

CONTINUING STUDIES GUIDE  
NEEPAWA TRAINING CENTRE  
WINTER 2012



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Today!*



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website*



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800-862-6307  
ext 6002*

## AGRICULTURE

AgExpert participants are encouraged to contact their local MAFRI office prior to registering as funding options may be available for those who qualify for the Growing Forward program.

Students must have the most current software and are encouraged to contact Farm Credit Canada at 1.306.775.4114 to purchase.

### AgExpert – Level 1

#### AGRC-0172

*Must have: Basic computer and bookkeeping skills*

This is a hands-on course designed to enable participants to set up a complete set of farm books using AgExpert Analyst software. Participants will enter financial and inventory transactions for a full fiscal year. Reports will be printed for both management (cash/accrual) and regulatory reporting (government program participation) purposes.

Capacity: 14  
Tuition: \$299 (plus GST)  
Instructor: Kelly Airey  
Duration: 2 days/12 hours  
Start: Feb 14, 2012  
Tue/Wed 9:00 AM - 4:00 PM

### AgExpert – Level 2

#### AGRC-0173

*Prerequisite: Ag Expert – Level 1 AGRC-0172*

This is a hands-on course designed to enable participants to take advantage of advanced features in AgExpert Analyst software. This course will cover the following modules: Getting More with AgExpert, Receivables and Payables, Management Tools, Year End, Bank Reconciliation, 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.

Capacity: 14  
Tuition: \$299 (plus GST)  
Instructor: Kelly Airey  
Duration: 2 days/12 hours  
Start: Mar 06, 2012  
Tue/Wed 9:00 AM - 4:00 PM

## CAREER DEVELOPMENT

### FoodSafe 1

#### COOK-0014

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 the cost of tuition

Capacity: 25  
Tuition: \$75  
Instructor: Carmen Cross  
Duration: 6 hours  
Start: May 10, 2012  
Thu 9:00 AM - 4:30 PM

### FoodSafe 1 Recertification

#### COOK-0152

This session is for people who require recertification in FoodSafe 1. Registrants will write the exam during a one-hour time slot. A valid FoodSafe 1 Certificate must be presented on the day of recertification.

Capacity: 25  
Tuition: \$35  
Instructor: Carmen Cross  
Duration: 2 hours  
Start: May 10, 2012  
Thu 2:00 PM - 4:00 PM

### Medical Terminology 1

#### HLTH-0039

This course is of interest to people wishing to acquire basic medical terminology for use in a variety of medical clinics, hospitals, workers compensation or insurance claims offices. This is a systems approach to learning medical terms related to the body and associated pathological conditions.

- Textbook required

Capacity: 15  
Tuition: \$315  
Instructor: Susan Kilburn  
Duration: 9 weeks/40 hours  
Start: Jan 09, 2012  
Mon/Thu 7:00 PM - 10:00 PM

## Preparation for GED

#### PEDV-0032

This course familiarizes students with the high school equivalency exam (also known as the GED) and provides them with a brief review of some of the skills necessary in each of the five areas being tested: Mathematics Part 1 & 2, Social Studies, Science, Language Arts - Reading and Writing Skills.

Note: This course is not compulsory to write the GED exam. To register for the GED exam, please call Adult Learning and Literacy at 1.800.853.7402 or 726.6338 (Manitoba Advanced Education and Training). Students must be 19 years of age and must have been out of school for at least one year prior to writing the exam.

- Textbook required

Capacity: 14  
Tuition: \$225 (plus GST)  
Instructor: Murray Martin  
Duration: 7 weeks/36 hours  
Start: Feb 06, 2012  
Mon/Wed 7:00 PM - 10:00 PM

## SPECIALIZED TRAINING FOR BUSINESS

The Centre of Continuing Studies can offer your organization the opportunity to design training that suits the unique needs of your business. We can organize an afternoon or a full-day session at your workplace, or you can come to the college and offer your employees professional training in an educational setting. For further information please call **204.725.8725** or email [continuingstudies@assiniboine.net](mailto:continuingstudies@assiniboine.net)

## DROPPING A COURSE

When dropping a course you must contact Admissions & Registration by phone or in person.

Emails will not be accepted.  
Please call **725.8725**.

## REGISTER EARLY

Popular classes fill up quickly!

## GO ONLINE

Check for updates or course changes at [www.assiniboine.net/continuingstudies](http://www.assiniboine.net/continuingstudies)

# COMPUTERS & TECHNOLOGY

## Computer Skills Basics

### COMP-0461

Basic computers skills including Windows, Word, Excel, Internet and email.

Capacity: 14  
Tuition: \$60 (plus GST)  
Instructor: Brenda Kryschuk  
Duration: 2 weeks/5 hours  
Start: Feb 07, 2012  
Tue 7:00 PM - 9:30 PM

## E-Commerce/Business

### COMP-0195

"Shopping online - eBay & Amazon". This course leads you through the steps to buy products on the web, and also looks at buying and selling using the eBay auction site.

Capacity: 14  
Tuition: \$45 (plus GST)  
Instructor: Owen Carr  
Duration: 3 hours  
Start: Feb 13, 2012  
Mon 7:00 PM - 10:00 PM

## Excel Tips & Tricks

### COMP-0416

*Prerequisite: Excel course or experience*

Learn time-saving tricks for Excel from an Excel power user. Go beyond the basics to using the auto-correct function in a unique way to avoid extra keystrokes, using custom lists to create heading rows or foundation columns, copying data easily to multiple locations, importing data from text files and web pages to manipulate in Excel, and much more.

Capacity: 14  
Tuition: \$45 (plus GST)  
Instructor: Brenda Kryschuk  
Duration: 3 hours  
Start: Feb 28, 2012  
Tue 7:00 PM - 10:00 PM

## Facebook – What is it?

### COMP-0438

Ever wonder how to stay connected in the virtual world? Are you curious about what your kids do when they spend hours in front of their computers? Learn about the social networking site, Facebook. Participants are instructed on account creation, privacy and safe usage as well as the growing concerns of cyber stalking, bullying and copyright.

Capacity: 14  
Tuition: \$45 (plus GST)  
Instructor: Owen Carr  
Duration: 3 hours  
Start: Feb 21, 2012  
Tue 7:00 PM - 10:00 PM

## Introduction to Mac Computers

### COMP-0459

This course is designed to introduce you to the Macintosh (Mac) computer; perfect for newcomers to the Mac world or those looking to *make the shift from* Windows. You will learn how to configure and interact with Mac OS X, and learn some handy hints for making the most of your Mac hardware and software.

- You will be required to bring your own Mac laptop to class.

Capacity: 14  
Tuition: \$45 (plus GST)  
Instructor: Neils Mack  
Duration: 3 hours  
Start: Apr 12, 2012  
Thu 7:00 PM - 10:00 PM

## iPad/iPod Touch/iPhone

### COMP-0480

A new phrase has been coined: "There's an App for that" indicating there are apps (applications or programs) for these devices for just about everything, many free, or with a free version to try. With a few tips and tricks, they can be very useful in a classroom or business environment and a lot of fun as well.

- Students should bring their own iPhone, iPod Touch or iPad.

Capacity: 14  
Tuition: \$45 (plus GST)  
Instructor: Neils Mack  
Duration: 3 hours  
Start: Mar 15, 2012  
Thu 7:00 PM - 10:00 PM

## Maintaining Your Home Computer

### COMP-0460

How do you maintain and care for your computer investment? Learn maintenance tips that will prolong the life of your computer and save you money. Topics include software/hardware updating, internal cleaning, and general troubleshooting. You will also learn about major virus and security threats to your computer system and how to protect your computer from them.

Capacity: 14  
Tuition: \$45 (plus GST)  
Instructor: Owen Carr  
Duration: 3 hours  
Start: Mar 05, 2012  
Mon 7:00 PM - 10:00 PM

## Outlook Workshop

### COMP-0478

This workshop introduces users to basic features of MS Outlook 2007. Students will learn how to send/receive email, manage messages and work with folders. Topics may also include how to use the calendar and plan meetings with others in a network environment, how to create and manage contacts, and create, manage and delegate tasks.

Capacity: 14  
Tuition: \$38 (plus GST)  
Instructor: Brenda Kryschuk  
Duration: 2.5 hours  
Start: Mar 13, 2012  
Tue 7:00 PM - 9:30 PM

## Photoshop Workshop 2

### COMP-0347

*Prerequisite: COMP-0346 Photoshop Workshop 1*

This workshop is designed for those who have basic skills in Photoshop and would like to learn some clever techniques. Students learn how to create metallic type, make reflections, creatively crop, make things glow, re-colour, selectively distort images and use layer styles for cool effects. Students should bring their own CD with images and photos; and their sense of fun and experimentation too.

Capacity: 14  
Tuition: \$75  
Instructor: James Underwood  
Duration: 2 weeks/6 hours  
Start: Feb 16, 2012  
Thu 7:00 PM - 10:00 PM

## Quickbooks 1

### COMP-0159

*Must have: computer experience and a basic understanding of bookkeeping*

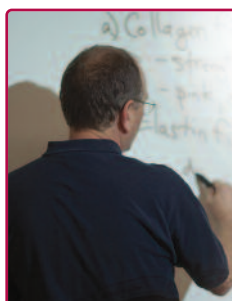
Students learn how to set up a company file, enter opening balances, cash accounting, set up for accounts payable and accounts receivable.

- Textbook included in the cost of tuition

Capacity: 14  
Tuition: \$180  
Instructor: Renee Dixon  
Duration: 7 weeks/20 hours  
Start: Feb 01, 2012  
Wed 6:30 PM - 9:30 PM

**REGISTER ONLINE**

[www.assiniboine.net/continuingstudies](http://www.assiniboine.net/continuingstudies)



## Join the Continuing Studies team as a Part-time Instructor

If you are looking for an occasional, flexible instruction schedule and are available in the evenings or weekends, please send a resumé to:

[continuingstudies@assiniboine.net](mailto:continuingstudies@assiniboine.net)

## PHOTOGRAPHY

### Landscape Photography

**CRAF-0230**

Tips on how to shoot fantastic landscapes in one day. We'll travel to locations around Neepawa to shoot different scenes throughout the day.

- Bring your camera and lenses, tripod if you have one, any other camera equipment (filters, flash etc.), lunch, and your car (carpooling can be arranged with the participants). Wear clothing and shoes appropriate for walking in fields.

Capacity: 14  
Tuition: \$75  
Instructor: Jenifer Enns  
Duration: 2 weeks/6 hours  
Start: Apr 26, 2012  
Thu 6:30 PM - 9:30 PM

### Photography – 7 to 9 Year Olds

**CRAF-0216**

Kids will experience hands-on fun in this introduction to photography course where they will learn the basics of digital photography! From developing ideas, using their cameras and settings and using different angles, students will go home with new and fun perspectives on taking pictures.

- Please bring your digital camera to class.

Capacity: 12  
Tuition: \$30 (plus GST)  
Instructor: Jenifer Enns  
Duration: 3 hours  
Start: Feb 09, 2012  
Thu 5:00 PM - 8:00 PM

### Photography – 9 to 13 Year Olds

**CRAF-0215**

Students will learn how to use their cameras, and then how to incorporate fun artistic techniques to give their photography an exciting twist. Along with using different perspectives and angles, we will touch base on the basics of leading lines, rules of thirds as well as some tricks to using available light sources.

- Please bring your digital camera with extra batteries or charger to class.

Capacity: 12  
Tuition: \$30 (plus GST)  
Instructor: Jenifer Enns  
Duration: 3 hours  
Start: Mar 01, 2012  
Thu 5:00 PM - 8:00 PM

## LANGUAGES

### Conversational Spanish

**COMM-0067**

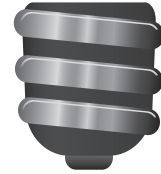
Students learn how to read, write, listen, comprehend and speak Spanish. Each course is enriched with conversational activities, games, role playing and other fun projects to immerse students into the Spanish language and culture. This course includes basic grammar skills and the necessary tools for students to hold a conversation in a real-life setting by creating their own sentences. Students also learn about the Spanish culture and experience the cuisine from Latin America.

- Textbook required

Capacity: 14  
Tuition: \$219  
Instructor: Phillip Nevile  
Duration: 10 weeks/30 hours  
Start: Jan 24, 2012  
Tue 7:00 PM - 10:00 PM

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## REGISTRATION INFORMATION



### PHONE

Call **800.862.6307 ext 6002** or **725.8725**



### MAIL

Specify the course you wish to attend, provide your name, address, telephone number, Social Insurance Number and date of birth, and mail a cheque, money order or credit card information to: **Assiniboine Community College, Centre of Continuing Studies, 1430 Victoria Ave East, Brandon, MB R7A 2A9.**



### ONLINE

Go online at **[www.assiniboine.net/continuingstudies](http://www.assiniboine.net/continuingstudies)**

For more information call **204.725.8725** or **800.862.6307 ext 6002** or email **[continuingstudies@assiniboine.net](mailto:continuingstudies@assiniboine.net)**.

If a course interests you, don't wait until the last minute to register. Some classes fill immediately. Others are cancelled if interest is not shown. Please register or contact the college a minimum of **ten days** before the course start date. Full refunds will be made if the college cancels the course. Courses, schedule and prices are subject to change without notice.

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