

Continuing Education



Take Your Next Step

Learn to speak a new language

Page 5

Career & Employment Training

Page 11

Register online at
www.localcourses.com/sjsd



Spring 2017

St. James-Assiniboia School Division

www.sjsd.net

Spring 2017 Session



www.sjsd.net/Coned

Welcome to the St. James-Assiniboia Continuing Education Spring 2017 Session

“I think you learn more if you’re laughing
at the same time.”

— *Mary Ann Shaffer*

Bring a friend or come out to meet new friends, and have fun with one of our new courses. 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. We invite you to look at the new courses for this session, which include: German, French, Mandarin – Getting Started, Hula Hoop Chandelier, Twig Lantern, Clothing to Couture with Embroidery, Micrography, and much more. 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 the Taxi Cab Driver Training programs. Our instructors are experts in their respective fields and will ensure that you receive the most up-to-date information and training. For anyone looking at registration into one of our career certificate courses, an Open House will be held March 16, 2017. Come out for an informative evening.

Wanda Taylor, Assistant Director

CONTENTS

Fitness	Page 3
Health & Wellness	Page 4
Languages	Page 5
Crafts	Page 5
Arts	Page 7
Leisure	Page 7
Business	Page 9
Personal Finances	Page 9
Computers	Page 10
Career & Employment	Page 11
School Locations	Page 15
Registration Form	Page 15

Five 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:** John Taylor Collegiate, 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.

Does your office or company need training?

Supervision Essentials

Fundamentals of
Business Accounting

Introduction to Blogging

Certified Food Handlers Training

CPR

WEVAS

FITNESS

LADIES "OVER 40" FITNESS

Come out and enjoy this full body workout that targets all the major muscles. This circuit training class will use resistance bands and dumbbells, to work on your strength, balance, cardio and core.

Wednesdays (6X) February 15 to March 22
6:30 - 7:30 pm. SFT1-17 (SM)
Wednesdays (6X) April 5 to May 10
6:30 - 7:30 pm. SFT11-17 (SM)
\$69.00 Katherine Salsman

HULA HOOPING WITH KATHY

Hula Hooping provides a total body workout and if you wish to get even more out of your exercise, you can use weighted hoops. Fun, exciting but simple. Hula hoops provided.

Tuesdays (6X) March 7 to April 25
6:00-7:00 pm. SFT2-17 (JT)
\$69.00 Katherine Salsman



ADVANCED HULA HOOPING

This advanced Hula Hooping course provides a total body workout such as expanding on folds and isolations and shoulder hooping. Previous Hula Hooping recommended. Hula hoops provided.

Tuesdays (6X) March 7 to April 25
7:15 - 8:15 pm. SFT3-17 (JT)
\$69.00 Katherine Salsman



DYNABODY TOTAL FITNESS

Doug's boot camps are famous! This fun and challenging workout focuses on all areas of fitness and will improve your strength, stamina, coordination and energy levels. The focus is on functional exercises, cross-training and intervals - which is the best for conditioning the body, burning fat and improving your heart health. Innovative activities that incorporate calisthenics, cardio drills, 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 11 to June 13
6:30 - 8:00 pm. SFT12-17 (BA)
Thursdays (10X) April 13 to June 15
6:30 - 8:00 pm. SFT13-17 (SM)
\$89.00 Doug Yaholkoski

PEOPLE WITH ARTHRITIS CAN EXERCISE (PACE)

PACE is an exercise program created and designed for people with arthritis. This program taught by a certified PACE instructor, will help you to keep joints flexible, muscles strong and help reduce the pain and stiffness associated with arthritis.

Saturdays (6X) April 8 to May 27
12:15 - 1:15 pm. SFT4-17(JT)
\$69.00 Katherine Salsman

LOWER BODY TONING (abs, glutes & thighs)

Get fit! Focus on core stabilization as well as toning and shaping exterior muscles. Perfect for participants of all ages and fitness levels!

Mondays (6X) April 3 to May 8
6:30 - 7:30 pm. SFT6-17 (SM)
\$69.00 Katherine Salsman

RESTORATIVE YOGA

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

Wednesdays (10X) April 5 to June 14
6:15 - 7:15 pm. SFT8-17 (JT)
Wednesdays (10X) April 5 to June 14
7:45 - 8:45 pm. SFT9-16 (JT)
\$89.00 Andrea Baryliuk

GENTLE YOGA FOR ACTIVE SENIORS

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 begins and ends with a five minute relaxation/meditation session.

Mondays (6X) April 3 to May 15
6:30 - 7:30 pm. SFT5-17 (JT)
\$69.00 Andrea Baryliuk

FITNESS

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 5 to May 31
6:30 - 7:45 pm. SFT7-17 (WS)
\$79.00 Ildiko Gyarmati

MORE JOY 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 and gracefully interpret and perform choreographic moves.

Wednesdays (9X) April 5 to May 31
8:00 - 9:15 pm. SFT10-17 (WS)
\$79.00 Ildiko Gyarmati

LEARN TO RELAX WITH TAI CHI

Join us for this relaxing and invigorating exercise. This class includes simple, low impact movements that increase flexibility, balance, range of motion, mental focus strength and overall well being. Movements are performed in a slow, focused manner and accompanied by deep breathing exercises.

Saturdays (6X) April 8 to May 27
11:00 am. - 12:00 pm SFT14-17 (JT)
\$69.00 Katherine Salsman

HEALTH AND WELLNESS

MINDFUL EATING

This experienced nutritionist specialist will introduce you to the concept of mindful eating. She will teach you how to create a whole new relationship with food. Learn to be confident in your choices to use food as fuel, rather than a crutch for emotional support.

Wednesday February 22
6:30 - 9:30 pm. SHL1-17 (JT)
\$25.00 Jill Graham



EATING ON THE RUN

Boost your overall energy levels, improve your current eating habits and lose weight with Jill's balanced snacks. Learn to create and enjoy snacks for work or school and how to schedule meals to reduce carbohydrate cravings. The benefits of this course are stabilized blood sugars, decreased cravings, improved moods and higher energy levels.

Mondays (2X) April 17 to April 24
6:30 - 8:30 pm. SHL5-17 (JT)
\$40.00 Jill Graham

Jill Graham is a CanFit Pro Certified Nutrition and Wellness Specialist offering nutritional counselling, lifestyle advice and motivational support to all age groups.

WELLNESS IN THE WORKPLACE

It is recognized that the workplace has a powerful affect on people's health. When employees feel that the environment at work is unhealthy, they feel stressed. Stress has a large impact on employee mental and physical health, and in turn, on productivity. Learn skills to reduce stress and minimize sickness in your workplace!

Monday March 6
6:30 - 9:30 pm. SHL3-17 (JT)
\$25.00 Jill Graham

A NUTRITIONIST'S GUIDE TO THE SUPERMARKET

This is the supermarket tour that comes to you! Find out which products should end up in your cart and which ones should stay on the shelves. Learn which crackers, yogurts, cereals, breads and soups are the healthiest for you and your family.

Mondays (2X) May 1 to May 8
6:30 - 8:30 pm. SHL6-17 (JT)
\$40.00 Jill Graham

DREAM INTERPRETATION

Learn the "Eight Step Process" to assist you in the understanding the messages in your dreams. Receive tips for better dream recall and recording. Gain a better understanding of nightmares, flying dreams, and much more.

Tuesdays (4X) February 21 to March 14
7:00 am. - 9:30 pm. SHL8-17 (SHC)
\$49.00 Pamela Thrift

NATURE MEDITATION

Enjoy this new meditation class with Pamela. The focus will be on connecting with nature in its many different forms. Weather permitting, time will be taken outside to do guided nature meditations. Come and explore the gifts that nature has to offer.

Tuesdays (8X) April 4 to May 23
7:00 - 9:00 pm. SHL4-17 (SHC)
\$95.00 Pamela Thrift



DAILY HABITS FOR CREATING A FIT BRAIN

Blow away brain fog, ward off memory decline and maintain mental clarity. There are many things that we can do on a daily basis to keep our minds sharp. Be the caretaker of your brain with activities that stimulate, rejuvenate and relax your mind. Some activities are based on the Brain Gym® program. Bring a water bottle.

Tuesdays (4X) February 28 to March 21
6:30 - 8:30 pm. SHL2-17 (SHC)
\$49.00 Noreen Kolesar

EMBRACE YOUR SPIRIT

Who would you be when you embrace your spirit to accept and integrate all that you are? It is said that all emotions come from fear and love. This introductory session will provide you with simple techniques to journey from fear, anger, frustration and loss of identity to discovering the true essence of who you are. Workbook will be provided.

Wednesday May 10
6:30 - 8:30 pm. SHL7-17 (JT)
\$25.00 Tara Manair

LANGUAGES

ITALIAN - GETTING STARTED

Immerse yourself in Italian language, culture and traditions from this Italian instructor. Learn basic Italian conversation, grammar and verbs. Different regions of Italy will be highlighted. Have fun as you prepare for your next trip.

Tuesdays (6X) February 14 to March 21
6:30 - 8:30 pm. SLA1-17 (JT)
\$79.00 Patricia Busca

ITALIAN TO GO

Learn the basics quickly in preparation for your next vacation! Learn greetings, directions, weather, ordering food and simple expressions to survive in Italy.

Saturdays (3X) February 25 to March 11
9:00 am. - 12:00 pm. SLA8-17 (JT)
\$55.00 Patricia Busca

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.

Tuesdays (8X) February 14 to April 18
7:00 - 9:00 pm. SLA4-17 (JT)
\$89.00 Ines Mora

SPANISH TO GO

Learn the basics quickly in preparation for your next vacation! Learn greetings, directions, weather conditions, ordering food and simple expressions to survive in a Spanish speaking country.

Saturdays (3X) February 25 to March 11
9:00 am. -12:00 pm. SLA9-17 (JT)
\$55.00 Ines Mora

CRAFTS

HULA HOOP CHANDELIER

NEW!

A great way to accent your screen, veranda or backyard gazebo. This easy light fixture is easily created from dollar store finds. A hula hoop and strings of twinkle lights will be required.

Wednesday February 22
6:30 - 9:30 pm. SFC17-17 (JT)
\$25.00 Catherine Chatterley

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.

Thursdays (6X) February 16 to March 23
6:30 - 8:30 pm. SLA3-17 (JT)
\$79.00 Heather Calladine

FRENCH TO GO

Bonjour! Learn the basics quickly in preparation for your next vacation or refresh your high school French.

Saturdays (3X) April 22 to May 6
9:00 am. - 12:00 pm. SLA10-17 (JT)
\$55.00 Heather Calladine

GERMAN - GETTING STARTED

Immerse yourself in German language, culture and traditions. Learn basic German conversation, grammar and verbs. This experienced German instructor will take you through the various regions of Germany and prepare you for your holiday.

NEW!

Tuesdays (6X) February 14 to March 21
6:30 - 8:30 pm. SLA2-17 (JT)
\$79.00 Ernest Touwa

ICELANDIC TO GO

Learn the basics quickly in preparation for your next vacation! Learn greetings, directions, weather conditions, ordering food and simple expressions to survive in Iceland.

Saturdays (3X) April 22 to May 6
9:00 am. - 12:00 pm. SLA11-17 (JT)
\$55.00 Ainsley Bloomer

JAPANESE - GETTING STARTED

Kon Ni Chi Wa! Come and enjoy a friendly experience with Japanese. The focus will be on common expressions, customs and money, as well as vocabulary related to hotel, restaurant and tourist attractions.

NEW!

Wednesdays (6X) April 5 to May 10
6:30 - 8:30 pm. SLA7-17 (SHC)
\$79.00 Mieko Kino

JAPANESE TO GO

Learn the basics quickly in preparation for your next vacation! Learn greetings, directions, weather, ordering food and simple expressions to survive in Japan.

NEW!

Wednesdays (3X) March 8 to March 22
6:30 - 9:30 pm. SLA6-17 (SHC)
\$55.00 Mieko Kino



MANDARIN GETTING STARTED

Are you preparing for a trip to China? Join us for informative sessions and learn about language, tourist attractions, geography, culture, festivals and much more. Learn from someone who knows China!

Tuesdays (8X) February 21 to April 18
6:30 - 8:30 pm. SLA5-17 (SHC)
\$79.00 Zhou Xi



CROCHETING FOR BEGINNERS

Have you always wanted to learn how to crochet? Then this beginner course is for you! Complete 3 projects using basic stitches. Materials needed are: crochet hooks in sizes 5mm, 6mm, 10mm and handcrafted cotton yarn (6 oz.)

Wednesdays (6X) February 15 to March 22
6:30 - 8:30 pm. SFC3-17 (SHC)
\$59.00 Marion Krienke

CRAFTS

CLOTHING TO COUTURE WITH EMBROIDERY

According to Vogue, one of the hottest trends in fashion is using hand-embroidery to elevate your garment from simply "clothing" to "couture." Learn basic embroidery stitches and learn how to choose threads, colours and designs to transform an off-the-rack garment into the only one of its kind.

NEW!

Mondays (4X) February 13 to March 13
6:30 - 9:30 pm. SFC1-17 (SHC)
\$55.00 Linda Lassman

KNITTING BASICS - Purl one, Knit one

Learn the basics of knitting such as purling, casting on, casting off and simple beginner stitches. Students need to bring needles - 6mm or higher, 10 inch length, wool 4 (medium weight) or 5 (bulky weight).

Wednesdays (4X) March 1 to March 22
6:30 - 9:30 pm. SFC16-17 (NM)
\$55.00 Catherine Chehowy

T-SHIRT QUILT

Just can't part with your favourite T-shirts from concerts, sports teams or special events? Then this project is for you!

Create a unique heirloom quilt in this quick and easy workshop. Bring 25-30 T-shirts to create a twin sized quilt.

Mondays (4X) February 27 to March 20
6:30 - 9:30 pm. SFC7-17 (NM)
\$55.00 Catherine Chatterley

RUSTIC TWIG LANTERN

NEW!

Create an easy rustic twig lantern for indoors or outside.

The perfect addition to your backyard landscape, adding a warm glow to your yard or deck. Glue gun and glue sticks will be required.

Thursday March 16
6:30 - 9:30 pm. SFC18-17 (JT)
\$25.00 Catherine Chatterley

UPCYCLED JEWELRY

NEW!

Turn old into new, using unwanted or unworn jewelry by creating new "upcycled" pieces. Learn the basics of jewelry making and assembly; measuring, wire cutting and wrapping. Tools and extra supplies will be provided. Bring in any earrings or bracelets of your own and leave with a piece of eco-friendly jewelry.

Wednesday February 15
SFC4-17 (SHC)
Thursday March 9
SFC10-17 (SHC)
Thursday May 4
SFC14-17 (SHC)
6:30 - 9:30 pm.
\$25.00 Jade Troost

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

ARTS

POINTILLISM ART

Pointillism is a wonderful technique for creating art by using a multitude of tiny dots. This technique can be achieved with many mediums including watercolour, acrylic, marker and/or Indian ink. We will be using ink to create a piece of your choice. You can choose to use many coloured inks or just one colour. Material list provided.

Wednesday May 10
6:30 - 9:30 pm. SFC15-17 (JT)
\$25.00 Karen Franklin

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. Bring your brushes, paints, canvasses, palettes, palette knife, water containers, newspapers for the tables. Wear old clothes. Material list and discount coupon provided at first class.

Tuesdays (6X) February 28 to April 11
7:00 - 9:30 pm. SFC5-17 (SHC)
\$65.00 John F. Smeulders

INTRODUCTION TO CALLIGRAPHY

Calligraphy is beautiful writing, and writing is language made visible. Join us to learn the basics. Learn about layouts and design with colour and texture to create your own personal design. Material list and discount coupon provided at the first class.

Thursdays (6X) March 2 to April 13
7:00 - 9:30 pm. SFC6-17 (SHC)
\$65.00 John F. Smeulders



MICROGRAPHY

NEW!

Are you ready to take your art skills to the next level? This art form uses letters and numbers to create the shading in an art piece. Use this form to design unique drawings, such as portraits or abstracts for your collection. Material list will be provided.

Wednesdays (2X) April 19 to April 26
6:30 - 9:30 pm. SFC13-17 (JT)
\$35.00 Karen Franklin

DRAWING WITH CONFIDENCE

Learn the basics of drawing, line form and proportion. The instructor will guide in working with pencil, charcoal, charcoal pencil, conté and colour pencil. You will also explore a variety of paper types and learn to draw still life, portraits and photographs. Use finishing techniques to make your drawing into a work of art.

Wednesdays (4X) February 15 to March 8
7:00 - 9:30 pm. SFC2-17 (JT)
\$55.00 Karen Franklin

ACRYLICS FOR BEGINNERS - SPRING FLOWERS

NEW!

Join us for fun and learning and take home a completed picture at the end of the session. This experienced art instructor will teach you techniques of working effectively with acrylic paint to create and develop your own artistic work. Bring your brushes, paints, canvasses, palettes, palette knife, water containers, newspapers for the tables. Wear old clothes. Material list and discount coupon provided at first class.

Tuesdays (6X) April 18 to May 23
7:00 - 9:30 pm. SFC12-17 (SHC)
\$65.00 John F. Smeulders

ARTS

INTRODUCTION TO PORTRAIT DRAWING

Learn how to approach the challenges of drawing portraits, both live and from photographs, where a good likeness is all important. Through demonstrations and hands-on work, you will learn techniques for using graphite (pencil), charcoal pencil and conté. Materials required: 6 x 16" x 20" drawing paper, charcoal pencils and 2B and 4B pencils. **Wednesdays (4X) April 5 to April 26** 6:30 - 9:30 pm. SFC11-17 (SHC) **\$45.00** John F. Smeulders

INTRODUCTION TO WATERCOLOURS

Watercolour is a wonderful medium for creating works of fine art and illustrations. This four week 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. **Mondays (6X) February 27 to April 10** 7:00 - 9:30 pm. SFC8-17 (SHC) **\$65.00** John F. Smeulders

WATERCOLOUR PENCIL PORTRAITS

Watercolour pencils are a neat and creative way of making beautiful pieces of art. They are easy, fun to use and with only a little practice you can make wonderful pieces of art. Material list provided. **Wednesdays (3X) March 1 to March 15** 6:30 - 9:30 pm. SFC9-17 (JT) **\$39.00** Karen Franklin



LEISURE



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) March 1 to March 22** 6:30 - 8:30 pm. SLE3-17 (JT) **\$45.00** Mark Kutcy

PHOTOGRAPHING NATURE

Do you enjoy photography? Would you like to take your camera outdoors to capture the beauty of nature's landscape? This experienced photographer will teach you how to use your camera settings, lighting, etc. to take those breathtaking shots. Use this knowledge on your next vacation! **Wednesdays (3X) April 12 to April 26** 6:30 - 8:30 pm. SLE8-17 (OT) **\$39.00** Colleen Mitchell

PHOTOGRAPHY - ON LOCATION

Would you like to take your digital photography skills to the next level? This course will take you on location to learn how to take better pictures outside with different types of lighting and objects. Each class will be at a different location. **Thursdays (4X) May 4 to May 25** 6:30 - 8:30 pm. SLE13-17 (SHC) **\$45.00** Colleen Mitchell

OLD NORSE MYTHOLOGY

Dive into the world of the Norse, where you can learn about adventure and honour. You will learn the roots of the Norse mythology and some of the stories concerning them, from this experienced instructor. You will also learn about the coming of Christianity and how this transformed Iceland. **Saturdays (3X) March 4 to March 18** 9:00 am. - 12:00 pm. SLE4-17 (JT) **\$45.00** Ainsley Bloomer

"The outline and notes in Old Norse Mythology were easy to follow." - Lil, Class Participant

GETTING MORE FROM YOUR DIGITAL CAMERA

Digital cameras can be very confusing. What are all those controls, buttons and menus for, and when do you use them? This course answers all these questions and more. Take a hands-on tour of your camera's features, learning technical terms, photographic concepts and shooting techniques as you go. Bring your digital camera and attachments to class. **Wednesdays (4X) April 5 to May 3** 6:30 - 8:30 pm. SLE7-17 (JT) **\$45.00** Mark Kutcy

REGISTER EARLY!

Courses may fill up quickly or be cancelled due to low enrollment.

CREATIVE WRITING - RELEASE YOUR INNER TREKKIE

Do you aspire to be the next George R.R. Martin or Vonda N. McIntyre? Do you have a short story or some fan fiction waiting to burst out of you like an alien? Bring a sample of your work and let's discuss it in a classroom setting where you can gain the tools to refine it and edit your work, and share with others. **Wednesdays (5X) February 22 to March 22** 6:30 - 8:30 pm. SLE1-17 (JT) **\$55.00** Chris Rutkowski

Call 204-832-9637 to register by phone

LEISURE

50 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's written about his investigations and research on UFOs, for which he is best known. Join him for this informative course.

Mondays (2X) April 17 to April 24
6:30 - 9:30 pm. SLE9-17 (JT)
\$35.00 Chris Rutkowski

NEW!

ATTRACTING BACKYARD BIRDS

Attract beautiful birds of all types to your garden. Learn which feeders are best, the special types of feed available and more. Enjoy this relaxing and increasingly popular hobby.

Monday May 29
7:00 - 9:00 pm. SLE14-17 (JT)
\$25.00 Sherrie Versluis

BUTTERFLY GARDENS

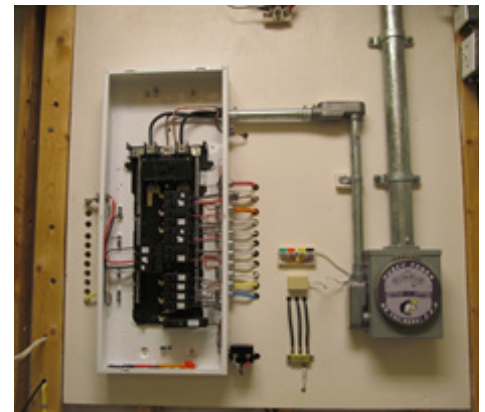
Learn how to create a beautiful, tranquil and environmentally friendly garden that attracts a variety of butterflies and humming birds. We will discuss design, climate-appropriate plants, maintenance and some great tips and shortcuts for gardening. Start dreaming of those long summer days enjoying your finished garden.

Wednesday April 19
6:30 - 9:30 pm. SLE10-17 (JT)
\$25.00 Catherine Chatterley

STRESS FREE GARDENING

Create an easy and beautiful botanical sanctuary in your own backyard. We will discuss simple design and climate appropriate perennials that will provide years of enjoyment with minutes of seasonal maintenance.

Wednesdays (3X) April 26 to May 10
6:30 - 9:30 pm. SLE12-17 (JT)
\$45.00 Catherine Chatterley



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.

Tuesdays (8X) April 4 to May 23
6:30 - 9:30 pm. SLE6-17 (SHC)
\$215.00 Gary Yakimoski

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, brush up on defensive driving techniques and learn how to compensate for changes in hearing, vision, flexibility and reaction time.

Wednesday April 26
6:00 - 9:00 pm. SLE11-17 (JT)
No Charge

SUPER- PUP LIFE SKILLS CLICKER TRAINING

Have a new puppy? Bring your puppy to learn basic training and socialization. Turn your puppy into a Super Pup! Includes basic clicker training, collar/leash training, gentle leader, positive training methods and sit & stay commands. Learn solutions to common problems (chewing, separation anxiety, house training issues, jumping up, barking, etc.). Normal canine development, puppies and children, and puppy nutrition included.

Tuesdays (6X) April 11 to May 16
7:30 - 8:30 pm. SLE15-17 (HVCC)
\$99.00 Karen Fisk



****PLEASE NOTE:** Dogs must have their second series of vaccinations (DA2PP + Bordatella). Proof of vaccinations is required and must be brought to class. Bring a collar, leash, treats and a supply of baggies. If you have a known aggressive dog/reactive, please contact the instructor prior to registration so we may tailor to your needs.

Karen Fisk - RAHT, CCT

Karen is a Registered Animal Health Technologist who graduated from Red River College in 1996. She has been working in clinic and as a teacher for the past 21 years. In 2000, she began working with dogs and behaviour modification techniques. In addition to teaching the dog obedience and life skills courses, she also teaches the Veterinary Hospital Office Assistant Program.

REGISTER ONLINE!

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

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.

Thursdays (5X) February 16 to March 16
6:30 - 9:30 pm. SBU4-17 (SHC)
\$95.00 Valerie Taylor

*"The Fundamentals of Business Accounting course material was easy to go over and relevant. The course was well presented."
- Richard, Course Participant*

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 more complex financial statements and work with ratios to analyze those statements.

Thursdays (5X) April 6 to May 4
6:30 - 9:30 pm. SBU10-17 (SHC)
\$95.00 Valerie Taylor

PERSONAL FINANCE

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 21 SBU1-17 (SHC)
Wednesday March 15 SBU6-17 (SHC)
Tuesday April 11 SBU12-17 (SHC)
Tuesday May 16 SBU17-17 (SHC)
6:30 - 8:15 pm.
No Charge Andrew Mcgrath

INTRODUCTION TO BLOGGING

Are you new to the social media world? If so, discover how to set up your own free website using blogging sites. This class will show you the websites that are out there and how to utilize them to view/track statistics for your website and how to drive traffic to your site. Great for small business owners or emerging bloggers.

Saturday March 11 SBU5-17 (JT)
Saturday April 8 SBU11-17 (JT)
9:00 am. - 12:00 pm.
\$35.00 Ianthe Warner

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 your looking for a job. All ages welcome!

Monday April 3
6:30 - 9:30 pm. SBU8-17 (JT)
\$45.00 Melissa Flanagan

INTERVIEW SKILLS SEMINAR

Learn how to compose yourself in an interview and answer those difficult and challenging questions. This course will prepare you to have a successful job interview.

Wednesday April 5
6:30 - 9:30 pm. SBU9-16 (JT)
\$25.00 Melissa Flanagan

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) April 11 to May 2
6:30 - 9:30 pm. SBU13-17 (SHC)
\$79.00 Diana Chomichuk

SUPERVISION ESSENTIALS

Develop the tools you need to manage effectively. Topics include: team building, communication skills, performance appraisals, progressive discipline, leadership styles and much more. This course contains very valuable material for new supervisors and managers.

Tuesdays (2X) May 16 to May 23
6:30 - 9:30 pm. SBU16-17 (SHC)
\$55.00 Melissa Flanagan

FIRST TIME HOME BUYERS SEMINAR

Thinking about buying a home? Join us to learn more about financing, rates, home inspections, appraisals, contracts, current market trends and what an experienced realtor can do for you. Bring your questions!

Tuesday February 21
6:30 - 9:30 pm. SBU2-17 (SHC)
No Charge Christine Forbes

**Improve your Outlook!
Register for a Class!**

FINANCIAL PLANNING - GETTING ON TRACK IN THE EARLY YEARS

Take a look ahead to your future and understanding the importance of detailed financial planning "early enough" to make the necessary adjustments and ensure a comfortable retirement. Topics will include tax planning, RRSP, TFSA, education and disability savings plans, as well as a comprehensive look at mortgage options, insurance, and beneficiary designations.

Thursday March 16 SBU7-17 (SHC)
Wednesday April 12 SBU14-17 (SHC)
Thursday May 18 SBU18-17 (SHC)
Thursday June 15 SBU19-17 (SHC)
6:30 - 8:15 pm.
No Charge Jeremy Watson

COMPUTERS

WINDOWS 10

Windows 10 is here! This course will prepare you to work with this new and innovative operating system. Learn the basics like finding your way around the operating system, Start menu, desktop, file management and much more. Upon successful completion of this course, you will be able to perform basic work-related tasks.

Tuesdays (4X) February 21 to March 14
6:30 - 9:30 pm. SCO1-17 (JT)
Tuesdays (4X) April 18 to May 9
6:30 - 9:30 pm. SCO9-17 (JT)
\$79.00 Marny Bennett

COMPUTER BASICS

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

Mondays (4X) February 27 to March 20
6:30 - 9:30 pm. SCO3-17 (JT)
\$79.00 Ianthe Warner

"The computer basics instructor was patient and no questions were ignored."
- Annette, Course Participant

COMPUTER BASICS, THE NEXT STEP

Enhance your basic computer knowledge and build upon the topics covered in this 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.

Mondays (4X) April 17 to May 8
6:30 - 9:30 pm. SCO8-17 (JT)
\$79.00 Ianthe Warner

MS EXCEL 2016 - INTRODUCTION

Learn this popular spreadsheet program on a Saturday. Includes formulas, formatting, printing and charting. Shortcuts provided.

Saturday February 25
9:30 am. - 3:30 pm. SCO2-17 (JT)
\$69.00 Ianthe Warner

MS EXCEL 2016 - INTERMEDIATE

Excel with Excel! Learn chart formatting, absolute referencing, "if" statements, sheet references and 3-D referencing and formulas. Prerequisite: Intro to Excel

Saturday March 18
9:30 am. - 3:30 pm. SCO6-17 (JT)
\$69.00 Ianthe Warner

TWITTER 101

Have you wondered what Twitter is all about? What do the terms trending, hashtag, tweets, etc. really mean? In this short course you can learn how to become familiar and comfortable with Twitter.

Saturday May 6
10:00 am. - 2:00 pm. SCO12-17 (JT)
\$25.00 Ianthe Warner

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.

Tuesdays (3X) February 28 to March 14
6:30 - 8:30 pm. SCO4-17 (SHC)
Tuesdays (3X) May 9 to May 23
6:30 - 8:30 pm. SCO13-17 (SHC)
\$65.00 Chelsey Bernhard

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) March 6 to March 20
6:30 - 9:30 pm. SCO5-17 (SHC)
\$65.00 Marny Bennett

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.

Thursdays (6X) February 16 to March 23
6:30 - 8:30 pm. SCO7-17 (SHC)
\$79.00 Marny Bennett

MS OFFICE 2016 - INTERMEDIATE

Now that you have learned the basics in Word, Excel and Powerpoint, take your skills to the next level. You will gain more in-depth knowledge of more functions in each of these programs. Learn mail merge with envelopes/labels, simplifying formulas with functions, applying transitions and animations, and much more.

Thursdays (6X) April 6 to May 11
6:30 - 8:30 pm. SCO7A-17 (SHC)
\$79.00 Marny Bennett

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.

Thursdays (2X) May 4 to May 11
6:30 - 8:30 pm. SCO11-17 (SHC)
\$35.00 Jim Goldrup

SOCIAL MEDIA FOR BOOMERS

Social media is not just for teenagers. It is the fastest growing personal communication tool that reaches almost anywhere in the world. If you are afraid to ask the questions that everyone else just seems to know the answers to, 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.

Wednesday (2X) May 17 to May 24
6:30 - 8:30 pm. SCO14-17 (SHC)
\$35.00 Jim Goldrup

UNDERSTANDING STREAMING VIDEO

Netflix, Crackle, Podcasts, YouTube - you have heard of them but do you really know what these things are and how they work? This course will help you enjoy these new ways of viewing entertainment and information. Beginners welcome.

Monday (2X) April 24 to May 1
6:30 - 8:30 pm. SCO10-17 (SHC)
\$45.00 Jim Goldrup

CAREER & EMPLOYMENT

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 Assistants 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. Evening and Saturday classes are scheduled.

Part Time Program

September 7, 2017 to May 30, 2018

Tuesdays & Thursdays 6:00 - 9:30 pm.

Selected Saturdays 9:00 am. - 2:00 pm.

\$3245.00



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.

Saturday February 11

SCA2-17 (JT)

Saturday March 11

SCA7-17 (JT)

Saturday April 22

SCA9-17 (JT)

Saturday May 27

SCA10-17 (JT)

9:30 am. - 4:30 pm. **Lesly Andrews**

\$120.00

\$17 (optional) manual fee pd. to instructor

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 2010. There are Saturday and evening requirements.

160-hour practicum. 484 Hours

Part Time Program

September 7, 2017 to June 11, 2018

Tuesdays and Thursdays 6:00 - 9:30 pm.

Selected Saturdays 9:00 am. - 4:00 pm.

Full Time Program

August 21, 2017 to December 22, 2017

\$3245.00

HEALTH CARE AIDE

Students are trained to become health care workers. Graduates work with hospital patients, personal care home residents, 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. 240-hour practicum. 620 Hours

Part Time Program

September 6, 2017 to June 11, 2018

Mondays and Wednesdays 6:00 - 9:30 pm.

Selected Saturdays 9:00 am. - 4:00 pm.

Full Time Program

August 28, 2017 to January 10, 2018

Monday to Friday 9:00 am. - 3:00 pm.

\$3045.00

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 11

8:30 am. - 4:30 pm.

SCA6-17 (JT)

\$79.00

Gord Hanna

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.

Mondays (2X)

6:00 - 10:00 pm.

\$129.00

March 6 to March 13

SCA5-17 (JT)

Barry Wolfe

MEDICAL TERMINOLOGY

This intensive course teaches the basic elements of medical terminology, diagnostic tests, abbreviations and some pharmacology related to body functions, structures and health care systems. Body systems and human anatomy will be reviewed. Textbooks provided.

Mondays (15X)

6:00 - 10:00 pm.

\$425.00

February 13 to June 19

SCA4-17 (JT)

Tuesday Grace-Mcleod

VETERINARY HOSPITAL OFFICE ASSISTANT

This program provides you with the skills you need to work with small or large animals in the veterinary industry. There is a 110-hour practicum. There are selected evenings (obedience classes) and selected Saturdays. 730 Hours.

Full Time Program

September 8, 2017 to May 30, 2018

Monday to Friday 1:30 - 5:30 pm.

\$6995.00

APPLYING & UPGRADING

CERTIFICATE PROGRAM APPLICATION PROCESS

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.

For more information, please contact:

Wanda Taylor, Assistant Director
(204)832-9637 (Work)
(204)888-0945 (Fax)
coned@sjsd.net (Email)

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.

ACCEPTING APPLICATIONS FOR THE FOLLOWING PROGRAMS FOR SEPTEMBER 2017 AND JANUARY 2018:

Educational Assistant

- Part Time
September 2017 to June 2018
\$3245.00

Veterinary Office Hospital Assistant

- Full Time
September 2017 to May 2018
\$6995.00

Health Care Aide

- Full Time, August 2017
- Part time, September 2017 to May 2018
- Full Time, January 2018
- \$3045.00

Health Unit Clerk

- Full Time, August 2017
- Part Time, September 2017 to May 2018
- Full Time, January 2018
- \$3245.00

**For more information,
please call 204-832-9637**

FREE ADULT HIGH SCHOOL UPGRADING AND LITERACY COURSES

Upgrade your English, Math or other high school courses to obtain your high school diploma. Day or evening classes are held at Stevenson-Britannia Adult Learning Centre, located at Jameswood School, 1 Braintree Crescent. For more information, please call 204-837-3521.

PARENTING TODAY 2017

Workshops will be held from 6:00 - 8:00 pm. at Educational Support Services - Jameswood School, 1 Braintree Crescent (off Olive and Ness). Free pizza supper offered from 6:00 - 6:30 pm. and workshops are from 6:30 - 8:00 pm.

To register please call Arlie Williams-Taylor at 204-885-9555 or email: ptregistrations@sjsd.net. **FREE CHILDCARE IS PROVIDED FOR SESSIONS.** When registering, please indicate the number children and their ages. Once registered, if you cannot attend, please cancel by calling 204-885-9555 or email ptregistrations@sjsd.net.

Tuesday, February 7, 2017	Self-Regulation Strategies Presented by Linda Stuart, Masters in Education, Resource and Guidance, Interlake School Division, and Mia Safiniuk, Educational Assistant, St. James-Assiniboia School Division
Tuesday, March 14, 2017	ADHD: Assessment and Intervention Strategies Presented by Maria Phelps, Ph. D, Educational Support Services, St. James-Assiniboia School Division
Tuesday, April 18, 2017	Speech and Language Presented by Speech-Language Pathologists, Educational Support Services St. James-Assiniboia School Division



www.sjsd.net

St. James-Assiniboia School Division Continuing Education

OPEN HOUSE

Day: **Thursday, March 16, 2017**

Time: **6:30 - 8:00 pm.**

Location: **John Taylor Collegiate (470 Hamilton Ave.)**

2nd Floor East Entrance (by parking lot)

The following certificate courses are available beginning in August/September 2017.

Health Care Aide

Health Unit Clerk

Educational Assistant

Veterinary Office Hospital Assistant

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

Please RSVP to: Wanda Taylor, Assistant Director

Email: wtaylor@sjsd.net, Phone: 204-832-9637, Fax: 204-888-0945

Call 204-832-9637 to register by phone

TAXICAB DRIVER TRAINING

TAXICAB DRIVER TRAINING - DAYTIME COURSE (10 Days)

Saturday's Only	February 11 April 22
9:00 am.- 3:00 pm.	Exam: April 29
\$300.00	STAX3-17 (JT)
Monday to Friday	April 24 to May 5
9:00 - 1:30 pm.	Exam: May 9
\$300.00	STAX6-17 (JT)
Monday to Friday	May 15 to May 29
9:00 - 1:30 pm.	Exam: May 30
\$300.00	STAX8-17 (JT)
Monday to Friday	June 5 to June 16
9:00 - 1:30 pm.	Exam: June 20
\$300.00	STAX10-17 (JT)



TAXICAB DRIVER TRAINING- EVENING COURSE (12 Evenings)

Monday to Friday	February 1 to February 16
6:00 - 9:30 pm	Exam: February 21
\$300.00	STAX1-17 (JT)
Monday to Friday	February 22 to March 9
6:00 - 9:30 pm.	Exam: March 14
\$300.00	STAX2-17 (JT)
Monday to Friday	March 15 to April 6
6:00 - 9:30 pm.	Exam: April 11
\$300.00	STAX4-17 (JT)
Monday to Friday	April 19 to May 4
6:00 - 9:30 pm.	Exam: May 9
\$300.00	STAX5-17 (JT)
Monday to Friday	May 10 to May 26
6:00 - 9:30 pm.	Exam: May 30
\$300.00	STAX7-17 (JT)
Monday to Friday	May 31 to June 15
6:00 - 9:30 pm.	Exam: June 20
\$300.00	STAX9-17 (JT)

ENGLISH ASSESSMENT TESTING

Every Tuesday. Begins 8:00 am sharp. John Taylor Collegiate, Side Entrance, 2nd Floor, 470 Hamilton Ave., Winnipeg, MB. R2Y 0H4 \$15.
Call 204-832-9637 for an appointment.***Must pass English Assessment Test before booking into the Taxicab Driver Training Program.***

GETTING HERE IS EASY!

St. James-Assiniboia Continuing Education
470 Hamilton Avenue,
Winnipeg, MB, R2Y 0H4
Phone: 204-832-9637

OFFICE HOURS

Monday to Thursday,
8:00 am. - 6:30 pm.
Friday, 8:00 am. - 4:30 pm.
The following Winnipeg
Transit buses stop at
our location: #24 & #25

TAXICAB DRIVER TRAINING

Offered in conjunction with the Manitoba Taxicab Board. Mandatory before obtaining a Taxicab Driver's License. Includes Taxicab Industry Structure, Geography, Map Reading and Route Planning, Quality Customer Service, Safety and Defensive Driving. Driving a taxi, limo or executive car provides employment opportunities with flexible hours. Must attend all classes, in full, prior to writing exam.

See:

www.gov.mb.ca/ia/taxicab/driver.html

****NOTE:** Your attendance is mandatory! You are expected to attend **ALL** classes in full. This is a requirement of the Taxicab Board. If you miss any classes or are late for class, you will not be permitted to write the final exam until you have made up that time.

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 or be cancelled due to low enrollment.

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

SITE CODES AND LOCATIONS

Code	School	Location
(BA)	Bannatyne School	363 Thompson Dr.
(JT)	John Taylor Collegiate	470 Hamilton Ave.
(NM)	Ness Middle School	3300 Ness Ave.
(SM)	Strathmillan School	339 Strathmillan Rd.
(SHC)	Sturgeon Heights	2665 Ness Ave.
(WS)	Westwood Collegiate	360 Rouge Rd.
(HCC)	Heritage Community Centre	950 Sturgeon Rd.

Continuing Education in the Community

VETERINARY HOSPITAL OFFICE ASSISTANT CERTIFICATE PROGRAM

"I am very happy with my success in this course; having already been through a big institution and being disappointed, I was impressed with the way instructors took the time to elaborate on and thoroughly explain content to ensure it was understood. The material was presented in a way that made sense and properly prepared us for beginning our new careers. I would hands down recommend this course to anyone looking to start a career within the veterinary medicine field."

- Megan B., Fall 2014



HEALTH UNIT CLERK CERTIFICATE PROGRAM

"The strongest feature of this course for me is the instructor. She has a good speaking and teaching style, which gives the course a good balance of complex topics and light-hearted comments. She is very good at simplifying work that otherwise would be confusing. The course is well structured and it takes you through the material in a logical order so it's easier to grasp."

- Ley-Ann A., Fall 2016



St. James-Assiniboia School Division
Great Schools for Growing and Learning
Call 204-832-9637



STUDENTS FROM HEALTH CARE AIDE CLASS, FALL 2016

HEALTH CARE AIDE CERTIFICATE PROGRAM

"Our teacher is fantastic! Everyday is a learning process and I learned so much. I like going to this school and I recommend it to anybody who wants to be a Health Care Aide."

- Cherrie M., Fall 2016

EDUCATIONAL ASSISTANT CERTIFICATE PROGRAM

"The program enabled me the flexibility to keep my two children my primary focus, while working towards my education goals. The curriculum is in-depth and informative, providing me with the knowledge and confidence to become a successful EA. The teaching staff had a wealth of information and years of experience, as well as being approachable and supportive. Overall, it was a fantastic learning experience!"

- Michaela R., Fall 2015

