

# Continuing Education

## FALL 2019

*Learning Today for  
a Better Tomorrow!*

Certification Courses for  
Your Career

Pages 2, 3, 12 and 13

Enrichment Courses for  
Lifelong Learning

Pages 4 to 11

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





# Fall 2019 Session

Welcome to the St. James-Assiniboia  
Continuing Education Fall 2019 Session  
[www.sjasd.ca/Programs/Coned](http://www.sjasd.ca/Programs/Coned)

*“Develop a passion for learning, if you do,  
you will never cease to grow.”  
- Anthony J. D’Angelo*

After the relaxing, fun-filled days of summer, we are often left wondering how to fill our time and keep our minds active during the fall and winter months. We invite you to look at the many new courses we are offering this fall. They include Beyond Macramé, Multi-Media painting, Moccasin Making Workshop, Beading workshop, and much more. Whether you like arts/crafts, learning a new language, updating your computer skills, exercising, or relaxing, we have many different courses that fit the needs of various age groups. 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 and Taxi Cab Driver Training Program. Due to the demand we have an additional Health Unit Clerk program for those who are Health Care Aides and would like to advance to Nursing Assistant. Our instructors are experts in their respective fields and ensure that you receive the most up-to-date information and training.

Wanda Taylor, Manager

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### BUSINESS COURSES

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### LANGUAGE COURSES

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## 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 [coned@sjsd.net](mailto:coned@sjsd.net) for more information.

# Certificate Courses

## Career and Employment

### 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. There are two 120-hour practicums. 620 Hours

#### Part Time Program

**September 4, 2019 to June 12, 2020**

Monday and Wednesday's 6:00 - 9:30 pm.

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

#### Full Time Program

**January 20, 2020 to June 12, 2020**

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

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

**\$3150.00**

### 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

**\*Due to high demand for this certificate program, this course will be available for 2020/2021**

### CANADIAN RED CROSS LEVEL C CPR/FIRST AID

In 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 a certificate will be provided.

**Saturday November 30**

8:30 am. - 4:30 pm.

FCA1M-19 (JT)

**\$79.00**

**Gord Hanna**



*Health Care Aide Class - Fall of 2018*

### 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.

**Tuesdays & Thursdays**

**September 5 to October 31**

6:00 - 10:00 pm.

FCA2N-19 (JT)

**\$425.00**

**Derek Debrecen**

### 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.

**\*Due to high demand for this certificate program, this course will be available for 2020/2021**

### 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) October 23 and 30**

6:00 - 10:00 pm.

FCA9-19 (JT)

**\$129.00**

**Barry Wolfe**

### 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](http://www.winnipeg.ca/vehiclesforhire)

Our brochure is available  
online with secure registration  
and confirm capabilities.  
[www.localcourses.com/sjsd](http://www.localcourses.com/sjsd)

# Career and Employment

## CERTIFICATE IN TEACHING ADULTS

This is your invitation to teach others in-person and join in one of the more important functions in life - passing on knowledge and skills to others. 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.

**FGC15-19** September 3 - October 25  
**\$389**

**ONLINE!**

## CERTIFICATE IN ONLINE TEACHING

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.

**FGC4-19** September 3 to November 29  
**\$649**

**ONLINE!**

## WORKPLACE MENTORING & COACHING CERTIFICATE LEVELS 1 & 2

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.

**FGC11-19** September 3 to November 1  
**\$449**

**ONLINE!**

## STRESS MANAGEMENT IN THE WORKPLACE

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?

**FGC9-19** November 4 to November 29  
**\$189**

**ONLINE!**

## 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.

**FGC6-19** September 3 to November 29  
**\$649**

**ONLINE!**

## CERTIFICATE IN SALES

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.

**FGC10-19** September 3 to November 29  
**\$649**

**ONLINE!**

## CERTIFICATE IN DESIGNING WEBINARS

Acquire the best professional development in webinar design, presentations, planning, and marketing. Discover the power of successful webinars for your business organization. Then learn the four key strategies to make your webinars more successful. Then acquire the webinar planning skills involved in budgeting, pricing, and marketing webinar meetings.

**FGC7-19** September 3 to November 1  
**\$449**

**ONLINE!**

## BOOKKEEPING CERTIFICATE

Whether you are an entrepreneur, running a family business, or 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 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.

**FGC1-19** September 3 to November 29  
**\$649**

**ONLINE!**



## 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. Manitoba Certificates are issued upon successful completion of the exam.

Saturday	October 19	FCA5-19 (JT)
Saturday	November 16	FCA6-19 (JT)
Saturday	January 18	FCA7-19 (JT)

9:30 am. - 4:30 pm. **\$89.00**

**Lesly Andrews**

Optional manual fee pd. to instructor  
**\$20 for English, \$25 for Bilingual**

We can help you improve your computer knowledge whether you are a novice or an experienced computer user.  
**See pages 6 & 7**

# Enrichment Courses

## Arts

### MACRAME WALL HANGING

Did you know the art of macrame is making a comeback? This fun class is led by Christine who will teach you how to create your own macrame wall hanging. Join in to discover the beauty of this unique art form and take home your own creation. Materials needed are: smooth thick macrame cord - 1/2 to 1" thick, large T pins, large beads to fit on cord (optional). Supplies can be ordered from Amazon.ca

**Mondays (2X) September 30 and October 7**  
6:30 - 8:30 pm. FFC2-19 (JT)  
**\$35.00** Christine Bye

### BEYOND BASIC MACRAME

**NEW!**

Would you like to learn more macrame? This course is designed for those who have taken the introductory Macrame Wall Hanging class or already know the basics. Learn the more intricate knots and make a planter and a wall hanging. Supplies needed are; two balls of 3mm macrame cord (Lalwiyio brand) or 4mm macrame cord. Supplies can be ordered from Amazon.ca

**Mondays (2X) October 21 and October 28**  
6:30 - 8:30 pm. FFC7-19 (JT)  
**\$35.00** Christine Bye

### DRAWING WITH CONFIDENCE

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

**Tuesdays (6X) September 17 to October 22**  
6:00 - 8:30 pm. FFC1-19 (JT)  
**\$65.00** Karen Franklin

### MAPLE LEAVES ON A CANVAS

Explore this new art course using acrylic paint to create a scene. Your instructor will teach you how to paint actual maple leaves on a canvas. Take your painting home to display or give as a unique gift. Material list provided.

**Wednesdays (3X) October 30 to November 13**  
6:00 - 8:30pm FFC1A-19 (JT)  
**\$45.00** Karen Franklin

### SNOWMAN ON A WOODEN CANVAS

Create a door hanging or shelf decoration on a wooden board using acrylic paint. This will make a wonderful Christmas display or a great gift for someone special.

**Mondays (5X) November 18 to December 16**  
6:30 - 8:30pm FFC1B-19 (JT)  
**\$59.00** Karen Franklin



### 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.

**Wednesdays (6X) October 9 to November 13**  
7:00 - 9:30 pm. FFC4-19 (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.

**Tuesdays (6X) October 8 to November 12**  
7:00 - 9:30 pm. FFC3-19 (SHC)  
**\$65.00** John F. Smeulders

### ACRYLICS USING A PALETTE KNIFE-SAILBOATS

**NEW!**

Using a palette knife, learn to create texture and interest to your abstract sailboat acrylic painting. For added glamour, your instructor will teach you how to add gold leaf. You will need 18X18 canvas, acrylic paints, white, medium grey, light grey, black, turquoise, teal, primary blue, 2-1" flat brush & palette knife. Gold Leaf with adhesive, ruler, pencil, transfer paper, water container and paper towels.

**Mondays (2X) November 18 and November 25**  
6:30 - 9:30 pm. FFC9-19 (SHC)  
**\$35.00** Anastasia Spiridakos

### ABSTRACT ALCOHOL INK ACRYLIC

If you love abstract art and colour, this is the class for you! This experienced art teacher will take you through the steps of applying alcohol ink to canvas and yupo paper. During the first class, you will grasp the knowledge of how alcohol ink flows on two different mediums. The second class you will learn how to enhance and decorate your vibrant art with posca or gel markers. You will have a beautiful piece of art to show off. Materials required are: 1-8X10 canvas board, 3-5 alcohol inks, small paint brush, 90% or higher of alcohol from your local pharmacy.

**Thursdays (2X) October 17 and October 24**  
6:30 - 9:30 pm. FFC5-19 (SHC)  
**\$35.00** Kelly Konechny

### ALCOHOL INK COASTERS AND EMBOSsing

**NEW!**

Come out and discover this beautiful art medium. The vibrant colours and versatility of this medium will mesmerize you. You will use embossing powders to embellish your artwork on ceramic tiles. Makes beautiful gifts for any occasion. Supplies required: Alcohol inks, mixatives of your choice, embossing powders, embossing ink, 70% rubbing alcohol, disposable gloves, blow dryer, Q-tips, paper towels, 1 white ceramic tile (8X12) and 6 white tiles (4X4 or 6X6)

**Mondays (2X) December 2 and December 9**  
6:30 - 9:30 pm. FFC11-19 (SHC)  
**\$35.00** Anastasia Spiridakos

# Arts

## MULTI MEDIA PAINTING

**NEW!**

Explore the possibilities with this art form. A mixed media painting is one that combines different painting and drawing materials and methods, rather than only one medium. In this class you will be painting a flower with acrylic paint, create texture with gold leaf, palette knife and rust-like texture faux finish. Supplies required: 16X20 Canvas, Palette Knife, Brushes, 2-3/4" domed dry stipple brushes, 1" flat Brush 8" filbert Brush. Paints - Black, White, Burnt Umber, Yellow Ochre, Burnt Sienna.

**Mondays (2X) October 21 and October 28**  
6:30 - 9:30 pm. FFC6-19 (SHC)  
**\$35.00** Anastasia Spiridakos

## INTRODUCTION TO ENCAUSTIC ART

Discover this new art form. Encaustic painting is also known as hot wax painting. Come out and learn how to use wax, its history and create a small painting using this beautiful medium. You will need the following supplies: 8X10 wooden panel, 8X10 canvas board (bought at the Dollar Store), Paraffin wax, box of crayons, hot bristle brushes from a hardware store 2" & 3" and a heat gun.

**Mondays (2X) January 20 and January 27**  
6:30 - 9:30 pm. FFC13-19 (SHC)  
**\$35.00** Anastasia Spiridakos

## MOCCASIN MAKING WORKSHOP

**NEW!**

Discover how you can make beautiful moccasins for yourself or as gifts. This experienced instructor will take you step-by-step through the process from making your own custom foot pattern, beading techniques to the completion of your project. Materials needed are: 4 square feet or 2 feet by 2 feet of leather (instructor asks you buy 5 feet to leave room for errors), 3 to 4 feet by 2 inches wide glover needles, beading needles, beading thread and sinew.

**Thursdays (4X) November 14 to December 5**  
6:30 - 9:30 pm. FFC8-19 (SHC)  
**\$55.00** Geraldine Dondo



## BEADING WORKSHOP

**NEW!**

This beginner class will take you through the steps to create a beaded bookmark for yourself or to give as a unique gift. You will learn the 1 and 2 needle flat stitch beading technique. Materials required: 2 colours of felt squares, seed beads (size 10, beads can be purchased at Winnipeg Trading Post or Bessie's Beads), 1 package of beading needles (size 10 short beading needle) or beading needle No. 11, Gold eye (46mm X 33.3mm), white or black bonded nylon thread for beading.

**Thursdays (4X) January 16 to January 23**  
6:30 - 9:30 pm. FFC12-19 (SHC)  
**\$55.00** Geraldine Dondo

## AMIGURUMI IN MOTION

Amigurumi is the Japanese art of knitting or crocheting small, stuffed yarn creatures. Christine will take you through instructions on how to crochet, stuff and decorate a small bunny or other animal. The project will be pigs in a pool or bunnies riding carrots. This craft course requires a basic knowledge of crocheting. Makes great Christmas gifts. Materials needed: 1 ball of any type of 4 yarn colour of your choice, a 4.5 mm hook and a 4mm hook, 1 bag of polyester stuffing and a large sewing needle.

**Mondays (3X) November 25 to December 9**  
6:30 - 9:30 pm. FFC10-19 (SHC)  
**\$45.00** Christine Bye

# Business

## 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).

**Thursdays (4X) October 3 to October 24**  
6:30 - 9:30 pm. FBU3-19 (SHC)  
**\$79.00** Selene Paul

## 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.

**FGC12-19 September 3 to November 29**  
**\$649**

## SUPERVISION ESSENTIALS

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

**Tuesdays (2X) September 24 and October 1**  
6:30 - 9:30 pm. FBU2-19 (SHC)  
**\$35.00** Melissa Flanagan

## 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!

**Wednesday November 20**  
6:30 - 9:30 pm. FBU9-19 (SHC)  
**\$25.00** Melissa Flanagan

Bring memory stick to save your resume.

Plan for tomorrow, today.

Register online at [www.localcourses.com/sjsd](http://www.localcourses.com/sjsd)

# 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) October 8 to November 5**  
6:30 - 9:30 pm. FBU4-19 (SHC)  
**\$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) January 7 to February 4**  
6:30 - 9:30 pm. FBU10-19 (SHC)  
**\$95.00 Valerie Taylor**

## CERTIFICATE IN ACCOUNTING AND FINANCE FOR NON-FINANCIAL MANAGERS

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.

**FGC16-19 September 3 to November 29**  
**\$649**

**ONLINE!**

## CERTIFICATE IN PROJECT MANAGEMENT

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.

**FGC2-19 September 3 to November 29**  
**\$649**

**ONLINE!**

## WRITING WINNING PROPOSALS FOR PROJECT MANAGEMENT

Discover how to understand project management tools and processes from this experienced instructor. She will provide tips on how to manage teams and stakeholders to achieve project goals. At the end of the presentation, you will be more comfortable in writing winning proposals.

**Thursday November 7**  
6:30 - 9:30 pm. FBU6-19 (SHC)  
**\$25.00 Selene Paul**

**NEW!**

## DIGITAL MARKETING CERTIFICATE

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.

**FGC3-19 September 3 to November 29**  
**\$649**

**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 December 7**  
9:00 am. - 12:00 pm. FBU11-19 (JT)  
**\$25.00 Ianthe Warner**

## MANAGING SOCIAL MEDIA PLATFORMS CERTIFICATE

Get a skill set for working and managing different social media platforms. You will get a firm foundation in Twitter, LinkedIn, and Facebook platforms. Come away with both an understanding of these social networks and practical, how-to techniques to integrate social networks into your organization or business.

**FGC5-19 September 3 to November 29**  
**\$649**

**ONLINE!**

## SOCIAL MEDIA FOR BUSINESS CERTIFICATE

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

**FGC8-19 February 4 to April 26**  
**\$649**

**ONLINE!**

# Computers

## 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) October 2 and October 9**  
6:30 - 9:30 pm. FCO4-19 (JT)  
**\$69.00 Ianthe Warner**

## 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) November 6 and November 13**  
6:30 - 9:30 pm. FCO8-19 (JT)  
**\$69.00 Ianthe 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) November 27 and December 4**  
6:30 - 9:30 pm. FCO10-19 (JT)  
**\$69.00 Ianthe Warner**

**Register Early! Courses may fill up quickly or be cancelled due to low registration.**

# Computers

## CERTIFICATE IN MASTERING EXCEL

Microsoft Excel is the most used

**ONLINE!**

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.

**FGC13-19 September 3 to November 29 \$649**

## MS OFFICE 2016 - INTRODUCTION

Learn introductory 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.

**Tuesdays (6X)**

**September 24 to October 29**

6:30 - 8:30 pm.

FCO1-19 (SHC)

**\$79.00**

## 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) September 30 to October 31**

6:30 - 9:30 pm.

FCO3-19 (SHC)

**\$65.00**

Amandeep Kaur

## COMPUTER BASICS

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

**Thursdays (4X)**

**October 3 to October 24**

6:30 - 9:30 pm.

FCO6-19 (JT)

**\$79.00**

Ilanthe Warner

## 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)**

**November 7 to November 28**

6:30 - 9:30 pm.

FCO9-19 (JT)

**\$79.00**

Ilanthe Warner

## 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)**

**January 21 and January 28**

6:30 - 8:30 pm.

FCO13-19 (SHC)

**\$35.00**

Mark Kutcy

## CREATING AND SHARING YOUR OWN PHOTO SLIDESHOW

Do you have lots of photos on your iPhone or iPad? Not sure how to get them off your device to share them? Come and learn how to make a slideshow with your photos so you can share them with family and friends via email, text message or on a website. Please bring your iPhone or iPad with photos to class.

**Wednesdays (2X)**

**September 25 and October 2**

6:00 - 8:30 pm.

FCO2-19 (SHC)

**\$35.00**

Troy Vezina

## 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.

**Wednesdays (6X) January 15 to February 19**

7:00 - 9:00 pm.

FCO12-19 (SHC)

**\$79.00**

Ilanthe Warner

## 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.

**FGC14-19 September 3 to November 29**

**\$779**

# 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.

**Wednesday September 18 FBU1-19 (SHC)**

**Wednesday October 16 FBU5-19 (SHC)**

**Wednesday November 13 FBU7-19 (SHC)**

**Wednesday January 29 FBU12-19(SHC)**

6:30 - 8:00 pm.

**No Charge**

Andrew Mcgrath

## 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 November 14 FBU8-19 (SHC)**

**Thursday January 30 FBU13-19 (SHC)**

6:30 - 8:00 pm.

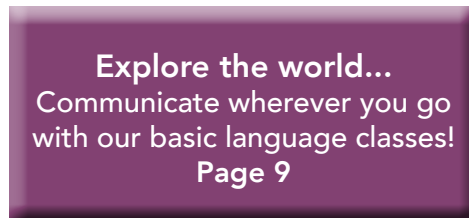
**No Charge**

## BOOKKEEPING CERTIFICATE

Whether you're an entrepreneur, running a family business, or looking to advance your career, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. It is imperative 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 the process. No one should be clueless when it comes to the finances of their business.

**FGC1-19 September 3 to November 29**

**\$649**





# 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)**

**September 18 to November 13**

6:30 - 7:45 pm. FFT1-19 (WS)

**Wednesdays (9X) January 15 to March 11**

6:30 - 7:45 pm. FFT17-19 (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)**

**September 18 to November 13**

8:00 - 9:15 pm. FFT2-19 (WS)

**Wednesdays (9X) January 15 to March 11**

8:00 - 9:15 pm. FFT16-19 (WS)

**\$79.00**

**Ildiko Gyarmati**

## 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) September 21 to November 2**

9:30 - 10:30 am. FFT3-19 (JT)

**Saturdays (6X) January 18 to February 29**

9:30 - 10:30 am. FFT18-19 (JT)

**\$69.00**

**Andrea Baryliuk**

## 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.

**Wednesdays (8X) October 2 to November 20**

6:30 - 7:30 pm. FFT7-19 (JT)

**Wednesdays (8X) January 15 to March 4**

6:30 - 7:30 pm. FFT15-19 (JT)

**\$75.00**

**Erika Goodman**

## 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.

**Thursdays (8X) September 26 to November 14**

6:00 - 7:00 pm. FFT4-19 (JT)

**Thursdays (8X) January 9 to March 12**

6:00 - 7:00 pm. FFT13-19 (JT)

**\$75.00**

**Lorna Pankratz**

## ZUMBA FOR BEGINNERS

**NEW!**

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.

**Tuesdays (6X) October 1 to November 5**

6:30 - 7:30 pm. FFT5-19 (LS)

**Tuesdays (6X) January 14 to February 25**

6:30 - 7:30 pm. FFT5A-19 (LS)

**\$69.00**

**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) November 2 to December 14**

10:45 - 11:45 am. FFT10-19 (JT)

**Saturdays (6X) January 18 to March 7**

10:45 - 11:45 am. FFT10A-19 (JT)

**\$69.00**

**Lorna Pankratz**

## FITNESS KICKBOXING

**NEW!**

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.

**Mondays (6X) October 7 to November 25**

6:00 - 7:00 pm. FFT9-19 (JT)

**Mondays (6X) January 13 to February 24**

6:00 - 7:00 pm. FFT14-19 (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) October 1 to December 3**

6:30 - 7:30 pm. FFT6-19 (BA)

**Thursdays (10X) October 3 to December 5**

6:30 - 7:30 pm. FFT8-19 (SM)

**Tuesdays (10X) January 7 to March 10**

6:30 - 7:30 pm. FFT11-19 (BA)

**Thursdays (10X) January 9 to March 12**

6:30 - 7:30 pm. FFT12-19 (SM)

**\$85.00**

**Doug Yaholkoski**

## BRING A FRIEND!

"Friends give you energy to keep to your commitment."

# Health and Wellness

## I AM ENOUGH

Have you ever felt/fear that you are not (rich, good looking, sexy, successful, smart...) enough? In this seminar, Pamela will guide you through soul nurturing exercises and meditations to assist you in coming to the place of recognizing that "You are enough."

**Tuesday September 17**  
7:00 - 9:00 pm. FHL1-19 (SHC)  
**\$25.00 Pamela Thrift**



## EMOTIONAL FREEDOM TECHNIQUE

The Emotional Freedom Technique (EFT, also known as the Tapping Technique), helps with healing on all levels. Discover the vital secret for emotional wholeness and physical relief. You can take your physical and emotional well-being into your own hands. It's simple and easy for anyone to learn.

**Tuesday January 14**  
7:00 - 9:00 pm. FHL6-19 (SHC)  
**\$25.00 Pamela Thrift**

## QI GONG FOR INSOMNIA AND ANXIETY

Are you finding you can't sleep at night or wake up in the middle of the night? Do you suffer from anxieties, tension or just day to day stress? Try Qi Gong, a gentle, ancient Chinese exercise program to help you ease your tensions, relax and heal. All ages welcome!

**Thursdays (3X) January 16 to January 30**  
7:30 - 8:30 pm. FHL7-19 (JT)  
**\$35.00 Christine Bye**

## MEDITATION: A WAY BACK TO WHOLENESS

Discover the preciousness of all that you are. When we meditate, we take the time to be present to ourselves to listen and connect. In this discovery we recognize our whole being. Come enjoy being guided on your journey in meditation with Pamela. This class is suitable for all levels of meditation experience.

**Tuesdays (6X) November 5 to December 10**  
7:00 - 9:00 pm. FHL5-19 (SHC)  
**\$95.00 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) September 26 to October 17**  
7:30 - 8:30 pm. FHL2-19 (JT)  
**\$55.00 Christine Bye**

## HEALING WITH CHI & CREATIVITY

Explore new techniques in learning healing practices for stress, anxiety and grief. The instructor will introduce you to various meditation methods and art therapy projects to calm your mind and body.

**Tuesdays (4X) October 22 to November 12**  
7:30 - 9:30 pm. FHL4-19 (JT)  
**\$55.00 Christine Bye**



## 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 October 19**  
10:00 am. - 4:00 pm. FHL3-19 (JT)  
**\$45.00 Pamela Thrift**

*"Christine organized a nice variety of movements and different types of meditation to keep every week very informative and interesting." - Qi Gong Participant, 2018*

# Languages

## ELEMENTARY ICELANDIC

Learn the basics in preparation for your next vacation! The instructor will provide you with knowledge of Iceland, the island, history, folklore and travel safety. You will also learn some elementary Icelandic language skills that include alphabet, sounds, words, simple sentence, numbers, telling time, food, the weather and road signs.

Come out and enjoy a piece of Iceland  
**Thursdays (5X) October 3 to November 7**  
6:30 - 8:30 pm. FLA3-19 (SHC)  
**\$79.00 Ainsley Bloomer**



## 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) September 26 to October 31**  
6:30 - 8:30 pm. FLA2-19 (JT)  
**\$79.00 Heather Calladine**



## 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) October 10 to November 14**  
6:30 - 8:30 pm. FLA4-19 (SHC)  
**\$79.00 Isabel Almada**

## 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) January 16 to February 20**  
6:30 - 8:30 pm. FLA6-19 (SHC)  
**\$79.00 Isabel Almada**

# 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.

**Tuesdays (8X) September 24 to November 12**  
7:00 - 9:00 pm. FLEA1-19 (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) November 14 to December 19**  
7:00 - 9:00 pm. FLA5-19 (SHC)  
**\$79.00** Ines Mora



## SPANISH - ADVANCED

This advanced course is designed for students who already possess a basic understanding of Spanish. Build on your conversational skills, practice your vocabulary, sentence structure and become more fluent and comfortable with the language. Pre-requisites: Spanish-Getting Started and Spanish, the Next Step.

**Thursdays (6X) January 16 to February 20**  
7:00 - 9:00 pm. FLA7-19 (SHC)  
**\$79.00** Ines Mora

# Leisure

## OLD NORSE MYTHOLOGY 1

Story telling was an ancient Old Norse way of life. Join **NEW!** us to learn some historical details, poetic verse form as a way of remembering, Old Norse mythological creation stories, gods, goddesses and other creatures. Yggdrasil the world tree, Ragnarok, and rebirth.

**Thursdays (5X) November 14 to December 12**  
6:30 - 8:30 pm. FLE8-19 (SHC)  
**\$75.00** Ainsley Bloomer

## OLD NORSE MYTHOLOGY 2

Continue the Old Norse Mythology historical tale. **NEW!** Explore tales of family lineage, family dynamics, life, love, sorrow, revenge, betray, and supernatural events. To gain the most out of this course Old Norse Mythology 1 is recommended.

**Thursdays (5X) January 16 to February 13**  
6:30 - 8:30 pm. FLE10-19 (SHC)  
**\$75.00** Ainsley Bloomer

## 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 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.

**Wednesdays (4X) September 18 to October 9**  
6:30 - 8:30 pm. FLE3-19 (SHC)  
**\$55.00** 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.

**Tuesdays (4X) September 17 to October 8**  
6:30 - 8:30 pm. FLE1-19 (SHC)  
**\$55.00** Mark Kutcy



## 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) October 21 and October 28**  
6:30 - 9:30 pm. FLE6-19 (JT)  
**\$35.00** Chris Rutkowski

## 100 YEARS OF UFO'S IN CANADA

Chris Rutkowski is a **NEW!** 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 session.

**Mondays (2X) January 13 and January 20**  
6:30 - 9:30 pm. FLE9-19 (JT)  
**\$35.00** Chris Rutkowski

## 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 October 2**  
6:00 - 9:00 pm. FLE4-19 (JT)  
**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.

**Tuesdays (8X) September 17 to November 5**  
6:30 - 9:30 pm. FLE2-19 (SHC)  
**\$215.00** Gary Yakimoski

Visit us online to learn more about the St. James-Assiniboia Continuing Education Program  
[www.sjasd.ca/programs/coned](http://www.sjasd.ca/programs/coned)

# Personal Devices

## 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.

Wednesdays (2X)

October 16 and October 23

6:30 - 8:30 pm.

FCO5-19 (SHC)

\$35.00

Troy Vezina

## PODCASTING

People with a niche hobby are turning podcasts into a business. Podcasting is experiencing a rebirth. 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 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.

FGC19-19 September 3 to September 29

\$249.00

**ONLINE!**



## 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 October 9

6:00 - 9:30 pm.

FLE5-19 (SHC)

\$25.00

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.

Monday

January 20

6:00 - 9:30 pm.

FLE11-19 (SHC)

\$25.00

Troy Vezina

## UNDERSTANDING YOUR ANDROID TABLET

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

Monday

October 21

6:00 - 9:30 pm.

FLE7-19 (SHC)

\$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.

Wednesdays (4X) November 6 to 27

6:30 - 8:30 pm.

FCO7-19 (SHC)

Wednesdays (4X)

January 8 to January 29

6:30 - 8:30 pm.

FCO11-19 (SHC)

\$55.00

Troy Vezina

## 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.

## Congratulations to all Certificate Graduates!

Congratulations to all graduates who completed certificate courses in the Fall Session of 2018 and Spring Session of 2019. We are proud of you!



# Certificate Courses

## 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 to receive the certificate.

### BOOKKEEPING CERTIFICATE

\$649

Understanding Debits and Credits  
General Ledger and Month End Procedures  
Closing Procedures and Financial Statements  
See Page 3 and 7



### PROJECT MANAGEMENT

\$649

Introduction to Project Management  
Project Management Processes  
Project Management Knowledge Areas  
See Page 6

### SALES

\$649

Strategic Selling With Social Media  
Getting Started in Sales  
Power Selling  
See Page 6

### DIGITAL MARKETING

\$649

Improving Email Promotions  
Boosting Your Web Site Traffic  
Online Advertising  
See Page 6

### WORKPLACE MENTORING & COACHING LEVELS 1 & 2

\$449

Workplace Mentoring and Coaching Level 1  
Workplace Mentoring and Coaching Level 2  
See Page 3

### ONLINE TEACHING

\$649

Advanced Teaching Online  
Designing Online Instruction  
Fostering Online Discussion  
See Page 3

### STRESS MANAGEMENT IN THE WORKPLACE

\$189

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  
See Page 3

### MANAGING SOCIAL MEDIA PLATFORMS

\$649

Twitter  
Facebook for Business  
LinkedIn  
See Page 6

### WORKPLACE CONFLICT SOLUTIONS

\$649

Dealing with Difficult People in the Workplace  
Conflict Management  
Stress Management in the Workplace  
See Page 5

### ENTREPRENEURSHIP

\$649

Entrepreneur Boot Camp  
The Business Plan  
Entrepreneurial Marketing  
See Page 3

### DESIGNING WEBINARS

\$449

Designing Successful Webinars  
Managing & Marketing Webinars  
See Page 7

### SOCIAL MEDIA FOR BUSINESS

\$649

introduction to Social Media  
Marketing Using Social Media  
Integrating Social Media in Your Organization  
See Page 6



# Online Education

## WEB DESIGN

\$779

Introduction to Web Design  
Intermediate Web Design  
Advanced Web Design  
See Page 7

## MASTERING EXCEL

\$649

Mastering Microsoft Excel  
Intermediate Excel  
Advanced Excel  
See Page 7

## TEACHING ADULTS

\$389

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  
See Page 3

## ACCOUNTING AND FINANCE FOR NON-FINANCIAL MANAGERS

\$779

Accounting and Finance for Non Financial Managers  
Financial Analysis and Planning for Non Financial Managers  
Cash is King  
See Page 6

## PODCASTING

\$249

Learn how to take your business or hobby and turn it into a podcast.  
See Page 11



## QUESTIONS & ANSWERS

**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:** 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.

## 5 Easy Ways to Register for Courses

- 1. Register Online:** Enroll instantly at [www.localcourses.com/sjsd](http://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?

- CERTIFIED FOOD HANDLERS TRAINING
- CPR
- MASTERING EXCEL
- SOCIAL MEDIA FOR BUSINESS
- STRESS MANAGEMENT IN THE WORKPLACE

# 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.

### 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](http://www.localcourses.com/sjsd)

### SITE CODES AND LOCATIONS

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

### 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.



# St. James-Assiniboia Continuing Education

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PERSONAL DEVICES

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