



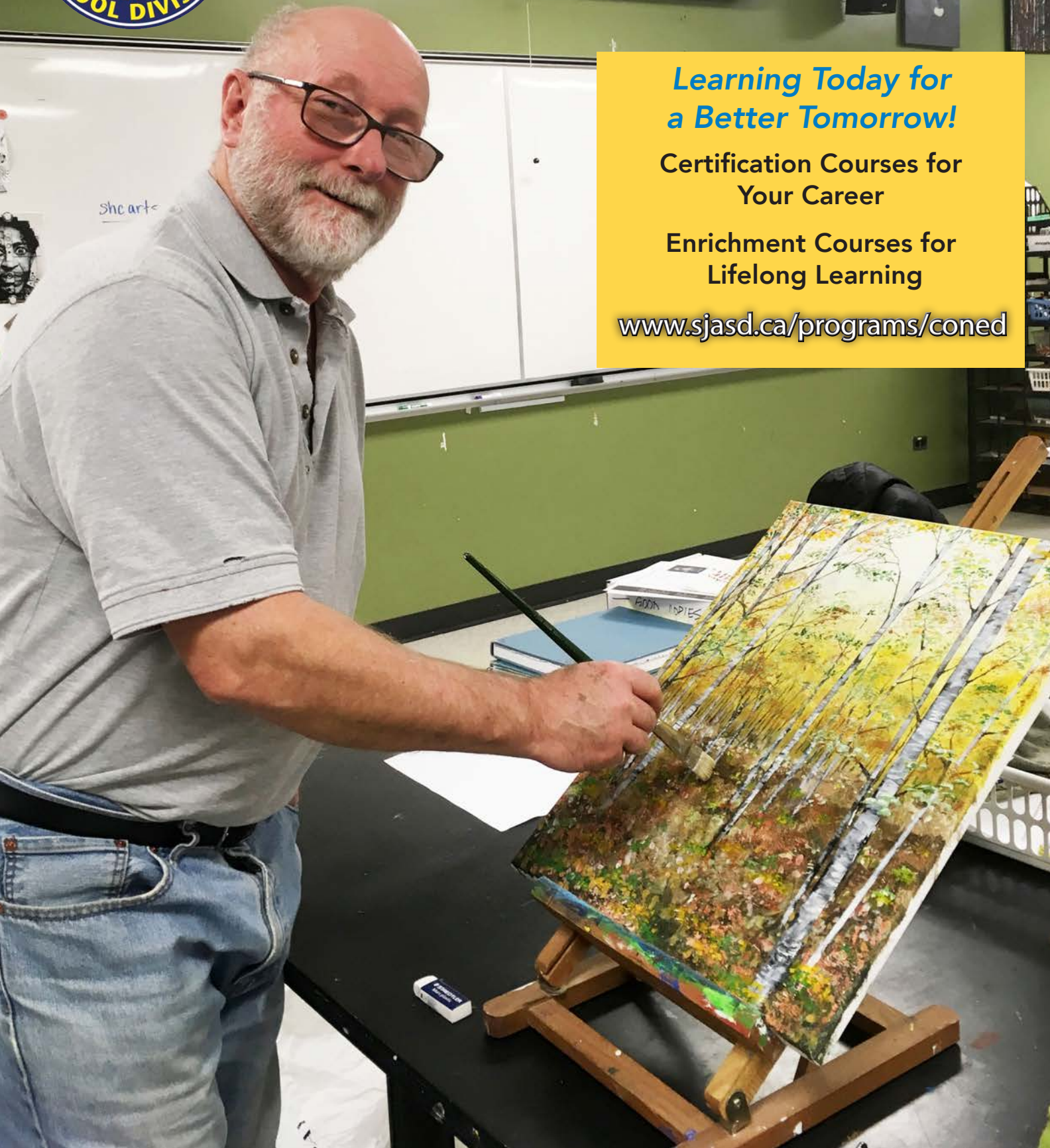
# Continuing Education SPRING 2019

*Learning Today for  
a Better Tomorrow!*

**Certification Courses for  
Your Career**

**Enrichment Courses for  
Lifelong Learning**

[www.sjasd.ca/programs/coned](http://www.sjasd.ca/programs/coned)





# Spring 2019 Session

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

We are excited to offer many diverse courses this spring to ensure there is something for everyone. Whether you like to experiment with Arts/Crafts, learn a new language, update your computer skills, exercise or relax, we have many different courses to fit the need of every age group. We invite you to check out our new courses, including Macramé Wall Hanging, Kickboxing/Endurance Barre with Lorna, Instapot Fun, Mandala Designs on Canvas and much more. Continuing Education has collaborated with UGotClass to offer relevant and practical online certificates and courses taught by teachers who are subject matter experts. Online courses allow you to gain the skills employers are looking for and all in a format to suit your busy lifestyle.

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

**Wanda Taylor, Manager**

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

## Table of Contents

Career and Employment .....	Page 2, 3
Arts .....	Page 4
Business .....	Page 5
Computers .....	Page 6,7
Finances .....	Page 7
Fitness .....	Page 7, 8
Health and Wellness .....	Page 8, 9
Languages .....	Page 9
Leisure .....	Page 10
Personal Devices .....	Page 10, 11
Online Education .....	Page 12, 13
Registration Form .....	Page 14

### LANGUAGE COURSES

**PAGE 9**



### COMPUTER COURSES

**PAGE 6**

## 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

#### Full Time Program

**August 26, 2019 to January 8, 2020**

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

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

#### 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**

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

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**

**April 27**

8:30 am. - 4:30 pm.

SCA4-19 (JT)

**\$79.00**

**Gord Hanna**



### 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

#### Full Time Program

**August 19, 2019 to December 20, 2019**

Monday to Friday 9:00 am. - 1:30 pm.

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

#### Part Time Program

**September 5, 2019 to June 15, 2020**

Tuesday and Thursday's 6:00 - 9:30 pm.

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

#### Full Time Program

**January 6, 2020 to May 15, 2020**

Monday to Friday 9:00 am. - 1:30 pm.

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

**\$3350**

### 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 23** SCA1-19 (JT)

**Saturday April 13** SCA2-19 (JT)

**Saturday May 25** SCA7-19 (JT)

9:30 am. - 4:30 pm.

**\$89.00**

**Lesly Andrews**

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

### 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. Selected evenings and Saturday classes are scheduled.

#### Part Time Program

**September 5, 2019 to June 11, 2020**

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

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

**\$3350**

### 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)

# Career and Employment

## 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 people to return to their optimal state.

**.Wednesdays (2X) April 17 and April 24**  
6:00 - 10:00 pm. SCA3-19 (JT)  
**\$129.00 Barry Wolfe**

## 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.

**UGC15-19 February 4 - March 29 \$389**

## 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 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.  
**UGC4-19 February 4 - April 26 \$649**

## 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.

**UGC10-19 February 4 - April 26 \$649**

## LEGAL OFFICE ADMINISTRATION

Acquire the necessary knowledge and skills to become an exceptional legal practitioner in an administrative capacity. Develop a thorough understanding of legal office procedures including database management, the preparation of legal documentation including research, legal accounting methods, legal analysis, communications and ethics  
**UGC11-19 April 1 - April 26 \$319**

## 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.

**UGC6-19 February 4 - April 26 \$649**

# Enrichment Courses

## Arts

### "EVERYBIRDIE WELCOME" SIGN/PAINTING

Spice up your cottage or home with this adorable sign or painting of some cartoon birds welcoming friends and family. You will use acrylic paint to create your sign on canvas or a board, your choice. Material list will be provided.

**Tuesdays (3X) February 12 to February 26**  
6:30 - 8:30 pm. SFC1-19 (JT)  
**\$45.00 Karen Franklin**

### MANDALA DESIGNS ON CANVAS

Mandala designs symbolize unity and harmony and are created with a series of dots of various sizes and colours. Karen will teach you to create Mandala patterns on canvas so you can easily hang up your finished piece. Material list will be provided.

**Wednesdays (3X) March 6 to March 20**  
6:30 - 8:30 pm. SFC5-19 (JT)  
**\$45.00 Karen Franklin**

### MACRAME WALL HANGING

Did you know the art of Macrame is making a comeback? This fun class is led by Christine Bye 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).

**Mondays (2X) March 4 and March 11**  
6:30 - 8:30 pm. SFC3-19 (JT)  
**\$35.00 Christine Bye**

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



Explore the world...  
Communicate wherever you go  
with our basic language classes!  
Page 9

# Arts

## INTRODUCTION TO WATERCOLOURS

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

**Tuesdays (6X) March 5 to April 16**  
7:00 - 9:30 pm. SFC4-19 (SHC)  
**\$65.00 John F. Smeulders**

## AMIGURUMI IN MOTION

Amigurumi is the Japanese art of knitting or crocheting small, stuffed yarn creatures. Christine will take you through step-by-step 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.

**NEW!**

**Mondays (3X) May 6 to May 27**  
6:30 - 9:30 pm. SFC12-19 (SHC)  
**\$45.00 Christine Bye**

## ABSTRACT ALCOHOL INK ACRYLIC

If you love abstract art and colour, this is the class for you! This experienced art teacher will take 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.

**NEW!**

**Wednesdays (2X) February 27 and March 6**  
6:30 - 8:30 pm. SFC2-19 (SHC)  
**\$35.00 Kelly Konechny**



## 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 provided and discount coupon provided at first class.

**Mondays (6X) April 8 to May 13**  
7:00 - 9:30 pm. SFC9-19 (SHC)  
**\$65.00 John F. Smeulders**

## ACRYLICS USING A PALETTE KNIFE - CITY SCAPE

Using a palette knife, learn to create texture and interest to your abstract city scape acrylic painting. For added glamour your instructor will teach you how to add gold leaf. You will need 16X20 canvas, acrylic paints, red, black, teal and white, Gold Leaf flakes. Bring your brushes, water container, white graphite paper, pencil, eraser and palette knife.

**Mondays (2X) March 11 and March 18**  
6:30 - 9:30 pm. SFC6-19 (SHC)  
**\$35.00 Anastasia Spiridakos**

## MAKING DRAWING SIMPLE

By using a grid system you can make drawing much easier. We will cover this method and some basic shading techniques to enhance your final drawing

**NEW!**

**Wednesdays (4X) May 1 to May 22**  
6:30 - 8:30 pm. SFC13-19 (JT)  
**\$49.00 Karen Franklin**

## EMBROIDER YOUR WAY TO FASHION

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 use those stitches to transform an off-the-rack garment into the only one of its kind. Material list provided.

**Mondays (4X) April 15 to May 6**  
6:30 - 9:30 pm. SFC10-19 (SHC)  
**\$55.00 Linda Lassman**

## FINGER CROCHET - POM POMS

Finger crochet is a beautiful, simple form using your fingers and yarn. Come out to learn to make pom poms to decorate scarves, hats, etc. The materials that you will need are two balls of type 5 or 6 yarn (thick and soft) and sharp scissors.

**NEW!**

**Wednesday March 13**  
6:30 - 9:30 pm. SFC7-19 (JT)  
**\$25.00 Christine Bye**

## INK & WATERCOLOUR PAINT & PENCILS

Explore this art medium to craft a beautiful painting using fine details and texture with fine pens and enhanced by added colour with watercolour paint. You will also be able to experiment with additives to the paint to create interesting effects. This combination of techniques and mediums is suitable for many subject matters. Material list provided.

**Mondays (5X) April 1 to May 6**  
6:30 - 9:00 pm. SFC8-19 (JT)  
**\$55.00 Karen Franklin**



# 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 21 to March 21**  
6:30 - 9:30 pm. SBU2-19 (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 more complex financial statements and work with ratios to analyze those statements.

**Tuesdays (5X) May 7 to June 4**  
6:30 - 9:30 pm. SBU14-19 (SHC)  
**\$95.00** Valerie Taylor

## CREATE BLOGS THAT GET NOTICED

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

**Saturday March 16**  
9:00 am. - 12:00 pm. SBU6-19 (JT)  
**\$25.00** lanthe Warner

## WORKPLACE CONFLICT SOLUTIONS CERTIFICATE

Find out how to deal with difficult

**ONLINE!**

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.

**UGC12-19 April 1 - April 26 \$649**

## 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.

**UGC2-19 February 4 - April 26 \$649**

## CERTIFICATE IN WEB DESIGN

Understanding what it takes to produce effective web design is essential in today's market of 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.

**UGC14-19 February 4 - April 26 \$779**



## 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!

**Tuesday May 7**  
6:30 - 9:30 pm. SBU15-19 (SHC)  
**\$25.00** Melissa Flanagan  
Bring memory stick to save your resume.

## 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.

**Tuesday April 9**  
6:30 - 9:30 pm. SBU11-19 (SHC)  
**\$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) February 26 to March 19**  
6:30 - 9:30 pm. SBU4-19 (SHC)  
**\$79.00** Selene Paul

*"Covered all important areas for starting a small business. Instructor was experienced and the class was enjoyable." – Joan*

## 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 March 19**  
6:30 - 9:30 pm. SBU7-19 (SHC)  
**No Charge** Christine Forbes

## 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) March 5 and March 12**  
6:30 - 9:30 pm. SBU5-19 (SHC)  
**\$35.00** Melissa Flanagan

## STRESS MANAGEMENT CERTIFICATE

Stress isn't the enemy. It is our perceptions of stress that amp our anxiety and use up all of 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. Turn stress into a stepping stone, not a stumbling block?

**ONLINE!**

**UGC11-19 April 1 to April 26 \$189**

# Computers

## KEYBOARDING

This hand-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) April 10 to May 15**  
7:00 - 9:00 pm. SCO10-19 (SHC)  
**\$79.00 lanthe Warner**

**NEW!**

## DIGITAL MARKETING CERTIFICATE

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

**UGC3-19 February 4 - April 26 \$649**

**ONLINE!**

## 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.

**UGC5-19 February 4 - April 26 \$649**

**ONLINE!**

## COMPUTER BASICS

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

**Thursdays (4X) February 28 to March 21**  
6:30 - 9:30 pm. SCO7-19 (JT)  
**\$79.00 lanthe 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) April 18 to May 9**  
6:30 - 9:30 pm. SCO12-19 (JT)  
**\$79.00 lanthe Warner**

## INTRODUCTION TO THE MAC

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

**Mondays (3X) February 25 to March 11**  
6:30 - 9:30 pm. SCO2-19 (SHC)  
**\$65.00 lanthe Warner**

## 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

**ONLINE!**

**UGC7-19 February 4 - April 26 \$449**

## 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 (3X) February 26 to March 12**  
6:30 - 9:30 pm. SCO3-19 (JT)  
**\$69.00 Marny Bennett**

## CREATING AND SHARING YOUR OWN PHOTO SLIDESHOW

Do you have 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 e-mail, text message or on a website. Please bring your iPhone or iPad with photos to class.

**Wednesdays (2X) April 24 and May 1**  
6:00 - 8:30 pm. SCO13-19 (SHC)  
**\$35.00 Troy Vezina**

## 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

**UGC1-18 February 4 - April 26 \$649**

**ONLINE!**



## SOCIAL MEDIA FOR BOOMERS

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

**Thursdays (2X) February 21 and February 28**  
6:30 - 8:30 pm. SCO1-19 (SHC)  
**\$35.00 Troy Vezina**

## MS EXCEL 2016 FOR THE ABSOLUTE BEGINNER

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

**Wednesdays (2X) February 27 and March 6**  
6:30 - 9:30 pm. SCO5-19 (JT)  
**\$69.00 lanthe Warner**

# Computers

## MS EXCEL 2016 THE NEXT STEP

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

**Wednesdays (2X) March 13 and March 20**  
6:30 - 9:30 pm. SCO8-19 (JT)  
**\$69.00** lanthe Warner

## MS EXCEL 2016 ADVANCED

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

**Saturday April 27**  
9:30 am. - 3:30 pm. SCO14-19 (JT)  
**\$69.00** lanthe Warner

## CERTIFICATE IN MASTERING EXCEL

Microsoft Excel is the most used spreadsheet tool in the world. Learn how an Excel worksheet is constructed, populated with content, and edited for delivery. Discover how various menu items, commands, settings and processes affects the look of your Excel worksheets and workbooks.

increase your efficiency by learning how to organize, display and calculate your data into useful information.

**UGC13-19 April 1 - June 28 \$649**

**ONLINE!**

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

## MS OFFICE 2016 - INTRODUCTION

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

**Wednesdays (6X) April 17 to May 22**  
6:30 - 8:30 pm. SCO11-19 (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. Makes lovely gifts for birthdays, anniversaries or Christmas.

**Tuesdays (2X) February 26 and March 5**  
6:30 - 8:30 pm. SCO4-19 (SHC)  
**\$35.00** Mark Kutcy

# Finances

## 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 February 21** SBU3-19 (SHC)  
**Thursday March 21** SBU9-19 (SHC)  
**Thursday April 25** SBU13-19 (SHC)  
**Thursday May 16** SBU17-18 (SHC)  
6:30 - 8:15 pm.  
**No Charge** Jeremy Watson

## 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 February 20** SBU1-19 (SHC)  
**Wednesday March 20** SBU8-19 (SHC)  
**Wednesday April 24** SBU12-19 (SHC)  
**Wednesday May 15** SBU16-19 (SHC)  
6:30 - 8:15 pm.  
**No Charge** Andrew Mcgrath

## 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.

**UGC16-19 February 4 - April 26 \$649**

**ONLINE!**

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

# Fitness

## RESTORATIVE YOGA

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

**Saturdays (6X) April 13 to June 1**  
9:15 - 10:15 am. SFT8-19 (JT)  
**Saturdays (6X) April 13 to June 1**  
10:45 - 11:45 am. SFT9-19 (JT)  
**\$69.00** Andrea Baryluk

## LIVING YOGA (GENTLE 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. Bring a mat, towel and a water bottle.

**Wednesdays (8X) April 17 to June 12**  
6:30 - 7:30 pm. SFT10-19 (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) March 7 to May 16**  
6:00 - 7:00 pm. SFT2-19 (JT)  
**\$75.00** Lorna Pankratz



# 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 10 to June 5**  
6:30 - 7:45 pm. SFT4-19 (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 10 to June 5**  
8:00 - 9:15 pm. SFT5-19 (WS)  
**\$79.00 Ildiko Gyarmati**

## POUND

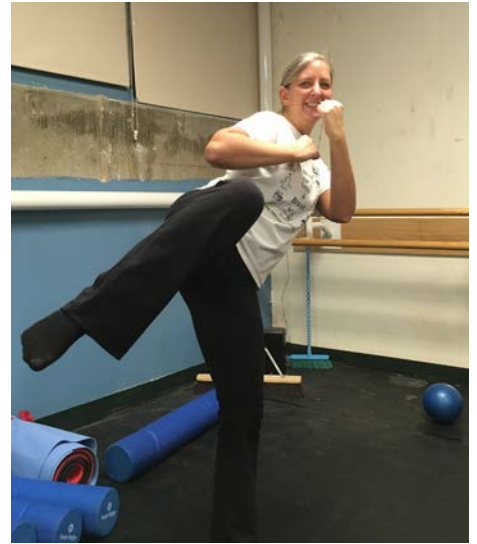
POUND™ using Ripstix (lightly weighted drumsticks) is a full-body workout that combines cardio, conditioning and strength. It utilizes Yoga and Pilate inspired movements to create an invigorating workout routine. Participants will need to bring a yoga mat. Instructor will provide the drumsticks. Designed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

**Saturdays (6X) April 13 to June 1**  
10:30 - 11:30 am. SFT7-19 (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) April 9 to June 11**  
6:30 - 7:30 pm. SFT3-19 (BA)  
**Thursdays (10X) April 11 to June 13**  
6:30-7:30pm SFT6-19 (SM)  
**\$79.00 Doug Yaholkoski**



## KICKBOXING/ENDURANCE BARRE WITH LORNA

Discover the health benefits of this unique combination workout class. You will notice increased muscle tone, improvement in balance and flexibility and much more. The class starts with boxing warm-up exercises followed by introductory jabs/kicks using the support of the Barre. Cool down with Pilates moves to increase core strength. Come and join us for this fun and invigorating workout. Designed for all fitness levels.

**Wednesdays (6X) February 27 to April 17**  
6:00 - 7:00 pm. SFT1-19 (JT)  
**Mondays (6X) April 22 to June 3**  
6:00 - 7:00 pm. SFT11-19 (JT)  
**\$69.00 Lorna Pankratz**

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

# Health and Wellness

## 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 February 19**  
7:00 - 9:00 pm. SHL6-19 (JT)  
**\$25.00 Pamela Thrift**

## REFINING AND PRACTICING EMOTIONAL FREEDOM TECHNIQUE

Take your emotional freedom technique also known as Tapping Technique, to the next level. Pamela will assist you in practicing and refining your work with the EFT technique. Feel free to bring any questions to class.

**Saturday April 13**  
1:00 - 3:00 pm. SHL1-19 (SHC)  
**\$25.00 Pamela Thrift**

**NEW!**

## 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) February 21 to March 14**  
7:30 - 8:30 pm. SHL2-19 (JT)  
**\$55.00 Christine Bye**

# Health and Wellness

## QI GONG FOR INSOMNIA AND ANXIETY

**NEW!**

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) April 18 to May 2**  
7:30 - 8:30 pm. SHL8-19 (JT)  
**\$55.00** Christine Bye

## QI GONG FOR ARTHRITIS

**NEW!**

Learn how this gentle, ancient Chinese exercise program can help you with the pain of arthritis. The instructor will take you through various, movements designed to help ease your arthritis discomfort. All ages welcome!

**Thursdays (3X) May 16 to May 30**  
7:30 - 8:30 pm. SHL9-19 (JT)  
**\$55.00** Christine Bye

## 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 (6X) April 2 to May 7**  
7:00 - 9:00 pm. SHL4-19 (SHC)  
**\$95.00** Pamela Thrift

## HEALING WITH CHI & CREATIVITY

Explore new techniques in learning healing practices for stress, anxiety and grief.

**NEW!**

The instructor will introduce you to various meditation methods and art therapy projects to calm your mind and your body.

**Tuesdays (4X) April 2 to April 30**  
7:30 - 9:30 pm. SHL5-19 (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.

**Saturday March 9**  
10:00 am. - 4:00 pm. SHL3-19 (JT)  
**\$45.00** Pamela Thrift

## PALLIATIVE CARE/GRIEF WORKSHOP

Palliative care is much more than applying comfort measures as one approaches end-of-life; it is a continuum of care that incorporates quality communication, cross cultural competency, and bereavement support. During this workshop, you will learn about the reasons why we live in a death-denying society, advance care planning and how to better communicate with those who are approaching end-of-life or grieving.

**Wednesday April 17** SCA7-19 (SHC)  
**Wednesday May 22** SCA17-19 (SHC)  
6:30 - 9:30 pm.  
**\$25.00** Mike Goldberg

# Languages

## ICELANDIC GETTING STARTED

Learn greetings, directions, weather conditions, ordering food and simple expressions to survive in Iceland. The instructor will guide you through Iceland's history and points of interest.

**Thursdays (6X) February 28 to April 11**  
6:30 - 8:30 pm. SLA4-19 (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.

**Tuesdays (6X) February 26 to April 16**  
6:30 - 8:30 pm. SLA3-19 (JT)  
**\$79.00** Heather Calladine

## ITALIAN - GETTING STARTED

Learn some basic phrases in Italian such as greetings, weather, directions, food and drinks. Your Italian instructor will give you some travel tips and information on the diversity of the 20 Italian regions. Have fun while you prepare for your next trip.

**Thursdays (6X) May 2 to June 6**  
6:30 - 8:30 pm. SLA7-19 (SHC)  
**\$79.00** 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.

**Thursdays (8X) March 7 to May 2**  
7:00 - 9:00 pm. SLA5-19 (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) May 9 to June 13**  
7:00 - 9:00 pm. SLA8-19 (SHC)  
**\$79.00** Ines Mora

## 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 areas of Germany and prepare you for your holiday.

**Tuesdays (6X) February 12 to March 19**  
6:30 - 8:30 pm. SLA1-19 (JT)  
**\$79.00**

## PORTUGUESE - GETTING STARTED

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

**Thursdays (6X) February 14 to March 21**  
6:30 - 8:30 pm. SLA2-19 (SHC)  
**\$79.00** Isabel Almeda

## PORTUGUESE - THE NEXT STEP

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

**NEW!**

**Thursdays (6X) April 18 to May 23**  
6:30 - 8:30 pm. SLA6-19 (SHC)  
**\$79.00** Isabel Almeda



# 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) February 20 to March 13**  
6:30 - 8:30 pm. SLE3-19 (SHC)  
**\$55.00 Mark Kutcy**

## 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.

**Tuesdays (4X) April 2 to April 23**  
6:30 - 8:30 pm. SLE8-19 (SHC)  
**\$55.00 Mark Kutcy**

*Great balance of theory and practical, and good variety of instructional methods, talk, video, discussion and practice.*  
- Suzanne

## INTRODUCTION TO PHOTOSHOP

Gain confidence to crop, remove imperfections, correct colours and sharpen your images. Learn the power of Layers, Masks and Adjustment Layers to enhance your images or to create entire new realities by blending many images. Bring your own images or download images during the course. Prerequisites: Basic computer knowledge.

**Tuesdays (4X) February 19 to March 12**  
6:30 - 8:30 pm. SLE1-19 (SHC)  
**\$55.00 Mark Kutcy**

## 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 May 15 No Charge**  
6:00 - 9:00 pm. SLE13-19 (JT)

## 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 session

**Mondays (2X) March 4 and March 11**  
6:30 - 9:30 pm. SLE4-19 (JT)  
**\$35.00 Chris Rutkowski**

## MYSTERIOUS MANITOBA

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

**Mondays (2X) April 8 and April 15**  
6:30 - 9:30 pm. SLE10-19 (JT)  
**\$35.00 Chris Rutkowski**

## 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 2 to May 21**  
6:30 - 9:30 pm. SLE7-19 (SHC)  
**\$215.00 Gary Yakimoski**

## INSTAPOT FUN

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

**Wednesday March 13**  
6:00 - 9:30 pm. SLE6-19 (SHC)  
**\$25.00 Troy Vezina**

**NEW!**

# Personal Devices

## LEARNING ABOUT YOUR ANDROID PHONE

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

**Wednesday February 20 SLE2-19 (SHC)**  
**Wednesday March 6 SLE5-19 (SHC)**  
6:00 - 9:30 pm.  
**\$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.

**Wednesday April 10**  
6:00 - 9:30 pm. SLE11-19 (SHC)  
**\$25.00 Troy Vezina**

**NEW!**

# Personal Devices

## UNDERSTANDING YOUR ANDROID TABLET

Discover how to install and remove apps, sync your appointments to your calendar, the use of the camera and making videos. Familiarize yourself with the basic uses for your tablet and how to unlock its potential. Please bring your tablet. WiFi will be available.

**Wednesday April 3**  
6:00 - 9:30 pm. SLE9-19 (SHC)  
**\$25.00** Troy Vezina

## UNDERSTANDING YOUR ANDROID TABLET - INTERMEDIATE

Take the next step in learning about your android tablet.

**NEW!**

This class will teach you to organize/edit photos and videos, create bookmark folders, using your tablet for entertainment and personal use, more in depth use of apps to make them more useful and effective. Pre-requisite: Understanding Your Android Tablet Introduction.

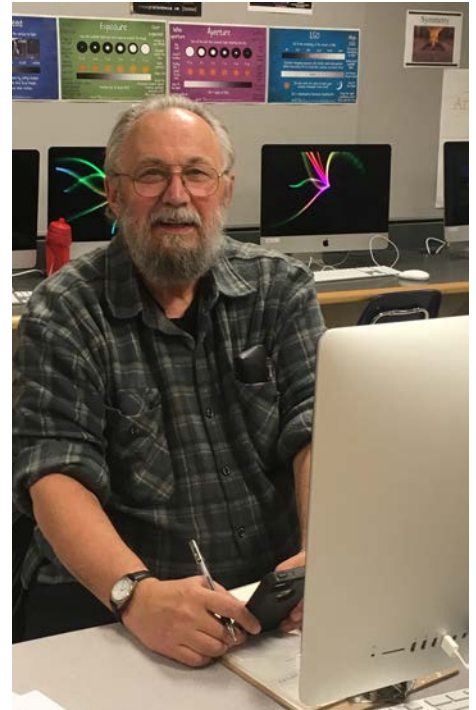
**Wednesday April 17**  
6:00 - 9:30 pm. SLE12-19 (SHC)  
**\$25.00** Troy Vezina

## 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.

**Thursdays (4X) February 28 to March 21**  
6:30 - 8:30 pm. SCO6-19 (SHC)  
**Thursdays (4X) April 4 to April 25**  
6:30 - 8:30 pm. SCO9-19 (SHC)  
**\$55.00** Troy Vezina

*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)



[www.sjasd.ca/programs/coned](http://www.sjasd.ca/programs/coned)

## St. James-Assiniboia Continuing Education

# OPEN HOUSE

Thursday, March 14, 2019  
6:30-8:00 pm.

470 Hamilton Avenue  
2nd Floor East Entrance (by parking lot)

Join us on Thursday, March 14 to learn more about our Certificate and Enrichment courses and ask us questions about your career.

Email: [coned@sjsd.net](mailto:coned@sjsd.net) Phone: 204-832-9637 Fax: 204-888-0945

### 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.



# 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. Dates for individual courses can be found by visiting [www.localcourses.com/sjsd](http://www.localcourses.com/sjsd). Online Courses are frequently being offered. All modules must be completed to receive the certificate.

### **SOCIAL MEDIA FOR BUSINESS CERTIFICATE \$649 UGC1-19**

Introduction to Social Media  
Marketing Using Social Media  
Integrating Social Media in Your Organization  
**See page 6**

### **CERTIFICATE IN PROJECT MANAGEMENT \$649 UGC2-19**

Introduction to Project Management  
Project Management Processes  
Project Management Knowledge Areas  
**See page 5**

### **DIGITAL MARKETING CERTIFICATE \$649 UGC3-19**

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

### **CERTIFICATE IN TEACHING ONLINE \$649 UGC4-19**

Advanced Teaching Online  
Designing Online Instruction  
Fostering Online Discussion  
**See page 3**

### **MANAGING SOCIAL MEDIA PLATFORMS \$649 UGC5-19**

Twitter  
Facebook for Business  
LinkedIn  
**See page 6**

### **ENTREPRENEURSHIP CERTIFICATE \$649 UGC6-19**

Entrepreneur Boot Camp  
The Business Plan  
Entrepreneurial Marketing  
**See page 3**

### **CERTIFICATE IN DESIGNING WEBINARS \$449 UGC7-19**

Designing Successful Webinars  
Managing & Marketing Webinars  
**See page 6**

### **STRESS MANAGEMENT \$189 UGC9-19**

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 5**



### **CERTIFICATE IN SALES \$649 UGC10-19**

Strategic Selling with Social Media  
Getting Started in Sales  
Power Selling  
**See page 3**

### **LEGAL OFFICE ASSISTANT \$319 UGC11-19**

Unit 1: Introduction to Law & Legal Systems  
Unit 2: Legal office procedures  
Unit 3: Client management  
Unit 4: Legal research & writing  
**See page 3**

### **WORKPLACE CONFLICT SOLUTIONS CERTIFICATE \$649 UGC12-19**

Dealing with Difficult People in the Workplace  
Female Bullying in the Workplace  
Creative Problem Solving  
**See page 5**

# Online Education

## MASTERING EXCEL \$649

Mastering Microsoft Excel  
Intermediate Excel  
Advanced Excel

See page 7

UGC13-19

## CERTIFICATE IN WEB DESIGN \$779

Introduction to Web Design  
Intermediate Web Design  
Advanced Web Design

See page 5

UGC14-19

## CERTIFICATE IN 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

UGC15-19

## CERTIFICATE IN ACCOUNTING AND FINANCE FOR NON-FINANCIAL MANAGERS \$649

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

See page 9

UGC16-19



## QUESTIONS & ANSWERS

**Q:** Can anyone register for this course?

**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 to 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, set up a password to access the online 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 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?

- SUPERVISION ESSENTIALS
- FUNDAMENTALS OF BUSINESS ACCOUNTING
- INTRODUCTION TO BLOGGING
- CERTIFIED FOOD HANDLERS TRAINING
  - CPR
  - WEVAS



# 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.

#### 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.

## HEALTH UNIT CLERK PAGE 2

"The Health Unit Clerk course is nothing short of amazing. The cost is extremely low compared to all Winnipeg colleges. Class sizes are small allowing for productive communication between the students and teacher. The teachers are fantastic, kind, and caring. They want all of the students to succeed in their chosen fields, to have the tools required to prosper in their career. The practicum placements and preceptors are wonderful. I can't think of a better place to have done my diploma."- Harlan, April 2018



### St. James-Assiniboia Continuing Education

# OPEN HOUSE

Thursday, March 14, 2019

6:30-8:00 pm.

470 Hamilton Avenue

2nd Floor East Entrance (by parking lot)

Join us on Thursday, March 14 to learn more about our Certificate and Enrichment courses and ask us questions about your career.

Email: [coned@sjsd.net](mailto:coned@sjsd.net) Phone: 204-832-9637 Fax: 204-888-0945

## St. James-Assiniboia Continuing Education

We are excited to announce our partnership with online providers to enhance our course offerings. Online courses are convenient and flexible allowing students to learn in the comfort of their home or office. See pages 3 and 4 for Online courses.

### Join our Instructor Team!

Do you have a passion or hobby that you've thought about sharing with others? Consider becoming an instructor. We are seeking friendly, qualified instructors for Fall 2018. Contact us at (204) 832-9637 or email [coned@sjsd.net](mailto:coned@sjsd.net)



St. James-Assiniboia  
Continuing Education

*"Learning Today for a  
Better Tomorrow"*

For more information, or to register today, visit  
[www.sjasd.ca/programs/coned](http://www.sjasd.ca/programs/coned)