

WINTER 2019

CONTINUING STUDIES AT ASSINIBOINE



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THAT FITS
YOU.

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 Indicates course is part of a program



CONVERSATIONAL LANGUAGES

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BOOKKEEPING CERTIFICATE

WE WILL BE OFFERING A NEW CERTIFICATE IN BRANDON IN FEBRUARY 2019.

The Bookkeeping Certificate is aimed at working professionals already in the industry or those looking for a new specialization to get an edge in the job market. The program provides students with the knowledge and skills necessary to set up and maintain a complete set of financial records for small and medium enterprises.

Focusing on bookkeeping and computerized business environments, students will be

well positioned to take on employment as bookkeepers, accounts receivable/payable supervisors, administrative assistants, payroll administrators, office managers, budget coordinators and assistant controllers.

The courses will be offered in person in the evenings during the week from February to June and again from September to June of the following year.

For more information please visit our website at: assiniboine.net/programs/cs/credential-programs

Centre of Continuing Studies

Call 204.725.8725 or 800.862.6307 (toll free), ext. 6002 | continuingstudies@assiniboine.net



IN THE CLASSROOM

BUSINESS, MANAGEMENT & TECHNOLOGY

AgExpert Level 2

AGRC-0173

Prerequisite: AGRC-0172 AgExpert Level 1

\$329 (plus GST)

Catharine M. Gijbers

2 weeks/12 hours | January 12, 2019

Saturdays 9:30 am - 4:30 pm

Victoria Avenue East Campus

This is a hands-on course designed to enable participants to take advantage of advanced features in AgExpert Analyst software. Topics include: Getting More with AgExpert, Receivables & Payables, Management Tools, Year End, Bank Reconciliations, Payroll and AgriStability. Emphasis is placed on evaluating integrity of data reported from the database to government programs. Participants have an opportunity to identify features to use

in their own operations and to establish a plan for further skills enhancement.

- Manual is included in cost of tuition. Please bring a USB to class.

Quickbooks 1

COMP-0159

Must have: computer experience and a basic understanding of bookkeeping

\$249

Erin Sigvaldason

4 weeks/20 hours | January 07, 2019

Mondays/Wednesdays 6:00 pm - 9:00 pm

Parkland Campus

Students learn how to set up a company file, enter opening balances, cash accounting, set up for accounts payable and accounts receivable.

- Textbook included in cost of tuition.

Quickbooks 2

COMP-0193

Prerequisite: COMP-0159 QuickBooks 1

\$249

Erin Sigvaldason

4 weeks/20 hours | February 04, 2019

Monday/Wednesday 6:00 pm - 9:00 pm

Parkland Campus

This level of QuickBooks looks at the more advanced features of using this computerized accounting program. Topics include managing and tracking inventory, handling NSF cheques, bad debt, sales taxes and GST, remitting taxes to the government, tracking credit card transactions and cash flow, and working capital.

- Students will use the same textbook as QuickBooks 1.

Web Page Design 1

COMP-0091

\$249 (plus GST)

Conrad Albertson

4 weeks/20 hours | January 14, 2019
Mondays/Wednesdays 7:00 pm - 9:30 pm
Victoria Avenue East Campus

Learn to design simple home pages using Hypertext Markup Language (HTML) and basic HTML commands. You will use HTML commands to properly format pages, insert lines, create lists, and insert images by hard coding using Windows Notepad or an HTML code editor. Programs such as FrontPage or Dreamweaver are NOT used in this course. This course is the required first step towards the advanced Web Page Design 2 course where students will move into the more complex commands of HTML5, CSS and JavaScript. A strong background in Windows and file management is recommended.

Web Page Design 2

COMP-0301

Prerequisite: COMP-0091 Web Page Design 1

\$249 (plus GST)

Conrad Albertson

4 weeks/20 hours | February 25, 2019
Mondays/Wednesdays 7:00 pm - 9:30 pm
Victoria Avenue East Campus

This course is recommended for students with a strong background in Windows and creating simple web pages using basic HTML tags. Here you will learn how to enhance web pages using HTML5, CSS and JavaScript to add simple interactivity and layering to a website. This course involves hard coding using Windows Notepad or an HTML code editor. Programs such as FrontPage or Dreamweaver are NOT used in this course.

FITNESS

Fitness Theory

SPRT-0118

\$409

Dean Kachur

20 hours | January 18, 2019
Friday 6:00 pm - 10:00 pm
Saturday/Sunday 9:00 am - 5:00 pm
Victoria Avenue East Campus

Learn the basic theory behind fitness class, including health and fitness, anatomy, physiology and applied movement mechanics, as well as leadership, the principles of training, workout design and basic nutrition. This course will give you the knowledge to proceed to the practical modules in your fitness leader training.

Individual Fitness Leader

SPRT-0119

Pre-requisite: Fitness Theory (SPRT-0118) and Resistance Training (SPRT-0120)

\$409

Dean Kachur

20 hours | February 22, 2019
Friday 6:00 pm - 10:00 pm
Saturday/Sunday 9:00 am - 5:00 pm
Victoria Avenue East Campus

The MFC Fitness Leader with Specialty in Individual Fitness program recognizes your qualifications to work effectively in an individual setting within your scope of practice in the province of Manitoba. You will be able to provide motivation & education to an individual by administering a safe program of basic exercise in order to promote physical activity.

Resistance Training

SPRT-0120

Pre-requisite: Fitness Theory (SPRT-0118)

\$409

Dean Kachur

20 hours | February 08, 2019
Friday 6:00 pm - 10:00 pm
Saturday/Sunday 9:00 am - 5:00 pm
Victoria Avenue East Campus

This comprehensive course teaches you to design and instruct resistance training programs for a beginner through intermediate level. This covers group settings such as weight room supervision or resistance training classes. Such programs are characterized by a strong educational component and/or actually guiding a group through their workout.



ADMINISTRATIVE PROFESSIONALS DAY

SAVE THE DATE!
MAY 7, 2019

Please watch our website for details!

Do you want us to contact you when registration is open for this event?

Call: 204.725.8725 or toll-free at 800.862.6307 ext. 6002
continuingstudies@assiniboine.net
Online: assiniboine.net/events



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Continuing Studies at Assiniboine offers your community or organization the opportunity to design training that suits your unique needs. Our team is experienced in adult education and delivering results. We can organize a half-day, full-day sessions or deliver longer certificates. We are able to provide the training in your area or you can come to the college and offer your group professional training in an educational setting.

Our facilitators are experts in their fields and will cater to your training needs. Whether you are looking for a specific skill set or a team-building session, we will customize training for your group, on your schedule.

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assiniboine.net/customized-training

FOODSAFE

FoodSafe 1 Exam Challenge

COOK-0152

\$89

2 hours

This session is for those who wish to study on their own time and challenge the FoodSafe exam without taking the full-day FoodSafe 1 course. This exam challenge option is intended for those who have previously taken the full course

and have experience and/or knowledge of proper food safety practices. It is recommended that students unsuccessful with the challenge exam take the full day course.

DATE	LOCATION	TIMES	INSTRUCTOR
March 6, 2019	Prairie Mountain Health TeleHealth Session* Host Site: Brandon Nurses Residence, BRHC RM N248 <i>Participating Sites: Baldur, Dauphin, Deloraine, McCreary, Neepawa, Russell, Swan River, Treherne</i>	1:00 pm – 3:00 pm	April Gravelle

*Pre-Registration is mandatory.

To register, please contact: Assiniboine Community College [Attention: Admissions and Registration] | 1430 Victoria Avenue E, Brandon, MB R7A 2A9
Phone: (204) 725-8701 or Toll Free: 1-800-862-6307, ext. 4032 | Fax: (204) 726-7110

Foodsafe 1

COOK-0014

\$119

6 hours

This seminar, delivered by Manitoba Health, is a must for owners, managers, supervisors, chefs, cooks and other personnel responsible for purchasing, handling, preparing, and serving food. FoodSafe is a nationally-recognized seminar that addresses the relationship between microbiology and food-borne illness, safe food handling, personal

hygiene habits, effective cleaning and sanitizing of equipment and utensils, and measures to ensure a clean, safe food service operation. Participants who pass the examination receive a nationally-recognized certificate which is valid for five years.

- Textbook included in cost of tuition.

DATE	LOCATION	TIMES	INSTRUCTOR
January 17, 2019	Brandon Provincial Building (340 – 9th Street) – Brandon	9:00 am – 4:30 pm	Lorelle Pegus
February 7, 2019	Brandon Provincial Building (340 – 9th Street) – Brandon	9:00 am – 4:30 pm	Kathleen Martin
February 13, 2019	Viscount Cultural Centre – Neepawa	9:00 am – 4:30 pm	Yoel Mesghenna
March 7, 2019	Prairie Mountain Health TeleHealth Session* Host Site: Brandon Nurses Residence (Room N248) – Brandon <i>Participating Sites: Baldur, Dauphin, Deloraine, McCreary, Neepawa, Russell, Swan River, Treherne</i>	9:00 am – 4:30 pm	April Gravelle
April 11, 2019	Killarney Mall – Blarney Stone Room – Killarney	9:00 am – 4:30 pm	Zebina Ramsden
April 11, 2019	Parkland Campus – ACC – Dauphin	9:00 am – 4:30 pm	Kalie Apostle
April 18, 2019	Brandon Provincial Building (340 – 9th Street) – Brandon	9:00 am – 4:30 pm	Kathleen Martin

*Pre-Registration is mandatory.

To register, please contact: Assiniboine Community College [Attention: Admissions and Registration] | 1430 Victoria Avenue E, Brandon, MB R7A 2A9
Phone: (204) 725-8701 or Toll Free: 1-800-862-6307, ext. 4032 | Fax: (204) 726-7110



HEAVY EQUIPMENT OPERATOR

TRAINING IN A HIGH DEMAND FIELD.

Learn to operate heavy equipment for a career in the heavy construction industry.

We offer:

- Excavator
- Backhoe Loader
- Bulldozer
- Wheel Loader
- Grader

Simulated training is faster, safer and more efficient.

Our courses also cover safety and servicing, and include in-seat practical training. Eligible for a Certificate of Achievement from Assiniboine, and widely recognized by employers.

- Construction Safety
- Simulator Instruction
- Basic Surveying
- Work Practicum
- Basic Maintenance and Service

Expected start date March 25, 2019

For more information please visit our website at: assiniboine.net/industry-certification

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HEALTH

Anatomy & Physiology 1

SCIE-0005

\$799

Bruce Palmer

14 weeks/80 hours | January 08, 2019

Tuesdays/Thursdays 6:00 pm - 9:00 pm

Victoria Avenue East Campus

Learners need to comprehend normal body structure and function in order to provide safe and competent care to the client. The structure of the human body and the physiology of the various systems are examined and discussed. Pathologies are explored.

- Textbook required.

Anatomy & Physiology 2

SCIE-0006

Prerequisite: SCIE-0005 Anatomy & Physiology 1

\$799

Bruce Palmer

14 weeks/80 hours | January 07, 2019

Mondays/Wednesdays 6:00 pm - 9:00 pm

Victoria Avenue East Campus

This is a continuation of Anatomy and Physiology 1, where various systems are discussed concurrently with the study of structure.

- Textbook required.

Anatomy & Physiology 2

SCIE-0006

Prerequisite: SCIE-0005 Anatomy & Physiology 1

\$799

Esteban Madrid

10 weeks/80 hours | January 08, 2019

Tuesday/Thursday 6:00 pm - 10:00 pm

Winnipeg Campus

This is a continuation of Anatomy and Physiology 1, where various systems are discussed concurrently with the study of structure.

- Textbook required.

Medical Microbiology

SCIE-0073

\$649

Shahrzad Rahimizadeh

11 weeks/60 hours | January 07, 2019

Mondays/Wednesdays 6:00 pm - 9:00 pm

Winnipeg Campus

This course focuses on the types of microbes and their interactions with humans. Emphasis is given to the physiology of microorganisms, body responses to disease and the effects of microbes on organ systems. Labs consist of hands on experience with microscopes, animations and videos of microbiology lab techniques and results, sample collections and virtual lab experiences.

- Textbook required.

Intravenous & Medications

HLTH-0086

Must have: Proof of current active/practicing registration from one of the following professional organizations: LPN, RN or RPN.

\$299

Rachan Jammu

16 hours | January 05, 2019

Saturday/Sunday 9:00 am - 5:00 pm

Winnipeg Campus

Rachan Jammu

16 hours | February 02, 2019

Saturday/Sunday 9:00 am - 5:00 pm

Winnipeg Campus

Bev McCauley

16 hours | March 02, 2019

Saturday/Sunday 9:00 am - 5:00 pm

Victoria Avenue East Campus

Rachan Jammu

16 hours | April 13, 2019

Saturday/Sunday 9:00 am - 5:00 pm

Winnipeg Campus

Bev McCauley

16 hours | June 08, 2019

Saturday/Sunday 9:00 am - 5:00 pm

Victoria Avenue East Campus

Rachan Jammu

16 hours | June 08, 2019

Saturday/Sunday 9:00 am - 5:00 pm

Winnipeg Campus

This course teaches the principles of intravenous therapy. Anatomy and physiology of underlying structures are reviewed. Various routes of access are covered. Initiation of IV is practiced along with medication and blood administration. Skills and techniques are practiced in a lab setting.

WAIT A MINUTE... WHY WAS MY COURSE CANCELLED?

Sometimes a great class is cancelled because people wait until the last minute to register. Sign up early — at least ten days before the course starts is ideal! If you change your mind, get busy at work, or your schedule changes, just give us a call at least five business days before the course starts, and we will be happy to give you a refund, less a \$25 administrative fee.

Math for Nurses

MATH-0014

\$199 (plus GST)

Craig Miller

2 weeks/15 hours | January 09, 2019

Wednesdays/Thursdays 6:00 pm - 10:00 pm

Victoria Avenue East Campus

Daniel Bispham

15 hours | January 12, 2019

Saturday/Sunday 9:00 am - 5:00 pm

Winnipeg Campus

Daniel Bispham

15 hours | February 09, 2019

Saturday/Sunday 9:00 am - 5:00 pm

Winnipeg Campus

Craig Miller

2 weeks/15 hours | March 04, 2019

Mondays/Thursdays 6:00 pm - 10:00 pm

Victoria Avenue East Campus

Daniel Bispham

15 hours | March 09, 2019

Saturday/Sunday 9:00 am - 5:00 pm

Winnipeg Campus

Daniel Bispham

15 hours | April 13, 2019

Saturday/Sunday 9:00 am - 5:00 pm

Winnipeg Campus

Craig Miller

2 weeks/15 hours | May 06, 2019

Mondays/Tuesdays 6:00 pm - 10:00 pm

Victoria Avenue East Campus

Daniel Bispham

15 hours | May 11, 2019

Saturday/Sunday 9:00 am - 5:00 pm

Winnipeg Campus

Daniel Bispham

15 hours | June 8, 2019

Saturday/Sunday 9:00 am - 5:00 pm

Winnipeg Campus

This 15-hour course prepares individuals with the basic mathematical skills that are required for the pharmacology courses in the Practical Nursing diploma program. Topics include fractions, decimals, ratios and metric conversion; students learn how to apply these core math skills to specific nursing situations. This course is one of the requirements for admission into the Practical Nursing diploma program; a passing mark of 95% must be achieved.

- Course pack included in the cost of tuition.

**ATTENTION
EMPLOYERS!**



**WOULD YOU LIKE TO OFFER YOUR EMPLOYEES SOME
CUSTOMIZED MICROSOFT COMPUTER TRAINING?**

We have dates available from March 4th to 8th:

Training available in:

- Microsoft Word
- Microsoft Excel
- Outlook

Please call or email us to schedule a date and discuss pricing and we will start designing a workshop tailored to meet your specific needs!

For more information please visit our website at: assiniboine.net/customized-training

Centre of Continuing Studies

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LANGUAGES

American Sign Language ASL103

COMM-0049

Prerequisite: COMM-0048 American Sign Language ASL102

\$429

Lorie Beaney

8 weeks/40 hours | March 12, 2019

Tuesdays/Thursdays 6:30 pm – 9:00 pm

Victoria Avenue East Campus

Students at this level are able to increase their fluency and to critically self-evaluate their conversation with additional practice in confirming and clarifying conversation strategies. They also practice descriptive and locative classifiers along with the correct specialization and eye gaze. Students use the same textbook as American Sign Language ASL101.

- Textbook required.

American Sign Language ASL203

COMM-0052

Prerequisite: COMM-0051 American Sign Language ASL202

\$429

Lorie Beaney

8 weeks/40 hours | March 11, 2019

Mondays/Wednesdays 6:30 pm – 9:00 pm

Victoria Avenue East Campus

Students practice sequencing activities by using proper clauses. At this level, they also practice element classifiers and focus on deaf cultural behaviours, values and norms. They practice sharing information to make connections between people and promote continuity in role-playing. Students use the same textbook as American Sign Language ASL201.

- Textbook required.

Conversational French 1

COMM-0059

\$329

Kavita Jugessur

7 weeks/30 hours | January 19, 2019

Saturdays 9:00 am – 1:00 pm

Victoria Avenue East Campus

This course offers basic instruction in oral French and is designed for individuals with little or no French. Emphasis is on the development of listening, comprehension and oral expression skills, using basic grammar structures and pronunciation guidelines. Students learn some useful expressions, idioms and the basic vocabulary necessary for common conversations. By the end of the course, students have the skills needed for most everyday situations, from meeting and greeting people to asking directions or for information.

- Textbook required.

Conversational French 2

COMM-0060

Recommended: COMM-0059 Conversational French 1

\$329

Kavita Jugessur

7 weeks/30 hours | March 30, 2019

Saturdays 9:00 am – 1:00 pm

Victoria Avenue East Campus

This course continues the basic training from Conversational French 1. It reinforces speaking and listening skills through a wide range of activities such as discussions, role-playing, etc. Students learn the grammar, expressions and vocabulary necessary for more advanced conversations. Students actively practice speaking and receive feedback on accuracy, pronunciation and style. By the end of the course, students are able to engage in basic conversation to exchange ideas or share opinions in familiar or daily situations. Students use the same textbook as Conversational French 1.

- Textbook required.

Conversational Ojibway 1

COMM-0313

\$329

Audrey Cook

9 weeks/30 hours | January 23, 2019

Wednesdays 6:00 pm – 9:00 pm

Victoria Avenue East Campus

Learn how to speak Ojibway! There has been a decline in the knowledge of the Saulteaux/Ojibway language in First Nation people. This course is offered in a non-intimidating environment where each student is encouraged to learn using worksheets and fun quizzes. Come practice and learn this traditional language.

Conversational Spanish 2

COMM-0068

Prerequisite: COMM-0067 Conversational Spanish 1

\$329

Daniel Solano Chinchilla

6 weeks/30 hours | January 26, 2019

Saturdays 9:00 am – 1:00 pm

Victoria Avenue East Campus

This course reinforces speaking and listening skills through a wide range of activities such as field trips, games, role playing, presentations and others. Students increase vocabulary and improve grammar to enrich their conversational skills. They are also able to cope with more real-life situations within the Spanish culture.

- Textbook required.

TESOL Teacher Training

COMM-0385

\$2000

Michelle Lam

9 weeks/75 hours | January 26, 2019

Saturdays 9:00 am – 2:00 pm

Victoria Avenue East Campus

This course is an introductory ESL (English as a Second Language) teacher training course that will provide you with the tools, strategies and knowledge to be successful as an English language teacher. The course places a strong emphasis on practical teaching skills and uses a blend of online and in class work along with group work, class and online discussions and teaching demonstrations to enhance each participant's learning experience. Students that complete this online and classroom experience, combined with a 20 hour practicum, will be eligible to receive an ACE TESOL Certificate that is a professional, internationally recognized ESL teaching credential.

- Please contact the Centre of Continuing Studies at 725-8725 before registering to verify your eligibility for admission.

MASTER GARDENER

Common Plant Diseases

AGRC-0230

Prerequisite: AGRC-0229 Garden Fundamentals

\$99

Andy Tekauz

3 hours | January 12, 2019

Saturday 9:00 am – 12:00 pm

Winnipeg Campus

Learn how to identify common diseases found in the landscape. Disease life cycles, prevention and control will be discussed. This is a half-day course.

Communications - Master Gardener

COMM-0202

\$139

Lillian Tankard

6 hours | January 19, 2019

Saturday 9:00 am – 4:00 pm

Winnipeg Campus

As Master Gardeners, we're often visible in the community sharing our horticultural knowledge with other gardening enthusiasts. This Master Gardener core course will give you the tools to hone your verbal and written communication skills.

Safe Pesticides & Alternatives

AGRC-0231

Prerequisite: AGRC-0229 Garden Fundamentals

\$99

Ian Wise

3 hours | February 09, 2019

Saturday 9:00 am – 12:00 pm

Winnipeg Campus

Safe and intelligent pesticide practices minimize harm to you and the environment. This half-day course covers pesticide formulations, toxicity, persistence, labelling and safety practices. Prevention is always the best defence so alternatives to pesticide use are also discussed.

Tree and Shrub Identification

AGRC-0160

Prerequisite: AGRC-0165 Botanical Latin and AGRC-0229 Garden Fundamentals

\$139

Cathy Shaluk

6 hours | March 23, 2019

Saturday 9:00 am – 4:00 pm

Winnipeg Campus

This course focuses on trees and shrubs commonly used in landscape design. Students will be taught how

to use a dichotomous key and will observe specialized plant features that help distinguish each species. This is a full-day course.

PERSONAL INTEREST

Computer Keyboarding 1

COMP-0253

\$249 (plus GST)

Mindy Castle

9 weeks/20 hours | January 28, 2019

Mondays 7:00 pm – 9:30 pm

Victoria Avenue East Campus

If you are tired of using the hunt-and-peck method of typing and wish to develop keyboarding skills, this course is for you. By using a keyboarding software package, students learn correct keyboarding techniques and then develop speed and accuracy using a word processing program on the computer. This course is designed for students with few or non-existent typing skills.

- Textbook Required.

Mindfulness Meditation

PEDV-0320

\$150 (plus GST)

Kristin Jette

12 hours | January 19, 2019

Saturday/Sunday 9:00 am – 4:00 pm

Parkland Campus

Learn how to separate body and mind and what it means to be present. In this class, students learn how to identify stress influences and to apply mindfulness meditation principles to relax the body and work through uncomfortable states of mind (such as anxiety, guilt, and jealousy).

Mindfulness Meditation

PEDV-0320

\$150 (plus GST)

Kristin Jette

12 hours | May 04, 2019

Saturday/Sunday 9:00 am – 4:00 pm

Victoria Avenue East Campus

Learn how to separate body and mind and what it means to be present. In this class, students learn how to identify stress influences and to apply mindfulness meditation principles to relax the body and work through uncomfortable states of mind (such as anxiety, guilt, and jealousy).

Recording

CRAF-0328

\$99 (plus GST)

Ben Melnick

6 hours | March 09, 2019

Saturday 9:00 am – 4:00 pm

Victoria Avenue East Campus

This seminar teaches students basic but very important principles to help them to create their own recordings. Topics covered will include studio hardware, recording techniques, simple recording demonstrations and hands-on recording time in class. The history of recording will also be discussed including the evolution of the studio over the last 60 years in order to understand how the recording medium itself has influenced artists' creation of songs over the decades.

Reiki - Introduction

HLTH-0173

\$69 (plus GST)

Jennifer Moes

3 hours | January 16, 2019

Wednesday 6:30 pm – 9:30 pm

Victoria Avenue East Campus

Have you wondered what this hands-on healing is all about? During this introductory course, you will learn how to relax and centre yourself, connect more deeply to your true nature and experience less fear, less anger and less worry. This introductory workshop will let you experience the benefits of Reiki.

Reiki 1

HLTH-0280

\$150 (plus GST)

Jennifer Moes

12 hours | February 09, 2019

Saturday/Sunday 9:00 am – 4:00 pm

Victoria Avenue East Campus

Reiki (pronounced ray-key) is a safe, simple, yet very powerful method of hands-on healing. It alleviates pain, illness and removes stress or tension; you will have more energy and sleep better. Reiki is used in sports medicine and some hospitals; it can be used on babies, for chronic illness and for emotional issues. Reiki Level 1 encourages students to focus on practicing Reiki on themselves, thereby working on their own obstacles. It promotes self-worth, intuition, and a more heightened awareness. You will see positive benefits in your health, job, and relationships. Classes are experiential with hands-on training. Please bring a notebook, pencil and wear comfortable clothing.

Reiki 2

HLTH-0281

Recommended: HLTH-0280

\$150 (plus GST)

Jennifer Moes

12 hours | March 09, 2019

Saturday/Sunday 9:00 am – 4:00 pm

Victoria Avenue East Campus

Reiki 2 is a deeper journey into health and awareness. This class focuses on practicing Reiki on others. Students learn the Reiki symbols and level 2 attunements. The symbols allow the practitioner to connect more deeply to the universal energy, as well as to draw on the qualities that the symbols represent. Topics covered include distant Reiki, which is the practice of sending healing energy to individuals wherever they may be. This helps create harmony within all relationships and heightens self-worth. Students should bring a large blank scrapbook and colored pencils/pens.

Songwriting

CRAF-0327

\$99 (plus GST)

Ben Melnick

6 hours | February 09, 2019

Saturday 9:00 am – 4:00 pm

Victoria Avenue East Campus

A seminar teaching simple fundamental ideas for students interested in building song lyrics and music of their own creation. Through examples and demonstrations students learn to train the mind to recognize cues inherent in popular music and to apply these to their own work. Students create a sample group song in class.

WAIT A MINUTE... WHY WAS MY COURSE CANCELLED?

Sometimes a great class is cancelled because people wait until the last minute to register. Sign up early — at least ten days before the course starts is ideal! If you change your mind, get busy at work, or your schedule changes, just give us a call at least five business days before the course starts, and we will be happy to give you a refund, less a \$25 administrative fee.

Small Engine Repair

MECH-0035

\$259 (plus GST)

Tyson Klassen

8 weeks/24 hours | March 20, 2019

Wednesdays 7:00 pm - 10:00 pm

North Hill Campus

This course provides students with the basic information on construction of two and four-cycle engines, systems operation, preventative maintenance practices, servicing techniques and rebuilding procedures. During the practical part of the course, students work on their own equipment, learning how to assemble and disassemble equipment, inspect parts for wear and other service procedures.

- Students are required to bring a notepad, safety boots and safety glasses.

Snowmobile Repair & Care

MECH-0077

\$259 (plus GST)

Tyson Klassen

8 weeks/24 hours | January 09, 2019

Wednesdays 7:00 pm - 10:00 pm

North Hill Campus

Snowmobile riding is a sport that can be enjoyed by everyone. This course teaches the basics of snowmobile operation and maintenance to ensure you can take full advantage of optimum snow conditions. Learn how your engine, clutches, power train and suspension all work together to give you the enjoyable day you have been waiting for. Learn how to disassemble and inspect different components to evaluate the condition of your machine and decide which accessories work for you.

Spanish For Travellers

COMM-0381

\$150 (plus GST)

Daniel Chinchilla Solano

2 weeks/12 hours | January 19, 2019

Saturdays 9:00 am - 4:00 pm

Victoria Avenue East Campus

Are you thinking of travelling somewhere where Spanish is the native language? Learn the basics such as saying hello, asking directions and ordering in a restaurant to communicate more confidently before you fly away!

PHOTOGRAPHY

Lightroom Workshop

CRAF-0310

\$69 (plus GST)

Sabine Chorley

4 hours | March 16, 2019

Saturday 9:00 am - 1:00 pm

Victoria Avenue East Campus

Designed to speed up your workflow and create your signature look, Lightroom is essential to your digital photography imprint. From start to finish, join our Professional Photographer as they walk you through cataloging, processing and presenting your images in ways that will 'wow' your clients, families and friends.

- Please bring your laptop to class. Please download a free trial of Adobe Lightroom in advance if you do not own this software.

Photography 1

CRAF-0013

\$259

Jim Atkinson

6 weeks/18 hours | Jan 22, 2019

Tuesdays 7:00 pm - 10:00 pm

Victoria Avenue East Campus

This course is designed for people who have limited knowledge of the 35 mm camera and how to use it. Your 35 mm camera (film or digital SLR) must have interchangeable lenses or have settings you can change to manual mode. The course covers camera controls, how to get the proper exposure, auto focus, lenses, composition, filters, special effects, close-up photography, matting and flash.

Wedding Photography

CRAF-0274

\$119

Sabine Chorley

9 hours | March 01, 2019

Friday 6:00 pm - 9:00 pm

Saturday 9:00 am - 5:00 pm

Victoria Avenue East Campus

For a photographer, weddings are some of the most challenging and rewarding opportunities. With our professional photographer, students learn the basics of photographing a wedding from beginning to end. Topics include the legal importance of contracts, creating effective wedding-day timelines and overcoming/preventing common obstacles. Finally, students learn shooting techniques, including JPG vs. RAW formats, and how to edit in an efficient workflow. Learn everything you need to photograph a wedding successfully!

SAFETY

Manitoba Security Guard Training

WRKP-0022

Prerequisites: A current and favourable Adult Criminal Record/Vulnerable Sector Check and Provincial Child Abuse Registry Check submitted the first night of class as well as Grade 12 (Senior 4) or GED equivalency or special admissions

\$429

Marc Alain

10 weeks/40 hours | January 15, 2019

Tuesdays 6:00 pm – 10:00 pm

Victoria Avenue East Campus

This course is designed for those who are entering the security profession. It will provide the core skills and training for those who will be involved in special event security, building security, or those wishing to further their studies in law enforcement and/or criminology. This course follows the training requirements of the Canadian General Standards Board (CGSB) and includes topics such as professionalism, legal authorities, report writing, self-defence, and associated legislation. Students must attain a minimum grade of B in order to complete the course.

TAXIDERMY

Art of Bird Mounting

CRAF-0292

\$589

Terry Ledoux

2 weeks/36 hours | February 28, 2019

Thursday 6:00 pm – 10:00 pm

Fridays 6:00 pm – 10:00 pm

Saturdays/Sundays 9:00 am – 5:00 pm

Victoria Avenue East Campus

The student will learn how to skin and flesh the bird; clean and preserve for mounting; carve a body form; dry, paint and finish the mount.



Art of Fish Mounting

CRAF-0291

\$719

Terry Ledoux

2 weeks/40 hours | March 14, 2019

Thursday 6:00 pm – 10:00 pm

Fridays 6:00 pm – 10:00 pm

Saturdays/Sundays 9:00 am – 5:00 pm

Victoria Avenue East Campus

The student will learn how to properly skin; prepare and preserve the skin; carve a body form; fit the skin to the body; paint and finish the mount.

Art of Game Head Mounting

CRAF-0290

\$659

Terry Ledoux

2 weeks/40 hours | January 10, 2019

Thursdays/Fridays 6:00 pm – 10:00 pm

Saturdays/Sundays 9:00 am – 5:00 pm

Victoria Avenue East Campus

The student will learn how to inspect, measure and skin a game head; flesh, salt and tan; install eyes, antlers; prepare and fit the form, dry, paint and finish the mount.

Art of Large Animal Mounting

CRAF-0289

\$869

Terry Ledoux

2 weeks/48 hours | June 13, 2019

Thursdays/Fridays 6:00 pm – 10:00 pm

Saturdays/Sundays 9:00 am – 5:00 pm

Victoria Avenue East Campus

The student will learn how to prepare, measure and order a body form; skin, flesh, clean and preserve the skin; mount, install eyes, set jaw and sand ridges; paint, comb and finish the mount.

Art of Small Animal Mounting

CRAF-0288

\$579

Terry Ledoux

2 weeks/32 hours | April 04, 2019

Thursdays/Fridays 6:00 pm – 10:00 pm

Saturdays/Sundays 9:00 am – 5:00 pm

Victoria Avenue East Campus

The student will learn how to prepare, measure and create a form; skin, flesh, wash and preserve the hide; fit the skin to the form; paint, comb and finish the mount.

Finishing Work

CRAF-0293

\$149

Terry Ledoux

8 hours | April 20, 2019

Saturday 9:00 am - 5:00 pm

Victoria Avenue East Campus

Students will learn how to secure their mounts to a base. Many bases can be used including driftwood, cedar plaques and foam bases.



Guide Training

CRAF-0297

\$289

Terry Ledoux

16 hours | January 26, 2019

Saturday/Sunday 9:00 am - 5:00 pm

Victoria Avenue East Campus

Students will be taught the proper techniques of supervising hunters. All aspects of guide training will be covered, from being out in the field to the preparation of meat.



Rug Making Demonstration

CRAF-0294

\$509

Terry Ledoux

1 week/14 hours | February 02, 2019

Saturday/Sunday 9:00 am - 5:00 pm

1 week/14 Hours | February 16, 2019

Saturday/Sunday 9:00 am - 5:00 pm

Victoria Avenue East Campus

The student will learn how to prepare and measure; skin, flesh, salt and tan; stretch, tack, mark and trim the hide; attach felt and finish the mount.

Have a passion that you'd like to share with others?

We would love to hear from you about becoming a Continuing Studies instructor! We are currently looking for instructors in many fields including business, language, leadership, change management and health. We are always looking for new course ideas. Please contact us at continuingstudies@assiniboine.net to discuss the opportunity to join our team!





DISTANCE EDUCATION

HEALTH

Anatomy & Physiology 1

SCIE-0005

\$799

Deni Pernat

18 weeks/80 hours | January 01, 2019

Learners need to comprehend normal body structure and function in order to provide safe and competent care to the client. The structure of the human body and the physiology of the various systems are examined and discussed. Pathologies are explored.

- Textbook required.

Anatomy & Physiology 2

SCIE-0006

Prerequisite: SCIE-0005 Anatomy & Physiology 1

\$799

Deni Pernat

18 weeks/80 hours | January 01, 2019

This is a continuation of Anatomy and Physiology 1, where various systems are discussed concurrently with the study of structure.

- Textbook required.

Math for Nurses

MATH-0014

\$199 (plus GST)

Steven Miller

13 weeks/15 hours | January 01, 2019

February 01, 2019

March 01, 2019

April 01, 2019

May 01, 2019

This 15-hour course prepares individuals with the basic mathematical skills that are required for the pharmacology courses in the Practical Nursing diploma program. Topics include fractions, decimals, ratios and metric conversion; students learn how to apply these core math skills to specific nursing situations. This course is one of the requirements for admission into the Practical Nursing diploma program; a passing mark of 95% must be achieved.

- Course pack included in the cost of tuition.

WAIT A MINUTE... WHY WAS MY COURSE CANCELLED?

Sometimes a great class is cancelled because people wait until the last minute to register. Sign up early — at least ten days before the course starts is ideal! If you change your mind, get busy at work, or your schedule changes, just give us a call at least five business days before the course starts, and we will be happy to give you a refund, less a \$25 administrative fee.



**PRAIRIE
HORTICULTURE
CERTIFICATE**

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Nutrition

HLTH-0236

\$429

Treena Slate

18 weeks/40 hours | January 01, 2019

This course explores the relationship between food and its use by the human body for energy, structure, and optimal health. Students study the body's normal nutritional needs and recommended daily dietary allowances for calories, protein, fats, carbohydrates, vitamins and minerals. Learners engage in course theory to consider important concepts related to medical conditions and to evaluate nutrition throughout the lifespan and in the prevention of diseases.

- Textbook required.



Sociology

PSSY-0079

\$429

Treena Slate

18 weeks/40 hours | January 01, 2019

This course explores the process of socialization, and discusses how culture affects the totality of our lives. Learners examine social deviance and social control and look at the social dynamics of racial, ethnic, and minority groups in our society. The processes and effects of social stratification are discussed.

- Textbook required.



**AMERICAN
SIGN
LANGUAGE**

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MBA

Our business
is growing.

January 2019 start with
on-campus, weekend
delivery in Brandon.

Assiniboine Community College is excited to partner with Cape Breton University's Shannon School of Business to deliver a Master of Business Administration in Community Economic Development.

To learn more, visit cbu.ca/mba or assiniboine.net/mba.

School of Business at

assiniboine.net/mba





PROGRAMS

Administrative Assistant Certificate

Work to complete this Administrative Assistant certificate program at your own pace. You will receive practical and applied training in word processing, accounting, spreadsheets, database and internet searches, office procedures, communications and business calculations. It is a competency-based program designed around self-study modules with weekly instructor support to help you along.

American Sign Language

American Sign Language (ASL) is a complete language using signs, hand shapes and facial expressions. The Vista Signing Naturally program prepares you to converse in American Sign Language. This is a standardized curriculum that not only teaches signs but also grammar and deaf culture. This program consists of two levels, each level is made up of three 40-hour courses.

Applied Counselling Certificate

This certificate program is designed to develop proficiency in basic counselling skills as well as knowledge to aid others in their search for personal growth and healthy relationships. This program will enable you to develop basic counselling skills in areas that include general counselling, cross-cultural communication, and family and youth issues. The program will train you as a para-professional, skilled helper and/or support worker in a counselling related field.

Bookkeeping Certificate

This certificate program provides students with the knowledge and skills necessary to set up and maintain a complete set of financial records for small and medium enterprises. Focusing on bookkeeping and computerized business environments, students will be well positioned to take on employment as bookkeepers, accounts receivable/payable supervisors, administrative assistants, payroll administrators, office managers, budget coordinators and assistant controllers.

Civil Technology (Municipal Engineering)

Civil Technology - Municipal Engineering specialization is offered through Continuing Studies. It is open to those who have successfully completed the second year of civil technology at Assiniboine Community College or Red River College. The program consists of studies in Hydrology, Geotechnical Materials, Economics/ Management, Pavement Mix Design, Waste and Water and Roadway Design. Topics covered and lab projects use hands-on applications that deal with current municipal developments.

Master Gardener

The Master Gardener program is open to anyone with an interest in gardening. It is an opportunity to learn, share gardening experience and to develop friendships through community volunteerism. Master Gardeners take pride in achieving their certification and continue to share their knowledge with others in their community.

PROGRAMS

Nursing Footcare

The Nursing Foot Care program demonstrates the principles and practices of Foot Care as defined and established by the College of Licensed Practical Nurses of Manitoba (CLPNM), Nursing Foot Care Standards. Students must have a nursing diploma or certificate (current registration with CLPNM, CRNM, CRPN) and relevant experience. Once all courses within the program are completed, the student will receive a Document of Achievement which they send to CLPNM with a transcript to become licensed as a Foot Care Nurse in Manitoba.

Photography

This part-time evening program will help you capture the moment with a variety of course offerings from wedding photography to newborn to landscape photography. Learn the technical aspects such as the exposure triangle, lighting techniques and master Photoshop.

Practical Nursing Bridging

Turn your LPN certificate into a diploma in no time with our three-course part-time evenings bridging program. Work while you study.

Prairie Horticulture

The Prairie Horticulture Certificate program is the first distance horticulture program that is designed specifically for the Prairie Provinces. This program provides skills and training for owners, managers, or employees of horticulture businesses as well as anyone with an interest in horticulture.

Welder

This comprehensive four-month program focuses on the theory and practical aspects of oxyacetylene, shielded metal arc welding, gas tungsten arc welding and special processes. Graduates may be credited with Level 1 Welder Apprenticeship (Welding & Fabrication). Study is in the new state-of-the-art welding shop at the Len Evans Centre for Trades and Technology.



For more detailed program information please visit

assiniboine.net/programs/cs/credential-programs and assiniboine.net/industry-certification



REGISTRATION

HOW TO REGISTER



204.725.8701 or 800.862.6307 ext. 4032
See page 23 for a list of all phone numbers.



Contact your local Assiniboine Continuing Studies location to see where you can apply in person.



Assiniboine - Admissions & Registration
1430 Victoria Ave. E. | Brandon, MB R7A 2A9



For more information please visit the How to Register section of our website at assiniboine.net/cs

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OUR CAMPUSES

Victoria Avenue East Campus

1430 Victoria Avenue East
Brandon, MB R7A 2A9
Call 204.725.8725 or
toll-free 800.862.6307 ext. 6002
continuingstudies@assiniboine.net

North Hill Campus

1035 1st Street North
Brandon, MB R7A 2Y1
Call 204.725.8725 or
toll-free 800.862.6307 ext. 6002
continuingstudies@assiniboine.net

Parkland Campus

520 Whitmore Avenue East
204.622.2222 or
toll-free 800.862.6307, ext. 6591
parklandstudies@assiniboine.net

Russell Training Centre

404 Russell Street East
204.773.5180 or
toll-free 800.862.6307, ext. 6155
russellconstudies@assiniboine.net

Winnipeg Training Centre

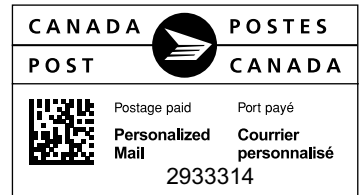
1313 Border Street
204.694.7111 or
toll-free 800.862.6307, ext. 6002
winnipegconstudies@assiniboine.net

Distance Education

204.725.8725 or
toll-free 800.862.6307, ext. 6002
continuingstudies@assiniboine.net

CENTRE OF CONTINUING STUDIES
ASSINIBOINE COMMUNITY COLLEGE

1430 Victoria Avenue East
Brandon, Manitoba | R7A 2A9
CANADA



ADMINISTRATIVE ASSISTANT



OUR ADMINISTRATIVE ASSISTANT PROGRAM FITS YOU AND YOUR NEEDS!

It's your future, so you choose how to get there. Customize your post-secondary journey by enrolling in Assiniboine's Administrative Assistant program based out of our Parkland Campus in Dauphin.

An alternative to traditional post-secondary, this program provides students with the opportunity to work through courses at their own pace until they have mastered the material.

Working from any computer connected to the internet, you'll have eight months to complete the certificate program with instructor support by email and telephone. You will also have access to three hours of instructor-led tutorials in person at Assiniboine's Parkland Campus each week.

You will receive practical and applied training in word processing, accounting, spreadsheets, database and Internet searches, office procedures, communications and business calculations.

Apply now for our March 2019 intake.

For a list of specific courses and textbooks required, please visit our website at www.assiniboine.net/cs-adminassist

Centre of Continuing Studies

Call 204.725.8725 or 800.862.6307 (toll free), ext. 6002 | continuingstudies@assiniboine.net

