get in touch with your right brain.

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

### Music Made Easy

**ONLINE**

If you enjoy music and would like to know more about what makes it work, this is the course for you. You'll gain a complete understanding of rhythm, melody, and harmony, and you'll be able to recognize pitches on the musical staff and on the keyboard.

Each lesson will build on previous lessons, while also introducing new musical concepts. Your course begins with an introduction to rhythm and the various aspects of rhythm; including beat, meter, note, and rest values.

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

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

### Start your Own Arts and Craft Business

**ONLINE**

If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! You'll learn how to start your own arts and crafts business from a professional artist. You'll discover how to find your niche within your chosen craft and how to create your own unique business identity. You'll also see what makes marketing in the arts and crafts business different from marketing in most other enterprises, and you'll find a sales approach that meshes with your personality and preserves your creative integrity.

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

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



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## 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. Max: 8 participants. Instructor: Rocco Votta

**Course ID: DY 0053**

TUE & THUR, MAR 8, 10, 15 & 17, 6:00 PM - 9:00 PM - 4 EVENINGS, \$189 +GST; T129

**Course ID: DY 0076**

**SAVINGS!** Take BOTH Beginner Woodworking Level 1 and Woodworking Level 2 for only \$350 +GST

### Woodworking Level 2

Further develop your woodworking skills and learn about jigs! In this class you will build a jig of your choice and then build a project using it. For example build a miter sled jig to build a picture frame or a box-joint jig to build a keepsake box. The first night's safety discussion will include time for you to discuss a few jigs and potential projects for the few nights you have in the course. 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. Prerequisite: Beginner Woodworking Level 1. Max: 8 participants. Instructor: Rocco Votta

**Course ID: DY 0067**

TUE & THUR, APR 5, 7, 12 & 14, 6:00 PM - 9:00 PM - 4 EVENINGS, \$189 +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, 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. Max: 8 participants. Instructor: Amanda Hennessey

**Course ID: DY 0059**

SAT, FEB 27, 9:00 AM - 3:30 PM - 1 DAY, \$165 +GST; H117

**Course ID: DY 0068**

**SAVINGS!** Take BOTH Basic Electrical for the Homeowner and Basic Plumbing for the Homeowner for only \$298 +GST

### Basic Plumbing for the Homeowner

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

**Course ID: DY 0060**

SAT, MAR 12, 9:00 AM - 3:30 PM - 1 DAY, \$165 +GST; T158/T159



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## FOOD & BEVERAGE



**Check out our new food courses!**

Be sure to bring some containers for your tasty leftovers!

### Quick & Easy Weeknight Meals

Do you ever find yourself pressed for time between work and evening activities? Do you rely on drive thru dinners or processed foods more often than you'd like on those busy nights? If you answered yes to either of these questions, this is the cooking class for you! Not only will you learn what ingredients to keep on hand to create healthy meals any night of the week, you will get to prepare delicious and healthy meals that can be made before you know it. Instructor: Lauren Bardahl

#### Course ID: FB 0115

MON, JAN 25, 6:00 PM - 9:00 PM - 1 EVENING, \$79 +GST  
OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

#### Course ID: FB 0116

**SAVINGS!** Take BOTH Quick & Easy Weeknight Meals and Meatless Mains for only \$125 +GST

### Meatless Mains

Whether you're wanting to follow a vegetarian lifestyle or just looking to include more meat-free options in your diet, meatless mains can be a healthy and economical solution! Learn how to use different plant proteins to make delicious and satisfying vegetarian dishes even meat lovers would enjoy. Instructor: Lauren Bardahl

#### Course ID: FB 0117

MON, FEB 22, 6:00 PM - 9:00 PM - 1 EVENING, \$79 +GST  
OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

### Bacon: It Is Its Own Food Group

Are you burning with bacon fever? We're almost sure a bacon pill would relieve many ills! Treat yourself to a full dose of this essential nutrient today - you may be suffering from a deficiency. Turns out plenty of food cultures share our appreciation for this ambrosia. If you'd like more excuses to serve one of your favourite foods more often join us to get creative and elevate the everyday to the extraordinary. You will have fun and learn some great bacon-centric information and uses for bacon. Instructor: Chef Debbie Claus

#### Course ID: FB 0118

A: WED, JAN 20, 6:00 PM - 9:00 PM - 1 EVENING, \$79 +GST  
B: WED, APR 20, 6:00 PM - 9:00 PM - 1 EVENING, \$79 +GST  
OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

### Coffee and Tea Pairing With a Three Course Meal

Join Chef Debbie in this tasty class! You will learn some basics about pairing coffee and tea with a three course meal (salad, entree and dessert). Instructor: Chef Debbie Claus

#### Course ID: FB 0119

A: WED, FEB 17, 6:00 PM - 9:00 PM - 1 EVENING, \$79 +GST  
B: WED, MAY 25, 6:00 PM - 9:00 PM - 1 EVENING, \$79 +GST  
OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

### Meal Planning 101

Finding inspiration for new meal ideas and deciding what to eat can make meal times a daily struggle. Take the stress out of cooking by learning steps and strategies to create your own unique meal plan to suit you and your family. In this class you will discover tools and resources to make meal planning and finding meal ideas as easy as possible. Instructor: Lauren Bardahl

#### Course ID: FB 0120

MON, MAR 7, 7:00 PM - 9:00 PM - 1 EVENING, \$49 +GST; F1007

### Guide to Nutrition Myths and Diet Fads

The diet and health industry is a billion dollar industry. With health information so readily available it can be difficult to decipher what is actually true. In this class you will have an opportunity to explore some of the popular diet trends and learn how to select a healthy lifestyle that works best for you. You will also learn about different tools and devices that can help keep you on track and get hands on experience learning skills to help you select healthy food choices that are right for you. Instructor: Lauren Bardahl

#### Course ID: FB 0121

MON, MAR 21, 7:00 PM - 9:00 PM - 1 EVENING, \$49 +GST; F1007

### Hors D'oeuvres to Impress

Show off some new appetizer recipes for your family and friends this year. We will demonstrate cooking techniques and presentation. You will be able to taste the food and then take the recipes home to enjoy again and again. You may even be inspired to create your own masterpieces. Instructor: Chef Debbie Claus

#### Course ID: FB 0122

A: WED, MAR 23, 6:00 PM - 9:00 PM - 1 EVENING, \$79 +GST  
B: WED, JUN 22, 6:00 PM - 9:00 PM - 1 EVENING, \$79 +GST  
OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

### He Cooks! Cooking Class for Men

Does the thought of cooking stress you out? Here's a cooking class for men, with very basic to moderate cooking skills. Constructed around template recipes that use simple ingredients, the class will teach you a selection of delicious dishes to mix and match into balanced meals for everyday cooking or snazzy dinners to impress friends, family or that special someone! Instructor: Bernice Bonneau

#### Course ID: FB 0021

TUE, MAR 24, 6:00 PM - 9:00 PM - 1 EVENING, \$79 +GST  
OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

### Cooking Skills 101

Not everyone is a master chef in the kitchen and those cooking shows make everything look so simple; but sometimes even the basic cooking techniques can be tricky! Join us for a basic cooking class where we will try out some different recipes that use simple techniques that will produce some delicious results. Getting a bit more confident in the kitchen will help you to start mastering all those recipes you want to try. Instructor: Bernice Bonneau

#### Course ID: FB 0123

THUR, MAY 19, 6:00 PM - 9:00 PM - 1 EVENING, \$79 +GST  
OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

## 44 Children & Youth

# CHILDREN & YOUTH

### Adventures in Orff: Music for Children

For children, ages 2-4. This is an experiential class attended by both the child and caregiver. The children take part in a variety of music-making experiences within a group setting. The singing games, movement activities, instrument playing, and listening activities are child-centered and intended to foster a love of music. The Orff approach to music education integrates movement, speech, rhythm and song into every activity. Children learn through doing, exploring and improvising. Children will discover music that is based on folk and children's songs. The goal of the Orff program is to develop each child's musical literacy, understanding and creative potential. Instructor: Sara Neufeld.

#### Course ID: FC 0095

A: SAT, JAN 23 - APR 23 (NO CLASSES FEB 13, 20, MAR 26 & APR 2), 10:00 AM - 10:45 AM - 10 WEEKS, \$119

B: FOR EACH ADDITIONAL SIBLING, \$60

OFF CAMPUS: CC186, CULTURAL CENTRE

### Orff Music for Kids: Step 1

Ages 5-7. This is a non-parented class that runs for 10 weeks with an hour long class each week. Students will develop in-tune singing, beat competency, a basic music vocabulary, an ability to play a steady beat accompaniment on the barred instruments, a beginning understanding of rhythmic notation, and an introduction to classical music. This program will end with a short concert on the final day of class. Instructor: Sara Neufeld

#### Course ID: FC 0096

SAT, JAN 23 - APR 23 (NO CLASSES FEB 13, 20, MAR 26 & APR 2), 11:15 AM - 12:15 PM - 10 WEEKS, \$149

OFF CAMPUS: CC186, CULTURAL CENTRE

### Orff Music for Kids: Step 2

Ages 8-10. This is a non-parented class that runs for 10 weeks with an hour long class each week. The concepts and skills introduced in the Step 1 class will be reviewed and expanded upon. The students sing in unison and canon, learn poems with accompanying ostinati, play pentatonic melodies, and read pentatonic melodies from staff notation. Rhythmic notation is expanded to include the whole note, whole rest, and dotted half note. This program will end with a short concert on the final day of class. Instructor: Sara Neufeld

#### Course ID: FC 0097

SAT, JAN 23 - APR 23 (NO CLASSES FEB 13, 20, MAR 26 & APR 2), 1:00 PM - 2:00 PM - 10 WEEKS, \$149

OFF CAMPUS: CC186, CULTURAL CENTRE

### Get a Clue

**NEW**

Ages 9-12 Calling all junior CSI's & detectives!! Join us for a fun, interactive and unique class where you find clues to solve a crime! It will include fingerprints, DNA, & a crime scene. Then take part in a murder mystery where you are a character! Possibly even the one who committed the crime!! Join us for a fun, filled day that anyone who loves "whodunnit's" would enjoy! Students are required to bring 2 snacks and a lunch for the day. Instructor: Bernice Bonneau.

#### Course ID: FC 0032

SAT, MAY 7, 9:30 AM - 3:30 PM - 1 DAY, \$79; \$106

### Harry Potter: Weekend Wizardry

Ages 8-12. Help us bring Hogwarts to MHC for a very special day of Harry Potter adventures! The professor will start the day sorting you into one of the different houses – Gryffindor, Ravenclaw, Hufflepuff or Slytherin. Then hold on to your broomsticks kids because the rest of the day will be packed with wizardry fun. You will concoct potions, practice spells, partake in a Marauders map treasure hunt and of course play Quidditch. And you will end the day by taking a trip to Hogsmeade to get some special treats. Students are required to bring a lunch and two snacks for the day. Headmaster: Bernice Bonneau

#### Course ID: FC 0019

SAT, MAY 28, 9:30 AM - 3:30 PM - 1 DAY, \$79; E149

### Chef Baking - Junior

Ages 10-13. Put on your apron and join us for some fun in the kitchen as we bake some yummy treats and sweets. We will try out some new and favorite recipes. In this hands on class, you will learn how to create these tasty desserts so you will have the skills to make them at home. If you have a sweet tooth, this class is for you. \*\*Note: Any food allergies must be identified at time of registration. Instructor: Bernice Bonneau

#### Course ID: FC 0013

THUR, APR 14, 6:00 PM - 9:00 PM - 1 EVENING, \$69

OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

Course ID: FC 0014

**SAVINGS!** Take BOTH Chef Baking - Junior and Chef Cooking - Junior for only \$125

### Chef Cooking - Junior

Ages 10-13. Have fun with friends in this hands-on cooking class. Become a master in the kitchen and make dishes that are delicious, using recipes you can savour all year long. Create edible delights to WOW your family and friends. \*\*Note: Any food allergies must be identified at time of registration. Instructor: Bernice Bonneau

#### Course ID: FC 0011

THUR, APR 28, 6:00 PM - 9:00 PM - 1 EVENING, \$69

OFF CAMPUS: NOTRE DAME ACADEMY KITCHEN, 646 SPRUCE WAY SE

### Writing a Young Adult Novel

**NEW**

Ages 14-18. What makes a good young adult novel? What distinguishes the genre from other fiction? - This course will help you understand the fiction that teens want to read and develop your ability to write it. Through workshops and discussions, you'll explore point of view, plot, pacing, character development and structure. By the course's end, you'll know what it takes to write your own young adult novel.

What you'll learn:

- ▶ Understand what makes a good young adult novel.
- ▶ Identify and analyze the unique aspects of the genre.

Instructor: Melissa Linkson-Seward

#### Course ID: FC 0035

TUE, FEB 2 - MAR 31 (NO CLASS FEB 16), 7:00 PM - 9:00 PM - 8 WEEKS, \$159 +GST; F1008

## ➔ 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 Drivers EDge is government-approved and accredited by Alberta Transportation, with insurance discounts available. Drivers EDge is a member in good standing of the Medicine Hat Chamber of Commerce. Learning to drive is fun – sign up and see for yourself! Refresher lessons, vehicle rental for road tests, and comprehensive learning packages are available. For more information and to pre-book your driving time, call 403.526.9505.

### Basic EDge Beginner's Package

#### 18 hours of innovative classroom instruction

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

- ▶ Free pickup and drop-off at the location of your choice within Medicine Hat and area
- ▶ Road test booking (fee is extra and payable to license agency)

#### Course ID: FC 0320

A: MON - THUR, JAN 11 - 14, 5:00 PM - 9:30 PM - 4 EVENINGS, \$725; S144  
 B: TUE - THUR, FEB 16 - 18, 11:00 AM - 5:30 PM - 3 DAYS, \$725; B356  
 C: TUE - THUR, MAR 29 - 31, 11:00 AM - 5:30 PM - 3 DAYS, \$725; B356  
 D: MON - THUR, APR 18 - 21, 5:00 PM - 9:30 PM - 4 EVENINGS, \$725; S144  
 E: MON - THUR, MAY 16 - 19, 5:00 PM - 9:30 PM - 4 EVENINGS, \$725; S144  
 F: MON - THUR, JUN 6 - 9, 5:00 PM - 9:30 PM - 4 EVENINGS, \$725; S144  
 G: MON - WED, JUL 4 - 6, 11:00 AM - 5:30 PM - 3 DAYS, \$725; TBA  
 H: TUE - THUR, AUG 2 - 4, 11:00 AM - 5:30 PM - 3 DAYS, \$725; TBA  
 I: MON - THUR, SEP 12 - 15, 5:00 PM - 9:30 PM - 4 EVENINGS, \$725; TBA  
 J: MON - THUR, OCT 3 - 6, 5:00 PM - 9:30 PM - 4 EVENINGS, \$725; TBA  
 K: MON - THUR, NOV 7 - 10, 5:00 PM - 9:30 PM - 4 EVENINGS, \$725; TBA  
 L: MON - THUR, DEC 5 - 8, 5:00 PM - 9:30 PM - 4 EVENINGS, \$725; TBA

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

### Comprehensive Beginner's Package

#### 18 hours of innovative classroom instruction

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

- ▶ Free pickup and drop-off at the location of your choice within Medicine Hat and area
- ▶ Road test booking (fee is extra and payable to license agency)
- ▶ Vehicle rental for road test (fee non-refundable)

#### Course ID: FC 0321

A: MON - THUR, JAN 11 - 14, 5:00 PM - 9:30 PM - 4 EVENINGS, \$755; S144  
 B: TUE - THUR, FEB 16 - 18, 11:00 AM - 5:30 PM - 3 DAYS, \$755; B356  
 C: TUE - THUR, MAR 29 - 31, 11:00 AM - 5:30 PM - 3 DAYS, \$755; B356

D: MON - THUR, APR 18 - 21, 5:00 PM - 9:30 PM - 4 EVENINGS, \$755; S144  
 E: MON - THUR, MAY 16 - 19, 5:00 PM - 9:30 PM - 4 EVENINGS, \$755; S144  
 F: MON - THUR, JUN 6 - 9, 5:00 PM - 9:30 PM - 4 EVENINGS, \$755; S144  
 G: MON - WED, JUL 4 - 6, 11:00 AM - 5:30 PM - 3 DAYS, \$755; TBA  
 H: TUE - THUR, AUG 2 - 4, 11:00 AM - 5:30 PM - 3 DAYS, \$755; TBA  
 I: MON - THUR, SEP 12 - 15, 5:00 PM - 9:30 PM - 4 EVENINGS, \$755; TBA  
 J: MON - THUR, OCT 3 - 6, 5:00 PM - 9:30 PM - 4 EVENINGS, \$755; TBA  
 K: MON - THUR, NOV 7 - 10, 5:00 PM - 9:30 PM - 4 EVENINGS, \$755; TBA  
 L: MON - THUR, DEC 5 - 8, 5:00 PM - 9:30 PM - 4 EVENINGS, \$755; TBA

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

## ➔ Personal Development

### For Parents of Boys

**ONLINE**

Boys learn differently than girls, get worse grades than girls, and face certain challenges in school. Find out how you can help your son succeed more in school. Discover why males do 30% less school work than females, fidget more, like new and hard challenges, and more. Then take home 9 tips for helping your boy learn and succeed more in school. You'll also find out something new about how you learn. Anyone interested is welcome to attend. eBook included.

#### Course ID: ON 0146

A: MAR 7 - APR 1  
 B: JUN 6 - JUL 1, \$95 +GST

### Ready, Set, Read

**ONLINE**

A learning specialist shows you how to raise a successful reader and writer.

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

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

### Empowering Students with Disabilities

**ONLINE**

Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

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

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

### Managing Life as a Single Parent

**ONLINE**

Get the insights, resources, strategies, and support every single mom and dad needs for doing the toughest job on earth - parenting children on your own.

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

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

### Navigating Divorce

**ONLINE**

Learn how to navigate the legal, financial, emotional, and interpersonal waters of the divorce process and emerge grounded and healthy.

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

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

### Happy and Healthy Pregnancy

**ONLINE**

In this course, you'll learn how the stages of pregnancy affect your body, emotions, and budget, and how to prepare yourself and your family to welcome your new baby.

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

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

## 46 Languages & Communication

# 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**

TUE & THUR, FEB 2 - MAR 10 (NO CLASSES FEB 16 & 18), 7:00 PM - 9:00 PM - 5 WEEKS (20 HOURS), \$199 +GST; S102

Course ID: LA 0011

**SAVINGS!** Take both Conversational French and Conversational French 2 for only \$359 +GST.

#### 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**

TUE & THUR, MAR 15 - APR 14, 7:00 PM - 9:00 PM - 5 WEEKS (20 HOURS), \$199 +GST; S140

### → 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 2 - APR 20, 7:00 PM - 9:00 PM - 8 WEEKS (16 HOURS), \$189 +GST; F1009

### → Spanish

#### Spanish Fiesta

Hola amigo! Como esta? If you want to understand and expand on that basic greeting, then this course is for you. Immerse yourself in Hispanic culture and learn the basics of this language. This course is designed for everyone, whether you're going to a Spanish-speaking country, addicted to Spanish films or telenovela, or just interested in learning another language. No previous experience in Spanish is necessary. Instructor: Felipe Guzman

**Course ID: LA 0015**

TUE & THUR, APR 5 - 28, 7:00 PM - 9:00 PM - 4 WEEKS (16 HOURS), \$189 +GST; F2004

Course ID: LA 0017

**SAVINGS!** Take both Spanish Fiesta and More Spanish Fiesta for only \$349 +GST.

#### 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**

TUE & THUR, MAY 3 - 26, 7:00 PM - 9:00 PM - 4 WEEKS (16 HOURS), \$189 +GST; B242

#### Spanish Fiesta Level 3

**NEW**

A continuation of More Spanish Fiesta! Join Felipe as you will focus on more conversations in different scenarios of life. Now you are ready to speak Spanish more in class and improve your understanding of grammar, verbs and idiomatic expressions. You will expand your vocabulary even more which will help you to be more independent when travelling abroad. Instructor: Felipe Guzman

**Course ID: LA 0018**

TUE & THUR, MAY 31 - JUN 23, 7:00 PM - 9:00 PM - 4 WEEKS (16 HOURS), \$189 +GST; F1007

#### Spanish for Medical Professionals

**ONLINE**

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

**Course ID: ON 0013**

A: MAR 7 - APR 1

B: MAY 2 - 27

C: JUL 5 - 29, \$145 +GST

#### Spanish for Medical Professionals II

**ONLINE**

If you understand basic Spanish, or if you have successfully completed Spanish for Medical Professionals, Spanish for Medical Professionals II will help you expand your knowledge of the Spanish language. You will learn about the near future, present progressive, the command or imperative tenses, direct objects, increase your medical vocabulary and practice interviewing patients, taking health history, diagnosing, giving instructions, and prescribing medication. You will improve your communication skills with your Spanish speaking patients and conquer the frustrating communication gap that can occur.

**Course ID: ON 0092**

A: APR 4 - 29

B: JUN 6 - JUL 1

C: AUG 1 - 26, \$145 +GST

#### Instant Italian

**ONLINE**

Learn Italian from the comfort of your home in this fun and enjoyable online course.

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

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



➔ **Writing**

**Writing Short Fiction: Introduction**

**NEW**

This course is for you if you want to write short stories, meet other writers and learn basic literary technique. You'll learn the building blocks of the writing process by writing and reviewing stories. You'll emerge with at least one story that has been critiqued constructively by your instructor and your peers. You'll discover a larger community of writers working in your genre. No previous creative writing experience is necessary.

What You'll Learn

- ▶ Understand the building blocks of fiction.
- ▶ Improve your skills and craft as a writer.
- ▶ Complete a draft of a short story.
- ▶ Get advice on sending your work to publishers.

Instructor: Melissa Linkson-Seward

**Course ID: LA 0071**

THUR, FEB 4 - MAR 31 (NO CLASS FEB 18), 7:00 PM - 9:00 PM - 8 WEEKS, \$159 +GST; F1009



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

**Become A Volunteer Tutor**

ABLE volunteers are trained and then matched with one adult student. Each volunteer meets for one hour each week with their student to work on skills identified by the Literacy Coordinator. Most students are functioning between a pre-CLB to CLB4 level.

Volunteers are responsible for:

- ▶ Planning individualized relevant lessons
- ▶ Keeping accurate records of hours spent tutoring, preparing, and areas of student's progress
- ▶ Ensuring resources are taken care of and returned
- ▶ Providing a current criminal record check
- ▶ Attending tutor training sessions

**Adult Literacy Student**

Adults wishing to improve their reading, writing, and/or English speaking skills can contact our agency directly or have an agency contact us on their behalf.

Becoming an adult literacy student involves:

- ▶ A meeting with the Literacy Coordinator
- ▶ An informal assessment by the Literacy Coordinator for the purpose of identifying literacy goals only. This assessment may take 1 to 2 hours
- ▶ Discussing individual realistic literacy goals

**For more information, please contact Shirley Schrenk at 403.529.3828.**

**Exploring How to Write Your Life Story**

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

**Course ID: LA 0070**

THUR, MAR 3 - 31, 6:00 PM - 8:00 PM - 5 WEEKS, \$129 +GST; F2004

**Harry Potter for Adults: Harry Potter and the Magic of Mythology**

**NEW**

This course is intended as an introduction to Harry Potter, but will also include dissecting some of the secondary, more subtle and sophisticated mythological, folkloric, and historic elements to enhance their understanding and enjoyment of the books and movies. Explore how these elements, along with the classic path of the hero quest, add another dimension – to the much loved novel series.

Woven into Harry's classic hero quest narrative is a second, more subtle and sophisticated mythology, as Rowling drew on Greek and Roman gods and goddesses, mythological creatures, and a diversity of artefacts from many cultures to create characters, symbols, flora, and fauna. This course explores how these elements, along with the classic path of the hero quest, add another dimension to the story – and how engaging in research can enrich, echo, and extend themes and meaning in both reading and writing.

What you'll learn:

- ▶ Plot development
- ▶ Character development
- ▶ Discussions and study of outside readings related to mythology, history, etc. And how it relates to the novel
- ▶ Discussion on the development of the hero quest

**\*Students should have their own copy of the novels or be able to access them.**

Instructor: Melissa Linkson-Seward

**Course ID: LA 0080**

THUR, APR 7 - MAY 26, 7:00 PM - 9:00 PM - 8 WEEKS, \$159 +GST; F1007

**The Keys to Effective Editing**

**ONLINE**

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

**ONLINE COURSE (6 WEEKS)** - REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)  
VARIOUS START DATES: JAN 13, FEB 10, MAR 16, APR 13, MAY 18, JUN 15, JUL 13 & AUG 17; \$149 +GST

**Grammar for ESL**

**ONLINE**

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

**ONLINE COURSE (6 WEEKS)** - REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)  
VARIOUS START DATES: JAN 13, FEB 10, MAR 16, APR 13, MAY 18, JUN 15, JUL 13 & AUG 17; \$149 +GST

**Introduction to Internet Writing Markets**

**ONLINE**

A professional writer shows you how to make money writing on the Internet.

**ONLINE COURSE (6 WEEKS)** - REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)  
VARIOUS START DATES: JAN 13, FEB 10, MAR 16, APR 13, MAY 18, JUN 15, JUL 13 & AUG 17; \$149 +GST



## 48 Languages & Communication

### Effective Copywriting

**ONLINE**

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Coming away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back.

**Course ID: ON 0076**

A: MAR 7 - APR 1

B: MAY 2 - 27

C: JUL 5 - 29, \$195 +GST

### Growing Your Business with Self-Publishing

**ONLINE**

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

**Course ID: ON 0082**

A: FEB 1 - 26

B: APR 4 - 29

C: JUN 6 - JUL 1, \$195 +GST

### Self-Publishing eBooks

**ONLINE**

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

**Course ID: ON 0083**

A: MAR 7 - APR 1

B: MAY 2 - 27

C: JUL 5 - 29, \$195 +GST

### Marketing eBooks

**ONLINE**

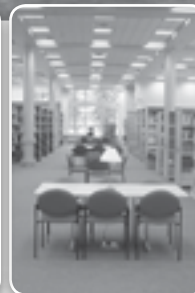
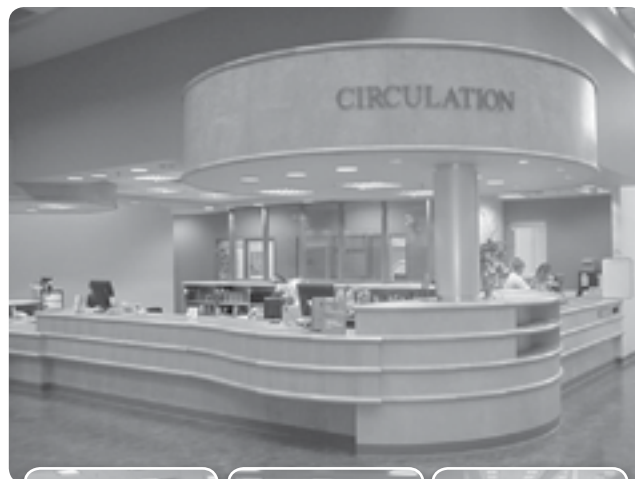
Having a book idea and publishing it is only half the recipe for success. Find out how to get the word out to your target market. Discover the various marketing avenues for your book. Acquire information on which social media site or sites makes sense for your audience and how to maximize your effort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

**Course ID: ON 0084**

A: APR 4 - 29

B: JUN 6 - JUL 1

C: AUG 1 - 26, \$195 +GST



## Everyone is Welcome at the College Libraries

Members of the community are welcome to use the libraries at both the Medicine Hat and Brooks campuses. The Vera Bracken Library in Medicine Hat is a beautiful award-winning facility located on the main floor of the new B-wing in the southwest corner of the campus. Big windows, bright lighting, and comfortable surroundings all help to make the Library an enjoyable place to visit. A collection of nearly 100,000 books and audio visual items plus print and electronic journals are available to all users.

The Library at the Brooks Campus is centrally located with windows looking onto the prairie landscape. The friendly staff makes the Library a helpful place with easy access to the electronic and print collections in Medicine Hat.

The libraries are in partnership with the University of Lethbridge and a regular delivery system allows quick access to the materials in any of the campuses. In addition, the College is a member of The Alberta Library, which, through an electronic database, allows access to the 20 million volumes AVAILABLE IN THE participating university, college, and public libraries.

Memberships are issued free of charge to members of the Medicine Hat and Brooks communities. The Alberta Library (TAL) cards are welcome at either location.

For information on library services or to check the catalogue please check the web site: [www.mhc.ab.ca/library](http://www.mhc.ab.ca/library).

Vera Bracken Library Hours (MH) - Fall and Winter:

Mon - Thur, 7:30 am - 10:00 pm / Friday, 7:30 am - 5:00 pm

Saturday, 9:00 am - 5:00 pm / Sunday, 1:00 pm - 8:00 pm

Brooks Campus Library Hours - Fall and Winter:

Mon - Thur, 8:00 am - 8:00 pm / Friday, 8:00 am - 4:00 pm



Like us on Facebook  
[facebook.com/MHC.ConEd](https://facebook.com/MHC.ConEd)



## 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. Training bikes are provided. 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 25, 26, 27, 28, MAY 2, 3, 4 & 5; F1009  
 B: MON - THUR, MAY 23, 24, 25, 26, 30, 31, JUN 1 & 2; F1009  
 C: MON - THUR, JUN 13, 14, 15, 16, 20, 21, 22 & 23; F1009  
 D: MON - THUR, JUL 11, 12, 13, 14, 18, 19, 20 & 21; TBA  
 E: MON - THUR, AUG 1, 2, 3, 4, 8, 9, 10 & 11; TBA  
 7:00 PM - 10:00 PM - 8 EVENINGS, \$445 +GST

#### WEEKEND

F: FRI, SAT & SUN, MAY 6, 7 & 8; F1009  
 G: FRI, SAT & SUN, MAY 13, 14 & 15; F1009  
 H: FRI, SAT & SUN, JUL 22, 23 & 24; TBA  
 I: FRI, SAT & SUN, AUG 5, 6 & 7; TBA  
 J: FRI, SAT & SUN, AUG 12, 13 & 14; TBA  
 K: FRI, SAT & SUN, SEP 16, 17 & 18; TBA  
 FRI: 7:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:00 PM, \$445 +GST

### 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 and then test your skills on the last day as you play a 9-hole golf game! Maximum: 8 participants. Instructor: Chris Paskin is a CPGA Head Professional currently working at Desert Blume Golf Club.

#### Course ID: LR 0230

TUE & THUR, MAY 24, 26, 31, JUN 2 & SAT, JUN 4 - 2 1/2 WEEKS  
 A: TUE & THUR: 5:45 PM - 7:00 PM/SAT: 3:00 PM - 5:00 PM, \$109 +GST  
 B: TUE & THUR: 7:00 PM - 8:15 PM/SAT: 3:00 PM - 5:00 PM, \$109 +GST  
 OFF CAMPUS: DESERT BLUME GOLF CLUB

## NATIONAL COACHES CERTIFICATION PROGRAMS

### Introduction to Competition Part A

Make Ethical Decisions, Planning a Practice and Nutrition. There is an online evaluation for Make Ethical Decisions to become certified. All material is provided in class. There is no pre-requisite for this module. Minimum age of 16 years. Min: 10 participants. Instructor: Jim Loughlin

#### Course ID: LR 0151

SAT & SUN, FEB 6 & 7, 9:00 AM - 5:00 PM - 2 DAYS, \$100 (INCLUDES MANUAL); E149  
 REGISTRATION DEADLINE: JAN 27

### Introduction to Competition Part B

Teaching and Learning, Design a Basic Sports Program and Basic Mental Skills. All material is provided in class. There is no pre-requisite for this module. Minimum age of 16 years. Min: 10 participants. Instructor: Jim Loughlin

#### Course ID: LR 0152

SAT & SUN, MAR 26 & 27, 9:00 AM - 5:00 PM - 2 DAYS, \$100 (INCLUDES MANUAL); E149  
 REGISTRATION DEADLINE: MAR 16

## PERSONAL ENRICHMENT & WELLNESS

### Stand Up To Your Audience: Stand Up Comedy & Public Speaking

This class will be helpful for people looking to get in to a growing stand-up comedy scene, improve public speaking, creative writing and all around self-confidence in stage presence. Students will be taught from start to finish on how to be a comedian and have a career in stand-up comedy. From the stage to writing to the business. This class will also benefit anyone not looking to get in to stand-up comedy but looking to improve their public speaking and obtain better handle on their next business presentation; learning how to use confidence & humour to win over your colleagues. Instructor: Stephanie Foley

#### Course ID: LR 0060

MON, FEB 22 - MAY 9, 6:30 PM - 8:30 PM - 12 WEEKS, \$189 +GST; F2004

### World Religions

Interested in learning about your family member, friend, or neighbors' faith? We'll look at the major beliefs and customs of major faiths, and you'll learn how to interact appropriately around feast days, dietary restrictions, and customs in churches, mosques, and synagogues. Instructor: Chaplain Lisa Waites

#### Course ID: LR 0051

SAT, MAR 12, 1:00 PM - 4:00 PM - 1 AFTERNOON, \$49 +GST; F2004

### True Colors Personality

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

#### Course ID: LR 0027

TUE, APR 5, 7:00 PM - 9:00 PM - 1 EVENING, \$49 +GST; F2003

#### Course ID: LR 0028

**SAVINGS!** Take BOTH True Colors Personality and Follow Your True Colors to the Job You Love! for only \$89 +GST.

### Follow Your True Colors to the Job You Love!

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

#### Course ID: LR 0029

TUE, APR 19, 7:00 PM - 9:00 PM - 1 EVENING, \$49 +GST; F2003

### Laughter Yoga

Laughter Yoga is a deceptively simple, yet very powerful and potentially life-changing, form of exercise that anybody can do anytime, anywhere. Come and learn about the fundamentals of laughter yoga; it is believed that voluntary laughter provides the same benefits as spontaneous laughter. In this class, you will gain knowledge about the history and theory behind Laughter Yoga as well as how to incorporate laughter into your daily routine with a variety of tips. A Water bottle, an extra pair of shoes and a yoga mat are recommended. Instructor: Angelique Doyle

#### Course ID: LR 0025

A: WED, APR 20, 7:00 PM - 8:30 PM - 1 EVENING, \$39 +GST; H131  
 B: WED, JUN 15, 7:00 PM - 8:30 PM - 1 EVENING, \$39 +GST; H131

# 50 Lifestyle & Recreation

## Vision Board Workshop: Summer Vacation Planning

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

### Course ID: LR 0063

SAT, JUN 18, 1:30 - 3:30 PM - 1 AFTERNOON; F1007  
A: INDIVIDUAL FEE: \$49 +GST  
B: FAMILY FEE, \$69 +GST

## NOW WHAT...I Just Lost My Job

**NEW**

This course will have the learners gaze into the looking glass and discover their skills and abilities that have not been fully examined. Once a student takes this exploration they can discover self-defeating behaviors and attitudes that manifest into negative consequences, often individuals believe these consequences are the be all and end all. A shift can occur by participating in this class which will give the student a passageway to new ideas where they can create for themselves a successful future.

Topics that will be addressed in this class include:

- ▶ Identify how life/work changes create emotional and physical distress
- ▶ Describe how self-defeating attitudes and behaviors compromise success
- ▶ Chart strategies for change
- ▶ Examine skills, attitudes, and behaviors to become solution-focused
- ▶ Design an action plan for success
- ▶ Evaluate the action plan, what could make it better

Instructor: Judith Martin

### Course ID: LR 0062

MON & WED, FEB 22 - MAR 9, 7:00 PM - 9:00 PM - 12 HOURS, \$99 +GST; F2005



## Introduction to Natural Healing Health

**ONLINE**

Would you like to learn more about natural health but don't know where to start? If so, then this is the course for you! We'll discuss the various stages of health and illness, and you'll discover that true health means wholeness of the mind, body, and spirit. You'll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. We'll also explore naturopathy, which seeks ways for the body to heal itself. You'll find out about proper breathing techniques that enhance health, and you'll learn the value of hydrotherapy, diet, biorhythms, and fasting. We'll also examine using the power of the mind for healing the body--discussing brain function tests, visualization, and relaxation therapies. You'll see the great power of belief. Then we'll delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet. After our talk, you'll be able to develop menus that improve health.

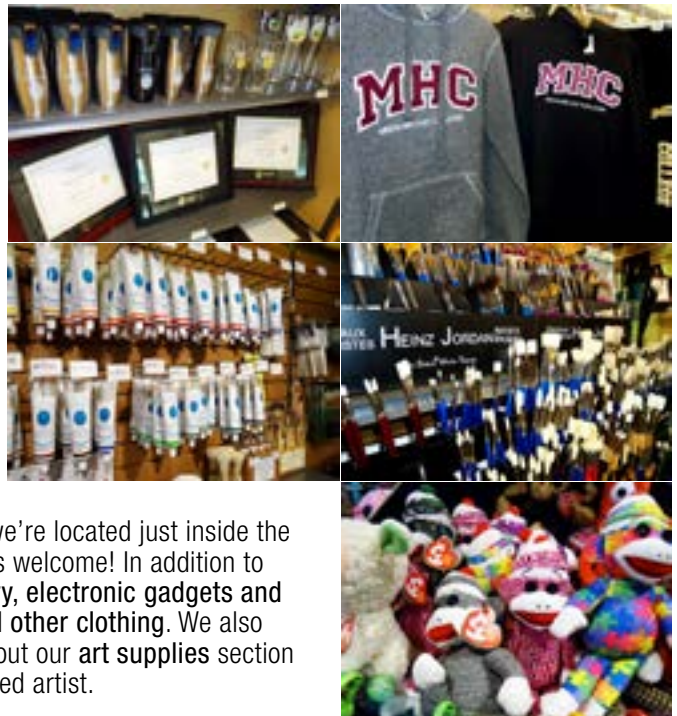
**ONLINE COURSE (6 WEEKS)** - REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)  
VARIOUS START DATES: JAN 13, FEB 10, MAR 16, APR 13, MAY 18, JUN 15, JUL 13 & AUG 17;  
\$149 + GST

## Individual Excellence

**ONLINE**

Develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization. You'll learn how to improve your creative abilities, gain confidence with financial matters, and how to minimize conflict in your life. Develop a fulfilling career plan and improve relationships with co-workers, friends, and family.

**ONLINE COURSE (6 WEEKS)** - REGISTER AT [WWW.ED2GO.COM/MHC](http://WWW.ED2GO.COM/MHC)  
VARIOUS START DATES: JAN 13, FEB 10, MAR 16, APR 13, MAY 18, JUN 15, JUL 13 & AUG 17;  
\$149 + GST



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! 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.



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## CONTACT

403.529.3809  
[MHCBookstore@mhc.ab.ca](mailto:MHCBookstore@mhc.ab.ca)



Medicine Hat College

## Be Fit For Life Centre

The MHC-BFFL promotes physical activity and delivers fitness services to MHC employees, students and alumni as well as serving communities in Southeastern Alberta.

**Fitness Assessments** Determine your current level of fitness with an assessment of your body composition, flexibility, cardio-respiratory fitness, muscular strength and endurance. Email: Hammel@mhc.ab.ca to book. MHC \$50 Community \$70

**Occupational Fitness Testing** The Physical Ability Requirement Evaluation (PARE) is used to assess a person's ability to perform police work. Email: tchisholm@mhc.ab.ca for testing dates and information. \$60

**Personal Program Design** Meet with a certified personal trainer to set up a fitness program specific to your needs.

Email: Hammel@mhc.ab.ca to book. MHC \$40 Community \$60 / Rehabilitation Program: MHC \$60 Community \$70 / Ongoing Personal Training also available.

### Group Fitness Classes

This year we are featuring 50min on campus classes in celebration of the MHC 50th Anniversary. Fee/Semester (unlimited classes)

#### Course ID: LR 0104

MON - FRI, JAN 25 - APR 8 (NO CLASSES FEB 15-19 AND MAR 25) - 10 WEEKS  
FOR CURRENT SCHEDULE, EMAIL BEFITFORLIFE@MHC.AB.CA  
FREE FOR CURRENT MHC STUDENTS AND EMPLOYEES

A: ALUMNI - \$100 +GST  
B: COMMUNITY - \$140 +GST

#### Course ID: LR 0105

MON - FRI, MAR 7 - APR 8 (NO CLASS MAR 25) - 5 WEEKS  
FOR CURRENT SCHEDULE, EMAIL BEFITFORLIFE@MHC.AB.CA  
FREE FOR CURRENT MHC STUDENTS AND EMPLOYEES

A: ALUMNI - \$60 +GST  
B: COMMUNITY - \$100 +GST  
(OR \$10 DROP-IN CASH ONLY)

### Physical Literacy and You (PLAY)

THE MHC-BFFL leads the Moving and Choosing PLAY Partnership and offers a variety of programs, workshops, courses and resources.

Email: Hammel@mhc.ab.ca for the current list of offerings.

### High Five - Principles of Healthy Childhood Development

Build your leadership skills and gain recognition for having certification and expertise in working with children in a sport and recreation environment. Learn to make programming decisions based on research in healthy child development and acquire resources and a set of principles that you can refer back to when you are encountering a challenging situation. This workshop is great for camp leaders, coaches, parents, early childhood educators and teachers.

#### Course ID: LR 0106

SAT, MAR 12, 9:00 AM - 5:00 PM, CROWFOOT ROOM

A: MHC - \$80 +GST  
B: COMMUNITY - \$100 +GST

THUR, JUN 23, 9:00 AM - 5:00 PM, CROWFOOT ROOM  
C: MHC - \$80 +GST  
D: COMMUNITY - \$100 +GST

### NCCP: Fundamental Movement Skills - Community Leader Course

The fundamental Movement skills of throwing, catching, jumping, striking, running, kicking, agility, balance and coordination, form the basis for future sport skill development and for the life-long enjoyment of physical activity. Learn how to OBSERVE and IMPROVE the fundamental movement skills. This workshop is great for camp leaders, coaches, parents, early childhood educators and teachers.

#### Course ID: LR 0107

SUN, MAR 13, 9:00 AM - 5:00 PM, CROWFOOT ROOM

A: MHC - \$40 +GST  
B: COMMUNITY - \$50 +GST  
FRI, JUN 24, 9:00 AM - 5:00 PM, CROWFOOT ROOM  
C: MHC - \$40 +GST  
D: COMMUNITY - \$50 +GST

### Urban Poling

The MHC-BFFL is pleased to partner with Vancouver based company Urban Poling Inc. to bring Urban Poling to Medicine Hat and area. Step up your walking routine with added fitness and stability - it's like 4 wheel drive for walking! Burn 20-46% more calories, tone your core, de-stress your hips and knees and engage an upright posture.

Contact Amy by email: befitforlife@mhc.ab.ca for information on upcoming workshops, walking programs and FREE demonstrations. Poles available to demo and for purchase.

## ➔ AFLCA Fitness Leadership Certification

Become a fitness leader! For AFLCA certification process info, please contact the AFLCA office 780.492.4435. For information specific to courses offered at the Medicine Hat College, call Amy 403.504.3548. To register call, 403.529.3844. Registration due 2 weeks prior to course date (Min. 4 participants).

### Exercise Theory Course

This 20-hour course is the pre-requisite for certification in the four specialty areas and includes anatomy, physiology, active living, adult learning communication and principles of fitness.

#### Course ID: LR 0100

FRI, SAT & SUN, JAN 29, 30 & 31

FRI: 6:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:30 PM, \$290 +GST; E174/175 & H131

### Group Exercise Fundamentals with Designation - With Portable Equipment Designation

This 20-hour course will teach you the skills necessary to effectively lead group exercise programs. Pre-requisite: Exercise Theory Course

#### Course ID: LR 0119

FRI, SAT & SUN, MAR 4, 5 & 6

FRI: 6:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:30 PM, \$320 +GST; E174/175 & H131

### 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. Pre-requisite: Exercise Theory Course

#### Course ID: LR 0117

FRI, SAT & SUN, APR 15, 16 & 17

FRI: 6:00 PM - 10:00 PM / SAT & SUN: 8:30 AM - 5:30 PM, \$310 +GST; E174/175 & H131

## 52 You and the Law

### ■ YOU AND THE LAW

The Public Legal Education program at Medicine Hat College provides general education and information about law and the legal system for people without legal training. During these sessions you will gain knowledge about the laws of Alberta and how they apply to you. Professionals from related fields instruct these courses and answer your questions. Seminars are free of charge, thanks to the professionals who volunteer their time, as well as grant funding from the Alberta Law Foundation.

Continuing Studies, Medicine Hat College, appreciates the continuing support of the Alberta Law Foundation.



### ➔ Law At The Public Library

#### Legal Information You Can Trust

Brought to you in partnership with the Medicine Hat Public Library. Please join us for a morning of informative discussions in a relaxed, casual setting.

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



#### Condominium Law and Living

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

##### Course ID: YL 0226

WED, FEB 17, 10:15 AM - 12:00 PM  
OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)

#### Estate Law and Planning

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

##### Course ID: YL 0002

WED, MAR 23, 10:15 AM - 12:00 PM  
OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)

#### Personal Directives

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

##### Course ID: YL 0306

WED, APR 20, 10:15 AM - 12:00 PM  
OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL (DOORS OPEN AT 10:00 AM)

### ➔ Law At Lunch

#### At the Medicine Hat Public Library

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

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

#### Information, Identity Theft and the Law

Driver's license information, SIN number, credit cards, medical records, banking information, passport... There's a whole identity out there made up of information about you, much of it stored in electronic databases. If that identity is stolen, or your information gets into the wrong hands some other way, or the information is wrong, the results can be serious. This presentation provides a general overview of legal issues related to your information identity. Questions for discussion include:

Do you have to give your personal information, and if so when and to whom  
What can you do: - if information is wrong; - if somebody gives out information about you when they shouldn't; - if somebody steals your information

Does it make a difference if your information is collected or stored somewhere outside Alberta or Canada?

##### Course ID: YL 0235

WED, MAR 9, 12:00 PM - 1:30 PM  
OFF CAMPUS: LEGION ROOM, LOWER LEVEL, MHPL / OFFERED VIA VIDEO CONFERENCE

### ➔ Evening LEGAL Programs

#### At the Medicine Hat Public Library

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

#### Legal Information: We'll Make It Easier

Are you curious about the law? Learn about freely available, quality legal and community support information in this hands-on program. Presented by Alberta Law Libraries in conjunction with the Calgary Public Library.

##### Course ID: YL 0007

TUE, JAN 19, 7:00 PM - 8:30 PM, HONOR CURRIE ROOM, LOWER LEVEL, MHPL / OFFERED VIA VIDEO CONFERENCE SESSION

#### Your Legal Toolkit

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

##### Course ID: YL 0300

WED, FEB 10, 7:00 PM - 9:00 PM  
OFF CAMPUS: HONOR CURRIE ROOM, LOWER LEVEL, MHPL



**Common Law and Living Together**

What are the legal rights and responsibilities of unmarried people living together as spouses and how do they differ from those of married people? What is a cohabitation agreement and how important is it for people in such relationships to have one? What is an adult interdependent partner and what is the significance of becoming one? This presentation provides an opportunity to look at questions like these. The topics for discussion include care and support of children, inheritance, and property. Host: Scott Stenbeck; Stenbeck Law Office

**Course ID: YL 0032**

THUR, FEB 25, 7:00 PM - 9:00 PM  
**OFF CAMPUS:** LEGION ROOM, LOWER LEVEL, MHPL

**Rights and Responsibilities of Being an Executor**

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

**Course ID: YL 0023**

WED, MAR 9, 7:00 PM - 9:00 PM  
**OFF CAMPUS:** HONOR CURRIE ROOM, LOWER LEVEL, MHPL

**How to Create a Parenting Plan**

In this session, you will learn what a parenting plan is and what it may be used for (such as parenting schedule/time and out-of-court family decision-making). You will also understand more about Justice Canada's materials available to create a parenting plan. Finally we will discuss the various issues to anticipate when co-parenting (school schedules, medical/dental appointments, parenting time, birthdays/holidays, travel arrangements, etc.) Host: Darin Wight, Darin O. Wight Law Office.

**Course ID: YL 0004**

WED, MAR 16, 7:00 PM - 9:00 PM  
**OFF CAMPUS:** HONOR CURRIE ROOM, LOWER LEVEL, MHPL

**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, APR 6, 7:00 PM - 9:00 PM  
**OFF CAMPUS:** HONOR CURRIE ROOM, LOWER LEVEL, MHPL

**Buying and Selling a Home**

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

**Course ID: YL 0028**

WED, APR 13, 7:00 PM - 9:00 PM  
**OFF CAMPUS:** HONOR CURRIE ROOM, LOWER LEVEL, MHPL

**Wrongful Dismissal**

When is a dismissal wrong? What are the rights and responsibilities of someone who loses a job? What are the rights and responsibilities of employers in situations where an employee is dismissed? When should compensation be given to dismissed employees and how is the amount determined? Get answers to these questions and more regarding job loss and wrongful dismissal. Host: Scott Stenbeck; Stenbeck Law office

**Course ID: YL 0018**


THUR, APR 14, 7:00 PM - 9:00 PM  
**OFF CAMPUS:** HONOR CURRIE ROOM, LOWER LEVEL, MHPL

**Power of Attorney**

Having an Enduring Power of Attorney allows you to appoint someone to make your legal and financial decisions for you should you lose your mental or physical capacity to look after your financial affairs. It is an essential part of your estate planning. A local lawyer will explain the need for this document, and the potential consequences of not having it, as well as walk you through drafting your own. Host: Rocky Hornung.

**Course ID: YL 0006**

WED, APR 27, 7:00 PM - 9:00 PM  
**OFF CAMPUS:** HONOR CURRIE ROOM, LOWER LEVEL, MHPL



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

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

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