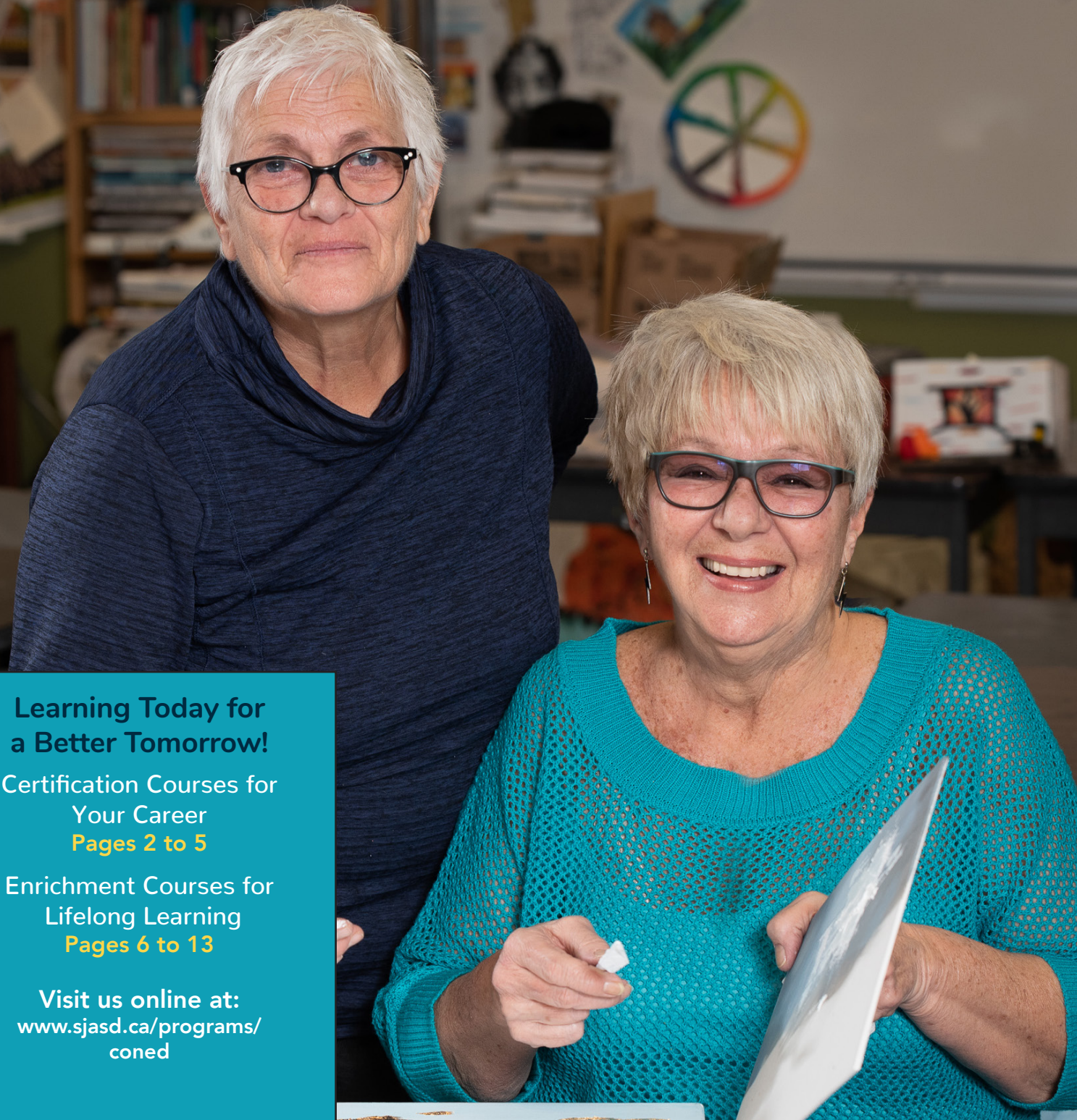


Continuing Education SPRING 2020



**Learning Today for
a Better Tomorrow!**

Certification Courses for
Your Career
Pages 2 to 5

Enrichment Courses for
Lifelong Learning
Pages 6 to 13

Visit us online at:
[www.sjasd.ca/programs/
coned](http://www.sjasd.ca/programs/coned)

Spring 2020 Session



Welcome to the St. James-Assiniboia Continuing Education Spring 2020 Session

www.sjasd.ca/Programs/Coned

Welcome to the St. James-Assiniboia Continuing Education
2020 spring session.

You'll never know everything about anything, especially something you
love."
— Julia Child

Are you looking forward to discovering new courses and meeting new people? We invite you to look at the varied courses that we are offering in this session. Whether you like to experiment with arts/crafts, learn a new language, update your computer skills, exercise or relax, we have many different courses that fit the need of every age group. New courses include: Introduction to Chinese Brush Art, Serene Wildlife painting, Active Meditation, More than just a Paint Night – Seagulls on the Beach and much more. Continuing Education has collaborated with UGotClass to offer relevant and practical online certificate courses taught by teachers who are subject matter experts. The online courses allow you to gain the skills that employers are looking for and all in a format to suit your busy lifestyle.

Our full-time programs provide students with hands-on learning for transition to a new career path. We offer Health Care Aide, Health Unit Clerk, Educational Assistant, Veterinary Hospital Office Assistant and Taxicab Driver Training Program. Our instructors are experts in their respective fields and ensure that you receive the most up-to-date information and training.

Come and join us to open your door to education!

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5 Easy Ways to Register for Courses

- 1. Register Online:** Enroll instantly at www.localcourses.com/sjsd with a Mastercard or Visa. Your credit card security is guaranteed. Registration will be confirmed and the credit card details will be removed.
- 2. Call 204-832-9637:** Payment by credit card. When you phone-in, please have your credit card and expiration date ready.
- 3. Fax your registration 204-888-0945:** Fax the registration form with your credit card information.
- 4. Mail the registration form:** Mail the registration form provided in this brochure with payment to St. James-Assiniboia Continuing Education, 470 Hamilton Avenue, Winnipeg, MB., R2Y 0H4
- 5. Walk-in:** Continuing Education, 470 Hamilton Ave., (Side Entrance, 2nd Floor) during office hours.

Cheques are payable to St. James-Assiniboia Continuing Education.
Visa and Mastercard credit card payments are acceptable.

APPLICATION PROCESS

FOR CERTIFICATE PROGRAMS

Please provide the following documentation:

- Grade 12 transcript or equivalent
- Current certificates for any related course
- Language Proficiency Level, if English is not your first language
- Current immunizations (if required)
- Criminal Record and Adult/Child Abuse Registry check (if required)

A \$300 administration fee (non-refundable) is required at time of registration. Those applying for student loans or other funding must provide complete documentation as soon as possible. Criminal Record Check - The cost is approximately \$45. Please go to Police Headquarters at 245 Smith Street.

Child Abuse and Adult Abuse Registry Check - the cost is approximately \$15 each. Child Abuse Records Office at 777 Portage Ave. Immunizations and Letter from your Doctor/Chiropractor. The cost is approximately \$150. Please see your personal health care professional.

Please call (204) 832-9637 or email continuinged@sjsd.ca for more information.

Career and Employment

HEALTH CARE AIDE

Students are trained to become health care workers. Graduates work with hospital patients, personal care homes, or home care clients to meet their physical, emotional, and social needs. Course includes growth and development, gerontology, activities of daily living, care of the chronically ill, communications, medical terminology, anatomy and physiology. There are some Saturday and evening requirements. There are two 120-hour practicums. 620 Hours

Part Time Program

September 9, 2020 to June 15, 2021
Mondays and Wednesdays 6:00 - 9:30 pm.
Saturdays 9:00 am. - 4:00 pm.

Full Time Program

August 24, 2020 to January 7 2021
January 18, 2021 to June 11, 2021
Monday to Friday 9:00 am. - 3:00 pm.
Saturdays 9:00 am. - 4:00 pm.

HEALTH UNIT CLERK

Students are trained in the health care delivery system. Course includes maintaining patients and unit records, medical terminology, processing physician orders, diagnostic and laboratory orders, managing unit supplies, CPR, Non-Violent Crisis Intervention and MS Office 2016. There are some Saturday and evening requirements. 160-hour practicum

Part Time Program

September 3, 2020 to June 15, 2021
Mondays and Wednesdays
6:00 pm. - 9:30 pm.
Saturdays 9:00 am. - 4:00 pm.

Full Time Program

August 17, 2020 to December 18, 2020
January 4, 2021 to June 11, 2021
Monday to Friday 9:00 am. - 3:00 pm.
Saturdays 9:00 am. - 4:00 pm.
\$3395

WEVAS - WORKING EFFECTIVELY WITH VIOLENT/AGGRESSIVE STUDENTS

Do you work with people who may become anxious, agitated, aggressive or even violent? WEVAS is a program designed to help develop and improve communication skills used to enable these people to return to their optimal state.

Wednesdays (2X) April 29 and May 6
6:00 pm. - 10:00 pm. SCA5-20 (JT)
\$129 Barry Wolfe



Thank you so much for all you have done to enable us into individual potential, provisions, and supporting our community. I could not have picked a better education system and teacher. I am amazed and pleased to receive this certificate. Judy B.

EDUCATIONAL ASSISTANT

Students are trained to work with children who have special needs or behavioural challenges at all grade levels. Course includes the role of the Educational Assistant in schools, special needs and behaviour theory, instructional techniques, observation and record keeping, Standard First Aid, Non-Violent Crisis Intervention and MS Office. There will be two 50-hour practicums, held Monday-Friday during school hours. Selected evenings and Saturday classes are scheduled.

Part Time Program

September 8, 2020 to June 14, 2021
Tuesdays and Thursdays
6:00 pm. - 9:30 pm.
Saturdays 9:00 am. - 4:00 pm.
\$3395

TAXICAB DRIVING TRAINING PROGRAM

Driving a taxi, limo or executive car provides employment opportunities with flexible hours. Must pass an English Assessment test before booking into the Taxicab Driver Training Program. Training includes; Geography, map reading, route planning, quality customer service and defensive driving. Must attend all classes in full prior to writing exam. English Assessment tests are held every Tuesday morning beginning at 8:00 a.m. sharp at the Continuing Education office, located at 470 Hamilton Ave. Call 204-832-9637 to book an appointment. English Assessment Test \$15/Taxicab Driver Training Program \$300. For further information please go to: www.winnipeg.ca/vehiclesforhire

FOOD SAFE - CERTIFIED FOOD HANDLERS TRAINING

Do you want to work in the food service industry? The City of Winnipeg Food Handlers Certificate is required for employees handling food who have contact with the public. Food Safe is able to accommodate special needs for English as an Additional Language, literacy, hearing and visual challenges. The Province of Manitoba Certificates are issued that day upon successful completion of the exam.

Saturday, February 22 SCA2-20 (JT)
Saturday, April 25 SCA4-20 (JT)
Saturday, May 2 SCA7-20 (JT)
9:30 am. - 4:30 pm.
\$89.00 Lesly Andrews
\$20 for English and \$25 for Bilingual
(optional) manual fee pd. to instructor

CANADIAN RED CROSS LEVEL C CPR

In only one day you can learn the skills to save a life. This course includes adult, child and infant CPR and choking maneuvers, recognizing the signs and symptoms of a heart attack and stroke, and how to reduce the chances of developing cardiovascular disease. Learn how to use an AED (Automated External Defibrillator), CPR manual and certificate will be provided.
Saturday, March 7 SCA3-20 (JT)
Saturday, May 2 SCA6-19 (JT)
8:30 am. - 4:30 pm.
\$79.00 Gord Hanna

Online Education



St. James-Assiniboia Continuing Education has collaborated with **UGotClass** to offer relevant and practical online certificates and courses taught by outstanding teachers who are subject matter experts. All courses are certificate programs, however individual courses are also available. Classes are tailored to enhance your career knowledge and expand your professional horizons. Participate anytime day or evening, from any computer. Classes are frequently being offered. All modules must be completed within the allotted times in order to receive the certificate.

BOOKKEEPING CERTIFICATE

Understanding Debits and Credits
 General Ledger and Month End Procedures
 Closing Procedures and Financial Statements
February 3 - May 1 SGC1-20
April 6 - June 26 SGC1A-20
\$665
 See page 10

ENTREPRENEURSHIP CERTIFICATE

Entrepreneur Boot Camp
 The Business Plan
 Entrepreneurial Marketing
February 3 - May 1 SGC6-20
April 6 - June 26 SGC6A-20
\$665
 See page 8

SOCIAL MEDIA FOR BUSINESS CERTIFICATE

Introduction to Social Media Marketing Using Social Media
 Integrating Social Media in Your Organization
February 3 - May 1 SGC8-20
April 6 - June 26 SGC8A-20
\$665
 See page 7

DIGITAL MARKETING CERTIFICATE

Improving Email Promotions
 Boosting Your Web Site Traffic
 Online Advertising
February 3 - May 1 SGC3-20
April 6 - June 26 SGC3A-20
\$665
 See page 8

STRESS MANAGEMENT IN THE WORKPLACE

Unit 1: defining the stress monster
 Unit 2: how our views or beliefs help or hinder our stress
 Unit 3: positive psychology
 Unit 4: ways to reduce stress
April 6 - May 1 SGC9-20
June 1 - June 26 SGC9A-20
\$195
 See page 7

CERTIFICATE IN ONLINE TEACHING

Advanced Teaching Online
 Designing Online Instruction
 Fostering Online Discussion
February 3 - May 1 SGC4-20
April 6 - June 26 SGC4A-20
\$665
 See page 7

CERTIFICATE IN PROJECT MANAGEMENT

Introduction to Project Management
 Project Management Processes
 Project Management Knowledge Areas
February 3 - May 1 SGC2-20
April 6 - June 26 SGC2A-20
\$665
 See page 7

CERTIFICATE IN SALES

Strategic selling with social media
 Getting started in sales
 Power sales
February 3 - May 1 SGC10-20
April 6 - June 26 SGC10A-20
\$665
 See page 7





BUSINESS COACHING CERTIFICATE

Workplace Mentoring & Coaching Level One
 Workplace Mentoring & Coaching Level Two
 February 3 - May 1
 SGC11-20
 April 6 - June 26 SGC11A-20
 \$529
 See page 7

WORKPLACE CONFLICT SOLUTIONS CERTIFICATE

Dealing with Difficult People in the Workplace
 Conflict Management
 Stress Management in the Workplace
 February 3 - May 1 SGC12-20
 April 6 - June 26 SGC12A-20
 \$665
 See page 7

CERTIFICATE IN MASTERING EXCEL

Mastering Microsoft Excel
 Intermediate Excel
 Advanced Excel
 February 3 - May 1
 SGC13-20
 April 6 - June 26 SGC13A-20
 \$665
 See page 8

CERTIFICATE IN WEB DESIGN

Introduction to Web Design
 Intermediate Web Design
 Advanced Web Design
 February 3 - May 1
 SGC14-20
 April 6 - June 26 SGC14A-20
 \$799
 See page 8

CERTIFICATE IN TEACHING ADULTS

Unit 1. How Adults Learn
 Unit 2. Tackling Learning Styles
 Unit 3. Generational Learning Styles
 Unit 4. How to Prepare for your Course
 Unit 5. Discovering and Involving Your Participants
 Unit 6. Ways to Vary Your Teaching Techniques
 Unit 7. Great Presentation Techniques
 Unit 8. Improving Your Teaching
 February 3 - March 27 SGC 15-20
 \$395
 See page 7

Q & A

- Q: Can anyone register for this course? (I.e. Me, who is not a teacher?)
 A: Yes, anyone can take the course, as long as you have access to a computer.
- Q: Does the 32 average hours refer to each unit, per week, or the whole course?
 A: The hours are for the entire course. On average, you have one month complete each module.
- Q: Is the whole course done online, or would I also have to go to school?
 A: The entire course is completed online.
- Q: How do I access the courses?
 A: Once you register, you will be emailed an invitation to the classroom the Wednesday before the class begins. Then you will need to click to accept the invite, and from there will set up a password and will be able to access the classroom.
- Q: How long do I have to complete the program?
 A: You have one month to complete each module. At the end of each month, the module will no longer be available so you must complete the requirements within the allotted time, unless otherwise specified
- Q: Am I able to take only a specific course rather than the entire program?
 A: Yes, individual courses are available.
- Q: When do I receive my certificate?
 A: Your certificate will be mailed directly to you from our course provider upon completion of the certificate program.
- Q: Can I register after the course has started?
 A: Yes. We can accept registrations up to the first Friday after the course has begun.
- Please call our office 204-832-9637 TO REGISTER or if you have any further questions.

CERTIFICATE IN ACCOUNTING AND FINANCE FOR NON FINANCIAL MANAGERS

Accounting and Finance for Non Financial Managers
 Financial Analysis and Planning for Non Financial Managers
 Cash is King
 February 3 - May 1
 SGC16-20
 April 6 - June 26 SGC16A-20
 \$665
 See page 10

PODCASTING

Unit 1. Starting a podcast for businesses or pleasure
 Unit 2. Setting up your show
 Unit 3. Recording your podcase
 Unit 4. Marketing and promoting your podcast
 February 3 - February 28 SGC19-20
 April 6 - May 1
 SCG19A-20
 \$329
 See page 7



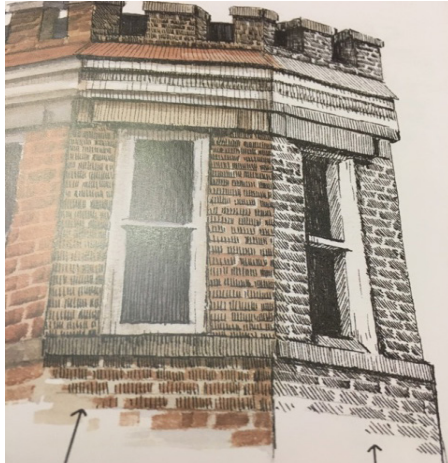
Arts

INK AND WATERCOLOUR

Explore using fine ink pens/markers to add detail and texture to your art and bring it to life with watercolour paint or pencils.

This combination of mediums has beautiful results and lends itself to many subject.

Tuesdays (6X) February 18 to March 24
6:00 - 8:30 pm. SFC1-20 (JT)
\$69.00 Karen Franklin



MORE THAN JUST A PAINT NIGHT - SEAGULLS ON THE BEACH

Using acrylic paint you will practice techniques before each stage of the painting to create a peaceful beach scene with a colourful umbrella and some seagulls. A great way to prepare for summer.

Mondays (3X) April 13 to April 27
6:30 - 8:30 pm. SFC7-20 (JT)
\$45.00 Karen Franklin

DRAWING STUDIO - MORE DRAWING WITH CONFIDENCE

Explore the next level to Drawing With Confidence to further develop your drawing skills. Karen will introduce you to still life, animal and portrait practice. Come out for an evening of fun and willingness to share your work and experience.

Wednesdays (5X) May 6 to June 3
6:00 - 8:30 pm. SFC8-20 (JT)
\$65.00 Karen Franklin

We can help you improve your computer knowledge whether you are a novice or an experienced computer user.

See page 8

INTRODUCTION TO CHINESE BRUSH ART

Discover this historical art form. The instructor will introduce you to the tools, materials and ink making techniques so that you can create simple paintings. He will teach two different approaches (a traditional style, realistic and based on line drawing and freehand method using fewer brushstrokes). Material list to be supplied at the first class.

Wednesdays (6X) March 4 to April 15
7:00 - 9:30 pm. SFC2-20 (SHC)
\$65.00 John F. Smeulders

ACRYLICS FOR BEGINNERS

Join us for fun and learning and take home a completed picture at the end of each session. This experienced art instructor will teach you techniques for working effectively with acrylic paint to create and develop your own artistic work. Wear old clothes. Material list and discount coupon provided at first class.

Mondays (6X) April 6 to May 11
7:00 - 9:30 pm. SFC5-20 (SHC)
\$65.00 John F. Smeulders



INTRODUCTION TO WATERCOLOURS

Watercolour is a wonderful medium for creating works of fine art and illustrations. This course provides the opportunity to experience a variety of watercolour techniques such as wet & dry method, washes, blends and masking. In this class students will develop their colour mixing skills by understanding the use of transparency to create a beautiful picture filled with vivid colours. Material list and discount coupon provided at first class.

Tuesdays (6X) March 3 to April 14
7:00 - 9:30 pm. SFC4-20 (SHC)
\$65.00 John F. Smeulders

BEGINNER - SPRING BIRD PAINTING

No painting or drawing experience necessary for this class. Your instructor will apply the line drawing to the surface. Learn to paint a variety garden birds with step-by-step techniques taught by our experienced instructor as you complete a variety of backyard feathered friends.

Material list and discount coupon provided at first class. Paint provided at no charge.
Thursdays (4X) April 16 to May 7
6:30 - 9:30 pm. SFC3-20 (SHC)
\$55.00 Willow Krauchi

SERENE WILDLIFE - A HERON

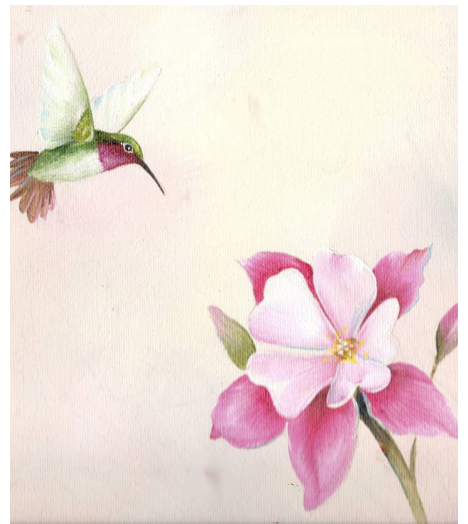
Experiment with this new art class where you do not need drawing or painting experience to create a beautiful painting. With step-by-step techniques taught by our experienced instructor, anyone can learn to paint serene wildlife. The instructor will apply the line drawing and you paint the rest. Material list and discount coupon provided at first class.

Paint provided at no charge.
Wednesdays (2X) April 22 to April 29
6:30 - 9:30 pm. SFC6-20 (SHC)
\$35.00 Willow Krauchi

SUMMER SCENE - HUMMINGBIRDS AND FLOWERS

Get ready for summer with this new art class where you do not need drawing or painting experience to create a beautiful painting. With step-by-step techniques taught by this experienced instructor, anyone can learn to paint. Material list and discount coupon provided at first class. Paint provided at no charge.

Wednesdays (2X) May 6 to May 13
6:30 - 9:30 pm. SFC9-20 (SHC)
\$35.00 Willow Krauchi



Business - Online

CERTIFICATE IN PROJECT MANAGEMENT

ONLINE!

Project management is one of the fastest paths to promotion by increasing your network through greater exposure. Gain the skills to confidently develop and maintain a project, and acquire a well-rounded knowledge of the five Project Management Processes and learn the ten Project Management Knowledge Areas and their support role and relationships to the five Project Management Processes.

February 3 - May 1 SGC2-20
April 6 - June 26 SGC2A-20
\$665

STRESS MANAGEMENT IN THE WORKPLACE

ONLINE!

Stress isn't the enemy. It is our perceptions of stress that amp our anxiety and use up all our steam. Events happen every day. How we interpret those events can set the stage for how we feel and how we react to others. Reducing stress is as easy as understanding what stress is to you, and using that knowledge to restructure your thoughts. Turn stress into a stepping stone, not a stumbling block?

April 6 - May 1 SGC9-20
June 1 - June 26 GC9A-20
\$195

CERTIFICATE IN SALES

ONLINE!

Gain a better understanding of the importance of the sales function and learn new skills in relationship management, prospecting, customer management, and delivering a compelling sales presentation. Move yourself or your sales team to increased success.

February 3 - May 1 SGC10-20
April 6 - June 26 SGC10A-20

CERTIFICATE IN TEACHING ADULTS

ONLINE!

This is your invitation to teach others in-person and join in one of the more important functions in life - passing on knowledge and skills to others. We will give you both the fundamental and advanced information to improve your teaching. Your lead instructor is author of How to Teach Adults, the best-selling book on the subject. The ebook version is included in the course.

February 3 - March 27 SGC15-20
\$395

SOCIAL MEDIA FOR BUSINESS CERTIFICATE

ONLINE!

Discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization and take back a plan to integrate social networks into your communication and marketing.

February 3 - May 1 SGC8-20
April 6 - June 26 SGC8A-20
\$665



CERTIFICATE IN ONLINE TEACHING

ONLINE!

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

February 3 - May 1 SGC4-20
April 6 - June 26 SGC4A-20
\$665

BUSINESS COACHING CERTIFICATE

ONLINE!

Discover how you and your team can find helpful strategies to navigate through work and life. This certificate course is divided into Workplace Mentoring & Coaching Levels, 1 & 2. Level 1 will introduce you to leadership competencies, its benefits and how you see yourself in the workplace. Level 2 will enhance your skills in the development, implementation and support of coaching and mentoring programs in your workplace. Some important topics covered include; critical analysis and improvement of your programs, group dynamics and innovative strategies to create the working environment that your employees will find truly rewarding.

February 3 - March 27 SGC11-20
April 6 - May 29 SGC11A-20
\$529

WORKPLACE CONFLICT SOLUTIONS CERTIFICATE

ONLINE!

Find out how to deal with difficult personalities and broach challenging subjects in the workplace. Gain skills to be an effective team member and leader in the workplace by taking control of the conversation, managing your reactions, and navigating problematic interactions with ease. Discover a workable conflict management model, discuss case studies in conflict management, and then take away successful conflict management strategies to apply in your workplace.

February 3 - May 1 SGC12-20
April 6 - June 26 GC12A-20
\$665

Personal Devices

LEARNING ABOUT YOUR ANDROID PHONE

Are you new to the Android world? This short course will introduce you to androids and the amazing things they can do for you. Learn from an experienced Android user how to get and make ring tones, setting up contacts, using Google for GPS, picture messaging, setting reminders in your calendar, downloading apps and much more. Please bring your android device.

Wednesday, February 19 SLE2-20 (SHC)
Wednesday, March 11 SLE6-20 (SHC)
 6:00 - 9:30 pm.
\$25.00 Troy Vezina

UNDERSTANDING YOUR ANDROID TABLET

Have you recently purchased an android tablet and have questions about the operation and apps? In this class you will discover how to install and remove apps, sync your calendar to alert you to your appointments, the use of the camera and making videos. Familiarize yourself with the basic uses for your tablet and how to unlock its potential. Please bring your tablet. WiFi will be available.

Wednesday, April 22 SLE10-20 (SHC)
 6:00 - 9:30 pm.
\$25.00 Troy Vezina

SOCIAL MEDIA FOR BOOMERS

Social media is not just for teenagers. Social media is the fastest growing personal communication tool that reaches almost anywhere in the world. If you are afraid to ask those questions that everyone else just seems to know, then this class is a must. We cover Facebook, Twitter, Skype and FaceTime so that you can keep in touch with your family throughout the world.

Thursdays (2X) March 19 and March 26
 SCO8-20 (SHC)
 6:30 - 8:30 pm.
\$35.00 Troy Vezina



LEARNING ABOUT YOUR ANDROID PHONE - INTERMEDIATE

Discover what your android phone can do! Learn to organize/edit photos and videos, create bookmarks folders for better organization, sending voice notes, how to back up and much more. Pre-requisites: *Learning About Your Android Phone* introduction.

Wednesday, April 8 SLE7-20 (SHC)
Wednesday, May 6 SLE12-20 (SHC)
 6:00 - 9:30 pm.
\$25.00 Troy Vezina

UNDERSTANDING YOUR ANDROID TABLET - INTERMEDIATE

After taking the beginner class join us to delve deeper into the use of your table. In this class you will discover how to install and remove apps, sync your calendar to alert you to your appointments, the use of the camera and making videos. Please bring your tablet. WiFi will be available.

Tuesday, May 20 SLE17-20(SHC)
 6:00 - 9:30 pm.
\$25.00 Troy Vezina



HAVE FUN WITH YOUR IPAD/ IPHONE

Learn the basics, get all your questions answered and figure out what to do with your iPad/iPhone. Please bring your iPad and iPhones to class.

Thursdays (4X) February 20 - March 12
 SCO2-20 (SHC)
Thursdays (4X) April 9 - April 30
 SCO11-20 (SHC)
 6:30 - 8:30 pm.
\$55.00 Troy Vezina

Business

FUNDAMENTALS OF BUSINESS ACCOUNTING

This course is designed for a quick overview of basic accounting concepts, terminology and procedures. Understand debits, credits and practice how to record journals, ledgers and create simple financial statements.

Tuesdays (5X) February 18 - March 17
SBU3-20 (SHC)

6:30 - 9:30 pm.

\$95.00

Valerie Taylor

BUSINESS ACCOUNTING - LEVEL 2

Build on the concepts that you learned in the Fundamentals of Business Accounting course. You will take a more in-depth look at financial statements and expand on merchandising, including cost of goods sold and accounts receivables. You will learn to produce complex financial statements and work with ratios to analyze those statements.

Tuesdays (5X)

May 5 - June 2
SBU9-20 (SHC)

6:30 - 9:30 pm.

\$95.00

Valerie Taylor



SMALL BUSINESS START-UP AND DEVELOPMENT

If you're thinking about starting your own business, this course will teach you the steps from start-up to development. Topics include: legal structures of business, licenses and name registration, market research, business plan development, financing, sales, customer service, taxation (GST/PST, income taxes), basic financial reports, insurance, contracts, projecting revenue, risk management, marketing and promotion (including Internet presence).

Tuesdays (4X) February 25 - March 17
SBU4-20 (SHC)

6:30 - 9:30 pm.

\$79.00

Selene Paul

ENTREPRENEURSHIP CERTIFICATE

Learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. Then take home a step-by-step approach to attract and keep customers. At the end of this certificate you will be able 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.

February 3 - May 1

SGC6-20

April 6 - June 26

SGC6A-20

\$665

ONLINE!

CREATE BLOGS THAT GET NOTICED

Are you new to the social media world? Blogging is a platform where you can express yourself and let your expertise and passion show. This class will show you how to set up a blog using WordPress, create its content and develop your business or personal community.

Saturday, March 14 SBU5-20 (JT)
9:00 am.-12:00 pm.

\$25.00

Ilanthe Warner

PODCASTING

Businesses are turning to podcasting to grow their brand and connect with

ONLINE!

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.

February 3 - February 28

SGC19-20

April 6 - May 1

SGC19A-20

\$395



Computers

KEYBOARDING

This hands-on course is a great way to learn the touch method of typing using a personal computer keyboard. Emphasis will be placed on developing and improving speed and accuracy.

Mondays (4X) February 24 - March 16
7:00 - 9:00 pm. **SCO1-20 (SHC)**
lanthe Warner
\$79.00

COMPUTER BASICS

Computer skills for the absolute beginner! Learn about the Windows Operating System, word processing, file management, internet and email.

Thursdays (4X) February 20- March 12
6:30 - 9:30 pm. **SCO3-20 (JT)**
lanthe Warner
\$79.00

We covered a lot of different topics. I liked google and clip-art. Hands on is the way I learn and I am feeling more comfortable on the computer. - Cynthia, Computer Basics

COMPUTER BASICS, THE NEXT STEP

Enhance your basic computer knowledge and build upon the topics covered in Computers Basics class. Students will have the opportunity to practice skills in a lab setting. You will learn more about Windows, word processing, email and the Internet. Please bring a memory stick to class.

Thursdays (4X) April 9 - May 7
6:30 - 9:30 pm. **SCO10-20 (JT)**
lanthe Warner
\$79.00

CERTIFICATE IN WEB DESIGN

Understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition. Discover the basics of web design using HTML and CSS. Find out how to create effective and dynamic websites/applications. Take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized.

ONLINE!

February 3 - May 1 SGC14-20
April 6 - June 26 SGC14A-20
\$799

RESUMES THAT WORK

Get on the right track for your job search! The first step is to write an effective resume that will open doors. Draft a more interesting and functional resume. Great advice if you're looking for a job. All ages welcome! Bring a memory stick to save your work.

Monday, May 4
6:30 - 9:30 pm. **SBU8-20 (SHC)**
Melissa Flanagan
\$25.00

MS EXCEL 2016 FOR THE ABSOLUTE BEGINNER

Are you interested in learning about Excel or upgrading your skills on new version of Excel? Begin with the Basics! Learn how to create, save, share and print worksheets that contain various kinds of calculations and formatting.

Wednesdays (2X)
February 26 and March 4
6:30 - 9:30 pm. **SCO6-20 (JT)**
\$69.00 lanthe Warner

There was great over view of basics in Excel for Beginners. The instructor provided very much individual help when asked. -Allen. Excel for the Absolute Beginner

MS EXCEL 2016 THE NEXT STEP

Excel with Excel! Learn how to use tools for analysis and presentation of data. You will also be able to manage complex workbooks, build more complex functions, use data analysis tools, chart and presentation features and collaborate with other users.

Wednesdays (2X) March 18 and March 25
6:30 - 9:30 pm. **SCO7-20 (JT)**
\$69.00 lanthe Warner

MS EXCEL 2016 ADVANCED

Expand your knowledge with this popular spreadsheet program. Learn advanced functions and formulas, how to import and work with data, how to export data to use in other programs. You will also be working with macros, forms and pivot tables.

Wednesdays (2X) April 8 and April 15
6:30 - 9:30 pm. **SCO9-20 (JT)**
\$69.00 lanthe Warner

CERTIFICATE IN MASTERING EXCEL

Microsoft Excel is the most used spreadsheet tool in the world. Learn how an Excel worksheet is constructed, populated with content, and edited for delivery. Discover how various menu items, commands, settings and processes affects the look of your Excel worksheets and workbooks. Increase your efficiency by learning how to organize, display and calculate your data into useful information.

February 3 - May 1 SGC13-20
April 6 - June 26 SGC13A-20
\$665

ONLINE!

REGISTER ON-LINE!

Our brochure is available on-line with secure registration and confirm capabilities.

www.localcourses.com/sjsd

MS OFFICE 2016 - INTRODUCTION

Learn introductory hands-on skills in Word, Excel and Power Point. Word skills include tools, tables, tabs and mail merge. Excel skills include tips for entering data, formulas, functions and charts. Power Point skills include creating presentations with pictures and animation.

Wednesdays (6X) April 15 - May 20
6:30 - 8:30 pm. **SCO12-20 (SHC)**
\$79.00 Amanpreet Kaur



INTRODUCTION TO THE MAC

Familiarize yourself with components and jargon. You will be introduced to the operating system and learn to work in this user-friendly environment. Students will learn to double-click, make a new folder, cut, copy/paste, customize the computer, and much more!

Mondays (3X) February 24 - March 9
6:30 - 9:30 pm. **SCO4-20 (SHC)**
\$65.00 Amanpreet Kaur

DIGITAL MARKETING CERTIFICATE

ONLINE!

Get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies.

February 3 - May 1 SGC3-20
April 6 - June 26 SGC3A-20
\$665

DOES YOUR OFFICE OR COMPANY NEED TRAINING?

Supervision Essentials
Fundamentals of Business
Accounting
Project Management
Certified Food Handlers Training
CPR
WEVAS

FITNESS KICKBOXING

Discover the health benefits of this full body workout. Have fun with jabs/hooks/kicks while you experience increased muscle tone, improvement in balance and flexibility. The class includes using the large muscle groups and core strength for kickboxing and then progressing to improving range of movement and strengthening the smaller supporting muscles. Designed for all fitness levels.

Tuesdays (6X) **March 10 - April 21**
6:00 - 7:00 pm. **SFT1-20 (JT)**
\$69.00 Lorna Pankratz

ZUMBA FOR BEGINNERS

Come out and burn calories with this easy to follow, knee friendly zumba class. This music driven exercise class will use three or four different dance patterns to move safely, easily and with fun.

Mondays (6X) **March 16 - April 27**
6:30 - 7:30 pm. **SFT3-20 (JT)**
\$69.00 Lorna Pankratz

PILATES WITH LORNA

Would you like to improve or maintain your fitness and flexibility in a low impact workout environment? Using simple, fluid movements you will increase range of motion within your joints, stretch and lengthen muscles, be aware of breathing patterns and spinal alignment while engaging your core muscles. No previous Pilates experience is necessary. No classes April 23.

Thursdays (8X) **April 9 - June 4**
6:00 - 7:00 pm. **SFT8-20 (JT)**
\$75.00 Lorna Pankratz



POUND

POUND™ using Ripstix (lightly weighted drumsticks) is a full-body workout that combines cardio, conditioning and strength. It utilizes Yoga and Pilate inspired movements to create an invigorating workout routine. Participants will need to bring a yoga mat. Instructor will provide the drumsticks. Designed for all fitness levels.

Saturdays (6X) **May 2 - June 13**
10:45 - 11:45 am. **SFT10-20 (JT)**
\$69.00 Lorna Pankratz

DYNABODY TOTAL FITNESS

Dynabody Total Fitness Training is a fun and challenging workout that focuses on all areas of fitness. It will improve your strength, stamina, coordination and energy levels. The key is on functional exercises, strength training and metabolic cross-training - which is the best for conditioning the body, burning fat and improving your heart health. Innovative activities that incorporate calisthenics, resistance training, abdominal and core body exercises. With the emphasis on proper technique and coaching - there is no better way to refresh your body, restore your energy and beat stress. Enjoy the camaraderie and the challenge!

Tuesdays (10X) **April 7 to June 9**
6:30 - 7:30 pm. **SFT4-20 (BA)**
\$85.00 Doug Yaholkoski



DYNABODY TOTAL FITNESS

Dynabody Total Fitness Training is a fun and challenging workout that focuses on all areas of fitness. It will improve your strength, stamina, coordination and energy levels. The key is on functional exercises, strength training and metabolic cross-training - which is the best for conditioning the body, burning fat and improving your heart health. Innovative activities that incorporate calisthenics, resistance training, abdominal and core body exercises. With the emphasis on proper technique and coaching - there is no better way to refresh your body, restore your energy and beat stress. Enjoy the camaraderie and the challenge!

Thursdays (10X) **April 9 - June 11**
6:30 - 7:30 pm. **SFT7-20 (SM)**
\$85.00 Doug Yaholkoski

BRING A FRIEND!
"Friends give you energy to keep to your commitment."

LIVING YOGA

This course aims to improve flexibility, balance, posture and strength. Your breath and gravity takes you gently into each pose without pulling or straining. Gentle Yoga disciplines the body, mind and spirit. Each lesson includes a 15 minute relaxation/meditation session. No classes May 22

Wednesdays (8X) **March 11 - May 13**
6:30 - 7:30 pm. **SFT2-20 (JT)**
\$75.00 Erika Goodman

RESTORATIVE YOGA

Relax and rejuvenate with this restorative yoga class. The use of props and long supported holds soothes the mind and allows for a deeper release, bringing a calming effect to your day. Bring a mat, towel and a water bottle. For students at all levels.

Saturdays (6X) **April 25 - June 6**
9:30 - 10:30 am. **SFT9-20 (JT)**
\$69.00 Andrea Baryliuk

THE JOYS OF BELLY DANCING

Belly dancing is energizing, graceful, calming and easy to practice. Learn basic dance styles as you move to Middle Eastern rhythms. Gain flexibility, strength, tone and improved posture. Belly dancing also promotes self-confidence and self-esteem. Wear loose fitting clothing and bring a scarf to tie around your hips.

Wednesdays (9X) **April 8 - June 3**
6:30 - 7:45 pm. **SFT5-20 (WS)**
\$79.00 Ildiko Gyarmati



MORE JOYS OF BELLY DANCING

This class is for those who have some experience and wish to learn more dance moves. Continue to explore the meditative qualities and experiment with personal expressions of the dance. Improve your veil work, improvise with your sister dancers, gracefully interpret, and perform choreographic moves.

Wednesdays (9X) **April 8 - June 3**
8:00 - 9:15 pm. **SFT6-20 (WS)**
\$79.00 Ildiko Gyarmati

Finances

CREATING YOUR RETIREMENT PAYCHEQUE AND YOUR WILL & ESTATE PLAN

Do you know how much money you need to retire comfortably? Is your Estate Plan a part of your Retirement Plan? Topics include changes to CPP & OAS, Tax Strategies, Employer Pension Plans, RSP, RIF, LIRA, LIF, TFSA, Power of Attorney, Tax Planned Will, Role of The Executor, and Use of Trusts.

Tuesday, February 18 SBU2-20 (SHC)
Tuesday, March 17 SBU6-20 (SHC)
Tuesday, April 21 SBU7-20 (SHC)
6:00 - 7:30 pm.
No Charge Andrew Mcgrath

CERTIFICATE IN ACCOUNTING AND FINANCE FOR NON-FINANCIAL MANAGERS

ONLINE!

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.

February 3 - May 1 SGC16-20
April 6 - June 26 SGC16A-20
\$665

BOOKKEEPING CERTIFICATE

ONLINE!

Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. It's imperative that you understand how the process works and are able to complete the accounting cycle accurately and in a timely fashion. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business.

February 3 - May 1 SGC1-20
April 6 - June 26 SGC1A-20
\$665



Health and Wellness

I AM ENOUGH

"Dance as though nobody's watching you. Love as though you have never been hurt before. Sing as though no one can hear you. Live as though heaven is on earth", by Souza. Ever feel or fear that you are not sexy, rich, good looking, successful, smart... fill in the blank) enough? In this series Pamela will guide you through soul nurturing exercises and meditations to assist you in coming to the place of recognizing that "you are enough".

Tuesdays (6X) February 18 to March 24
7:00 - 9:00 pm. SHL1-20 (SHC)
\$95.00 Pamela Thrift

TAROT CARD READING

Learn some of the history of the tarot, the format of the tarot deck and how to use the cards for insight and feedback about your life. This experienced Instructor will guide you through this fun and interesting activity.

Saturday, May 2
9:30 am. - 4:00 pm. SHL4-20 (JT)
\$45.00 Pamela Thrift

QI GONG

Qi Gong (pronounced chee gong) is an ancient Chinese health and wellness activity that involves slow gentle movements, breathing techniques and meditation. Come and join us to learn the basics of these serene exercise techniques and awaken the healing, calming energy within you.

Thursdays (4X) March 5 to March 26
7:30 - 8:30 pm. SHL3-20 (JT)
\$55.00 Christine Bye

NO WORRIES MEDITATION

NEW!

This experienced instructor will introduce to numerous styles of meditation to enhance personal wellness. Expect to sit, lie and even stand during guided meditations to calm the body, soften the mind and open a stronger connection with spirit. Dress comfortably and bring a yoga mat.

Wednesdays (8X) March 11 to May 13
7:45 - 8:45 pm. SHL5-20 (JT)
\$75.00 Erika Goodman

ACTIVE MEDITATION

NEW!

Discover how you can improve your meditation techniques with this short class. Pamela will guide you through simple centering techniques and meditations to enhance your life. All ages welcome!

Saturdays (4X) February 22 to March 14
1:30 - 3:30 pm. SHL2-20 (SHC)
\$55.00 Pamela Thrift

Languages

SPANISH - GETTING STARTED

Sehabla Espanol? Well you can! Come and enjoy a friendly experience with South American Spanish. The focus will be on common expressions, customs and money, as well as vocabulary related to hotel, restaurant and tourist attractions. No classes April 2.

Thursdays (8X) March 5 to April 30
7:00 - 9:00 pm. SLA2-20 (SHC)
\$89.00 Ines Mora

SPANISH - THE NEXT STEP

The next level will help you to build on the basics. This course will focus on sentence structure, the use of verbs, adjectives and nouns.

Thursdays (6X) May 7 to June 11
7:00 - 9:00 pm. SLA5-20 (SHC)
\$79.00 Ines Mora

PORTUGUESE - GETTING STARTED

Bom Dia! Come and join in the fun of learning Portuguese. Immerse yourself in the language, culture and traditions. Learn basic grammar and verbs from this experienced Portuguese instructor.

Thursdays (6X) February 20 to March 26
6:30 - 8:30 pm. SLA1-20 (SHC)
\$79.00 Isabel Almeida

PORTUGUESE - THE NEXT STEP

Bom Dia! Will you be travelling to Brazil or Portugal? Join us to build on the basics. This course will focus on sentence structure, vocabulary, use of verbs and so much more.

Thursdays (6X) April 23 to May 28
6:30 - 8:30 pm. SLA4-20 (SHC)
\$79.00 Isabel Alm-

FRENCH - GETTING STARTED

Bonjour! Learn the basics quickly in preparation for your next vacation or refresh your high school French. You will learn greetings, directions, weather conditions, ordering food and simple expressions to survive in a French speaking environment.

Tuesdays (6X) April 14 to May 19
6:30 - 8:30 pm. SLA3-20 (LS)
\$79.00 Heather Calladine



INTRODUCTION TO PHOTOSHOP

Have you tried using Photoshop to improve your images but found it confusing? Gain confidence to crop, remove imperfections, correct colours and sharpen your images. Learn the power of Layers, Masks and Adjustment Layers to enhance your images or to create entire new realities by blending many images. Bring your own images or download images during the course.

Prerequisites: Basic computer knowledge.
Tuesdays (4X) February 18 to March 10
 6:30 - 8:30 pm. SLE1-20 (SHC)
\$55.00 Mark Kutcy

RESTORING OLD PHOTOGRAPHS DIGITALLY

Do you have faded family photos that you love? Discover how to restore photos to their old glory. In just a few hours, learn simple computer techniques that will have you restoring those beautiful photographs. Makes lovely gifts for birthdays, anniversaries or Christmas.

Tuesdays (2X) March 17 and March 24
 6:30 - 8:30 pm. SC05-20 (SHC)
\$35.00 Mark Kutcy

INTRODUCTION TO DIGITAL PHOTOGRAPHY

Are you new to digital photography? Would you like to learn how to take better pictures? This beginners class will get you started and you will be amazed as to what you can do with your camera. Go from fear to fun! Bring your camera, charged battery and memory card.

Wednesdays (4X) April 8 to April 29
 6:30 - 8:30 pm. SLE8-20 (SHC)
\$55.00 Mark Kutcy

100 YEARS OF UFO'S IN CANADA

Chris Rutkowski is a Canadian science writer, educator, and consultant for the Winnipeg Paranormal Group. Since the mid-1970s, he has written about his investigations and research on UFOs, for which he is best known. Join him for this informative session

Mondays (2X) March 2 and March 9
 6:30 - 9:30 pm. SLE4-20 (JT)
\$35.00 Chris Rutkowski

MYSTERIOUS MANITOBA

Chris Rutkowski is a Canadian science writer, educator, and consultant for the Winnipeg Paranormal Group. In this age of technological wonders, we can easily overlook the fact that mysteries may exist literally in our own backyards. Mysterious Manitoba is an armchair tour of our province, visiting special places where statues honour ghosts, waters where lake monsters are said to appear and of course, locations where UFO's are said to land, and much more.

Mondays (2X) April 27 and May 4
 6:30 - 9:30 pm. SLE11-20 (JT)
\$35.00 Chris Rutkowski

INSTANT POT

Have you purchased an Instapot and not sure how to use it? Come out and enjoy this fun session to learn the basic use of your Instapot, how to adapt recipes and much more.

Wednesday, May 13
 6:30 - 9:30 pm. SLE13-20(JT)
\$25.00 Kyle Vezina

DRONE SAFEY SEMINAR

Are you interested in operating a drone? Whether it is for a new recreational hobby, a business idea or working creatively there is lots to explore. As of June 1, 2019, all operators of Drones weighing 250 grams or more must meet Transport Canada certification on standards and legalities applicable to operations. This workshop will assist in

understanding the Transport Canada expectations and certification process. Ownership of a drone is not required to attend, however, if you have one bring it along.

Monday, February 24 SLE3-20(SHC)
Wednesday, March 11 SLE5-20(SHC)
Wednesday, April 15 SLE9-20(SHC)
Wednesday, May 13 SLE14-20(SHC)
 6:30 - 9:30 pm.
\$25.00 Dylan Grymonpre

MATURE DRIVER WORKSHOP

This free workshop presented by MPI is designed for experienced drivers, aged 55 and older, who want to brush up on their skills and enhance their driving performance. Increase your confidence and driving ability learn, updated traffic laws and road safety rules, defensive driving techniques and learn how to compensate for changes in hearing, vision, flexibility and reaction time.

Wednesday, May 20 SLE15-20 (JT)
 6:00 - 9:00 pm.
No Charge

ELECTRICAL HOUSE WIRING

Learn the basics of electrical house wiring following the City of Winnipeg and Canadian Electrical Code rules and guidelines. This course is perfect for learning how to wire your rec room, garage, cabin, or to do routine house maintenance. Baseboard heating, sub panels, 3 way switches, aluminum wiring, knob and tube wiring are some of the topics covered. Basic electrical tools are provided to use, or bring your own.

Tuesday (8X) April 7 to May 26
 6:30 - 9:30 pm. SLE16-20 (SHC)
\$215.00 Gary Yakimoski

Going on Vacation?

Learn the basics of a language to make your trip more enjoyable!
 See page 10 for language classes.



MEET OUR INSTRUCTORS

CHRISTINE BYE CRAFT INSTRUCTOR

Christine was introduced into the art world at a very young age and inspired by her Mother (award winning artist Marjory Chambers). She was taught sculpting, pottery, drawing, painting, knitting, weaving, looming and crocheting. Christine has a passion for all arts and crafts. Certified by the Craft Yarn Council in 2011, Christine has been teaching many types of yarn and paper crafts. She brings her experience and enthusiasm to the classroom with Arm Knitting and Finger Crocheting.

DOUG YAHOLKOSKI FITNESS INSTRUCTOR

Doug is the owner of Dynabody Fitness & Health, a Corporate/Employee Wellness company. He is a fitness leader with the Manitoba Fitness Council and member of the Certified Professional Trainers Network (CPTN). He teaches our fitness bootcamps and is also involved in martial arts – instructing classes for Minh Duc Jiu Jitsu & Self Defense. Doug is passionate about health and fitness and enjoys helping others reach their fitness goals and improve their quality of life.

TROY VEZINA PHONE, TABLET & SOCIAL MEDIA INSTRUCTOR

Started off as a chef but after an accident went into the telecommunications world. Moved to Winnipeg and continued in the field until retiring to pursue working for myself picking up instructing to round out a busy life out of the rat race.

LORNA PANKRATZ FITNESS INSTRUCTOR

Lorna has been involved in fitness instruction for many years. Her expertise centres around encouraging the beginner to enjoy exercise regardless of age. Obtaining her certification as Stott Pilates instructor started the basis to provide other programs such as kickboxing, POUND, and Zumba for beginners. Her enthusiasm for all inclusive fitness spills over into organizing group activities such as beach volleyball, dragonboat racing, floor hockey and pickleball.

KAREN FRANKLIN ARTS INSTRUCTOR

Karen is very active in the art community by teaching after school art programs, adapting art for students with special needs and organizing craft workshops. She was also instrumental in designing trees for the Festival of Trees and Lights and created many commissioned art pieces. She says her inspiration comes from observing people and nature. Karen is teaching Ink & Watercolour Pencil, Watercolour Pencil Portraits, Drawing with Pencil Crayon and Drawing with Confidence. Come out and experience her talent and

ERIKA GOODMAN LIVING YOGA AND NO WORRIES MEDITATION

Growing up in the quiet lakeside town of Gimli, Erika has always had a gentle and calm demeanor, and felt strongly connected to nature. When she moved to Winnipeg she was introduced to Raja Yoga (meditation) class that changed her life. Erica soon earned her Yoga Exercise Specialist certificate in 2005. Since that time she has been active in teaching and practicing Yoga/Meditation. Erika brings many years of knowledge, experience and motivation to her Yoga and meditation classes.

MARK KUTCY DIGITAL PHOTOGRAPHY INSTRUCTOR

A retired public school teacher, Mark has taught 32 years, mostly in the St. James-Assiniboia School Division. The last dozen years were spent teaching Photography and Graphic Arts at John Taylor Collegiate. Mark has now been teaching Continuing Education courses in Photography and Photoshop since 2015.

CANCELLATION POLICY

Full refunds will be issued if a cancellation is provided, in writing, **five** working days before the beginning of a course. Refunds will not be granted for cancellations received after this time. A full refund will be provided for courses cancelled by the Continuing Education Program.

REGISTRATION



REGISTRATION FORM: ST. JAMES-ASSINIBOIA CONTINUING EDUCATION

LAST NAME: _____ FIRST NAME: _____
ADDRESS: _____ CITY: _____ POSTAL CODE: _____
PHONE # (DAYTIME): _____ BUSINESS/CELL #: _____
EMAIL ADDRESS: _____

PRIVACY CONSENT: I AGREE THAT MY CONTACT INFORMATION CAN BE USED FOR THE PURPOSE OF EMAILING COURSE INFORMATION.
YES/NO

COURSE ID	COURSE	TITLE	COURSE FEE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CREDIT CARD #: _____ EXPIRY DATE: _____

SIGNATURE: _____



REGISTER EARLY!
Courses may fill up quickly.

SITE CODES AND LOCATIONS

Code	School	Location
(BA)	Bannatyne School	363 Thompson Dr.
(JT)	John Taylor Collegiate	470 Hamilton Ave.
(LS)	Lincoln Middle School	3180 McBey Ave.
(SM)	Strathmillan School	339 Strathmillan Rd.
(SHC)	Sturgeon Heights	2665 Ness Ave.
(WS)	Westwood Collegiate	360 Rouge Rd.

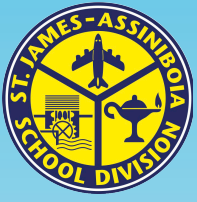
MAIL REGISTRATION FORM TO:
St. James-Assiniboia
Continuing Education
470 Hamilton Avenue
Winnipeg, MB R2Y 0H4

REGISTER ONLINE NOW!
Our brochure is available online
with secure registration and
confirm capabilities.
www.localcourses.com/sjsd

CANCELLATION POLICY

Full refunds will be issued if a cancellation is provided, in writing, **five** working days before the beginning of a course. Refunds will not be granted for cancellations received after this time. A full refund will be provided for courses cancelled by the Continuing Education Program. Application fees are non-refundable.

Call 204-832-9637 to register by phone



www.sjasd.ca/programs/coned

St. James-Assiniboia Continuing Education OPEN HOUSE

Thursday, March 12, 2020

6:30 - 8:00 pm.

John Taylor Collegiate, 470 Hamilton Avenue
2nd Floor East Entrance (by parking lot)

**The following certificate courses are available beginning in August/September 2020.
Health Care Aide | Health Unit Clerk | Educational Assistant**

Get information about course insight and the curriculum.
Ask questions about your career.

Phone: (204) 832-9637

Email: continuinged@sjasd.ca

Join our Instructor Team!

Do you have a passion or hobby that you've thought about sharing with others? Consider becoming an instructor. We are seeking friendly, qualified instructors for Fall 2020. Contact us at (204) 832-9637 or email continuinged@sjasd.ca

We are excited to announce our partnership with online providers to enhance our course offerings.

Online courses are convenient and flexible allowing students to learn in the comfort of their home or office.

See pages 4 and 5 for course offerings.

