



ASSINIBOINE
COMMUNITY COLLEGE

CONTINUING STUDIES GUIDE
PARKLAND CAMPUS
WINTER 2012

Register
Today!

Call ACC!
622-2222
ext 6591

Visit
the new
website

NEW

PRACTICAL NURSING BRIDGING

ALREADY AN LPN?

As the Practical Nursing program at ACC is now a two-year diploma program, the Centre of Continuing Studies is offering three courses that will bridge a Licensed Practical Nurse (LPN) with a certificate to a diploma. Students must meet the following two requirements:

1. Active practicing licence from the College of Licensed Practical Nurses of Manitoba (CLPNM).
2. Graduate of the Practical Nursing certificate program at ACC (Brandon, Winnipeg or any ACC rotating site).

Nutrition

HLTH-0236

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

Capacity: 20
Tuition: \$315
Instructor: Gloria Campbell
Duration: 10 weeks/40 hours
Start: Jan 10, 2012
Tue 6:00 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 **204.622.2222** or email parklandstudies@assiniboine.net

INTERESTED IN BECOMING AN LPN?

Get a head start on the Practical Nursing program offered at ACC (Brandon, Winnipeg or any ACC rotating site). These courses can be taken now and applied to the Practical Nursing diploma. For more information or to be put on an interest list for the Practical Nursing Bridging program, please call 725.8730 or 800.862.6307 ext 6022.

PROGRAM CONTENT

ACC will award a diploma to students completing all three courses outlined below and who have met the two requirements previously stated.

- Medical Microbiology (SCIE-0073)
- Nutrition (HLTH-0236)
- Sociology (PSSY-0079)

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 Field Manager PRO

AGRC-0223

Field Manager PRO provides growers a user-friendly approach to track detailed field activities and crop information. This record management system will enable growers the opportunity to make more informed production decisions and to maintain a quality assurance program on their agricultural products which enhances consumer confidence.

Capacity: 14
Tuition: \$199
Instructor: Kelly Airey (plus GST)
Duration: 6 hours
Start: TBA
Tue 9:00 AM - 4:00 PM

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: 12 hours
Start: Feb 21, 2012
Wed/Thu 9:00 AM - 4:00 PM

AgExpert - Level 2

AGRC-0173

Prerequisite: AGRC-0172 AgExpert - Level 1

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 and Payables; Management Tools; Year End; Bank Reconciliations; Payroll; 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: 12 hours
Start: Mar 13, 2012
Tue/Wed 9:00 AM - 4:00 PM

DROPPING A COURSE

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

Emails will not be accepted.
Please call **622.2222**.

REGISTER ONLINE

www.assiniboine.net/continuingstudies

CAREER DEVELOPMENT

1st Aid - Emergency

HLTH-0030

Basic First Aid & CPR techniques taught in an interactive environment, for individuals and employees who want an overview of First Aid & CPR for the workplace or home. The course covers skills needed to recognize, prevent and respond to cardiovascular emergencies for adults, CPR and other topics such as choking, airway and breathing emergencies, and prevention of disease transmission. CPR/AED training and textbook is included in the course. This course meets the minimum regulations for Workplace Health & Safety for Basic First Aid. Participants who meet the required standard receive a nationally recognized certification that is valid for three years.

Capacity: 12
Tuition: \$85
Instructor: Betty Caruk
Duration: 8 hours
Start: Mar 21, 2012
Wed/Thu 6:00 PM - 10:00 PM
Apr 25, 2012
Wed/Thu 6:00 PM - 10:00 PM

Dietary Aide 1

HLTH-0027

This course prepares students to provide safe and nutritious foods for clients in healthcare facilities. Students learn principles of special diets, safety, sanitation and general food service operations. A mandatory facilities tour will be conducted during classroom hours with an assignment to follow.

- Course pack required

Capacity: 15
Tuition: \$329
Instructor: Patti Eilers
Duration: 10 weeks/60 hours
Start: Feb 07, 2012
Tue/Thu 6:30 PM - 9:30 PM

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 cost of tuition

Capacity: 20
Tuition: \$75
Instructor: Kathy Wood
Duration: 6 hours
Start: Apr 19, 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: 10
Tuition: \$35
Instructor: Kathy Wood
Duration: 2 hours
Start: Apr 19, 2012
Thu 3:00 PM - 5:00 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: Carol Henriques De La Fuente
Duration: 7 weeks/40 hours
Start: Jan 16, 2012
Mon/Wed 6:00 PM - 9:00 PM

COMPUTERS & TECHNOLOGY

Computer Skills Basics

COMP-0461

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

Capacity: 12
Tuition: \$60 (plus GST)
Instructor: Moneek Randhawa
Duration: 5 hours
Start: Feb 01, 2012
Wed/Thu 6:00 PM - 8:30 PM

Digital Photography Workshop

CRAF-0198

Ever wonder what all the capabilities of your camera are? How to use all the camera settings? This workshop will help you solve your dilemma.

- Bring your digital camera to the workshop.

Capacity: 12
Tuition: \$35 (plus GST)
Instructor: Todd Pederson
Duration: 3 hours
Start: Feb 09, 2012
Thu 6:30 PM - 9:30 PM
Feb 28, 2012
Tue 6:30 PM - 9:30 PM

Google Workshop

COMP-0426

Almost everyone uses Google on a regular basis, but few employ the full search options and specific resources available. This session will acquaint new and regular users with the size of Google's search features, including advanced search, Google Scholar, Book Search, Google Maps, and other specific search tools as well as IGoogle and the free web-based e-mail service known as Gmail.

Capacity: 12
Tuition: \$45 (plus GST)
Instructor: Moneek Randhawa
Duration: 3 hours
Start: Jan 26, 2012
Thu 6:00 PM - 9:00 PM

Internet and Web Browsing

COMP-0479

Learn how to use the Internet more effectively! Internet connections, protecting against computer viruses, web browsing, net etiquette and questionable practices are discussed.

Capacity: 12
Tuition: \$38 (plus GST)
Instructor: Moneek Randhawa
Duration: 2.5 hours
Start: Apr 04, 2012
Wed 6:00 PM - 8:30 PM



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:

parklandstudies@assiniboine.net

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: 12
Tuition: \$38 (plus GST)
Instructor: Ashley Sidlar
Duration: 2.5 hours
Start: Feb 22, 2012
Wed 7:00 PM - 9:30 PM

PowerPoint Workshop

COMP-0077

This workshop introduces students to the basic commands, functions, and capabilities of PowerPoint. It is designed for computer users who are new to presentations.

Capacity: 12
Tuition: \$79 (plus GST)
Instructor: Moneek Randhawa
Duration: 6 hours
Start: Apr 11, 2012
Wed/Thu 6:00 PM - 9:00 PM

Word Tips & Tricks

COMP-0476

Make the transition to Word 2007 effortlessly. Learn valuable tips to navigate through Word documents quickly, customize formatting, learn keyboard shortcuts and much more. Develop beyond elementary skills to become proficient in Word.

Capacity: 15
Tuition: \$45 (plus GST)
Instructor: Ashley Sidlar
Duration: 3 hours
Start: Mar 14, 2012
Wed 6:30 PM - 9:30 PM

Word Workshop

COMP-0162

This workshop introduces students to the basic commands, functions, and capabilities of Word. It is designed for computer users who are new to word processing.

Capacity: 12
Tuition: \$69 (plus GST)
Instructor: Moneek Randhawa
Duration: 6 hours
Start: Jan 11, 2012
Wed/Thu 6:00 PM - 9:00 PM

Nursing Foot Care

Call 622.2222 to have your name added to an interest list.

GENERAL INTEREST

Conversational Spanish 1

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.

Capacity: 12
Tuition: \$219
Instructor: Melissa Keenan
Duration: 8 weeks/30 hours
Start: Jan 16, 2012
Mon/Tue 6:00 PM - 8:00 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: 12
Tuition: \$45 (plus GST)
Instructor: Moneek Randhawa
Duration: 3 hours
Start: Jan 18, 2012
Wed 6:00 PM - 9:00 PM

Latin Dance Workshop

SPRT-0106

This course is designed to introduce participants to the basics of popular Latin American dance. Dances and music presented are Merengue, Salsa, Cha-cha, Cumbia, Tango and Belly Dance.

Capacity: 12
Tuition: \$50 (plus GST)
Instructor: Martha Messinbird
Duration: 4 weeks/8 hours
Start: Feb 02, 2012
Thu 7:00 PM - 9:00 PM

Welding-MIG

WELD-0022

This course is designed to teach the basic principles of MIG (GMAW) welding. Students learn basic welding positions and some theory.

- Insulated leather gloves, safety goggles and 100% cotton or fire resistant full body coveralls are required.

Capacity: 12
Tuition: \$239
Instructor: Jamie Hrizai
Duration: 3 weeks/15 hours
Start: Feb 07, 2012
Tue/Wed 6:30 PM - 9:30 PM

Woodworking 1

CPWW-0016

This course is an introduction to working with wood using hand tools. Methods of layout are presented and practiced along with basic methods in joinery. Practice is gained through individual project work.

- Safety glasses, tape measure, pencil and work boots required.

Capacity: 12
Tuition: \$228
Instructor: George Griffiths
Duration: 3 weeks/18 hours
Start: Apr 10, 2012
Tue/Thu 6:00 PM - 9:00 PM

HEALTH & WELLNESS

Chronic Pain

HLTH-0246

Common chronic pain conditions such as fibromyalgia, chronic fatigue syndrome and osteo and rheumatoid arthritis will be discussed in the course. You will learn natural ways to repair cartilage, reduce inflammation without damaging GIT, and prevent further damage to joints. The importance of proper exercise and common foods that aggravate chronic pain will also be covered.

Capacity: 15
Tuition: \$35 (plus GST)
Instructor: Stephanie Jaddock
Duration: 2 hours
Start: Jan 25, 2012
Wed 7:00 PM - 9:00 PM

Digestive Health

HLTH-0247

What is normal bowel health? Take the awkwardness out of talking about bowel movements. We will cover common bowel issues such as IBS, Crohn's disease, colitis and other undiagnosed bowel concerns such as diarrhea and constipation. Bowel retraining techniques are extremely beneficial to correct constipation without the use of laxatives. Learn how bowel health is affected by and can aggravate other existing health concerns, as well as holistic treatments to regain proper bowel health through herbs and phytonutrients.

Capacity: 15
Tuition: \$35 (plus GST)
Instructor: Stephanie Jaddock
Duration: 2 hours
Start: Apr 26, 2012
Thu 7:00 PM - 9:00 PM

Anatomy & Physiology

Call 622.2222 to have your name added to an interest list.

Healthy Skin

HLTH-0248

Many skin conditions start with an imbalance internally. This course will mainly cover acne, eczema and psoriasis. Using only topical treatments will not get at the root of the problem and will only provide minor, short-term relief. Learn how to target the source of the imbalance and by using holistic treatments both internally and externally to achieve long-term results.

Capacity: 15
Tuition: \$35 (plus GST)
Instructor: Stephanie Jaddock
Duration: 2 hours
Start: Apr 24, 2012
Tue 7:00 PM - 9:00 PM

Women & Hormonal Balance

HLTH-0245

In this course, you will learn about how hormonal imbalances affect the body and play a part in many health concerns such as: PMS, menopause, endometriosis, and polycystic ovarian syndrome. What are *xenoestrogens* and *phytoestrogens* and why are they important? You will discover how to balance the hormonal system naturally with holistic treatments using herbs and phytonutrients.

Capacity: 15
Tuition: \$35 (plus GST)
Instructor: Stephanie Jaddock
Duration: 2 hours
Start: Apr 19, 2012
Thu 7:00 PM - 9:00 PM

Yoga

SPRT-0050

A qualified instructor guides participants through yoga techniques, deep breathing, stretch awareness, relaxation, and meditation. Take this course to reduce body tensions while increasing peace of mind. Open to everyone, from beginners to those more knowledgeable about yoga.

• Please wear loose clothing and bring a blanket.

Capacity: 12
Tuition: \$60 (plus GST)
Instructor: Buffy Maxwell
Duration: 4 weeks/10 hours
Start: Feb 08, 2012
Wed 6:30 PM - 8:30 PM

IN THE KITCHEN

HANDS-ON COURSES

All courses will be at the Parkland Campus unless otherwise listed.

Fondant - Basic Skills

COOK-0179

Learn how to make fondant icing from scratch to make your cakes look professional. You will learn different techniques for decorating your cake with fondant. Students will be given two choices of designs for cakes that will be used to practise the skills learned in class.

Capacity: 10
Tuition: \$75 (plus GST)
Instructor: Merryn McCallum
Duration: 3 hours
Start: Feb 08, 2012
Wed 6:30 PM - 9:30 PM

Homemade Desserts

COOK-0185

What could be better than a homemade dessert? From cheesecake to sky-high apple pie, our classic desserts are guaranteed to satisfy any sweet tooth.

• Bring a springform pan

Capacity: 12
Tuition: \$79 (plus GST)
Instructor: Richelle Sydor
Location: 220 Whitmore Ave. W
Duration: 4 hours
Start: Apr 18, 2012
Wed 6:00 PM - 10:00 PM

Hors D'Oeuvres and Appetizers

COOK-0057

Learn to prepare elegant finger foods and a variety of appealing appetizers that are both cost efficient and easy to make.

Capacity: 12
Tuition: \$70 (plus GST)
Instructor: Richelle Sydor
Duration: 2 weeks/12 hours
Start: Mar 06, 2012
Tue/Thu 6:00 PM - 9:00 PM

COURSES FROM MANITOBA LIQUOR MARTS



PLAN AHEAD - PLEASE DON'T DRINK AND DRIVE

You will be consuming alcoholic beverages so we strongly suggest that you make arrangements for a ride to and from this event. Participants must be 18 years or older to attend (proof of age may be requested).

Martini Mixers

COOK-0142

Have an evening of fun creating a variety of martini drinks. You will learn a little history about the martini and our instructor will teach you the proper mixology. Your next martini party will be a hit, especially when your guests ask for a 007 "shaken not stirred." Note: Registrants must be 18 years of age or older.

Capacity: 18
Tuition: \$35 (plus GST)
Instructor: MLCC Representative
Duration: 2.5 hours
Start: Apr 05, 2012
Thu 7:00 PM - 9:30 PM

Wine and Chocolate

COOK-0103

The two sinful necessities of life. Enjoy a sensual evening of decadent and daring combinations with a view to understanding why these two luxurious partners are perfectly matched.

Capacity: 18
Tuition: \$35 (plus GST)
Instructor: MLCC Representative
Duration: 2 hours
Start: Feb 15, 2012
Wed 7:00 PM - 9:00 PM

Watch for these fantastic courses in fall 2012

- Home Staging
- Home Renovations for Women
- Welding – Advanced
- Home Décor Tricks of the Trade
- Carpentry Project
- Small Engine Repair
- Aboriginal Beading
- Web Design
- And many more!

Call **622.2222** to express your interest.

NURSING

Math for Nurses

MATH-0014

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 conditional requirements for admission into the Practical Nursing diploma program; a passing mark of 95% must be achieved.

- Course pack required

Capacity: 15
Tuition: \$125 (plus GST)
Instructor: Stephanie Jaddock
Duration: 7 weeks/15 hours
Start: Jan 19, 2012
Thu 7:00 PM - 9:00 PM

Psychology

PSSY-0026

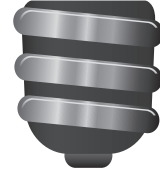
In this course learners begin to examine basic concepts and principles of individual behaviour. Nursing requires effective interpersonal skills and an ability to relate to people in a broad range of circumstances.

- Textbook required

Capacity: 20
Tuition: \$315
Instructor: Stephanie Jaddock
Duration: 7 weeks/40 hours
Start: Mar 07, 2012
Wed/Thu 6:00 PM - 9:00 PM

**CAN'T
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COURSE YOU'RE
LOOKING
FOR?**

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your **bright** ideas.
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REGISTRATION INFORMATION



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:
Parkland Campus, Box 4000, Dauphin MB R7N 2V5.



PHONE

Call 622.2222 ext 6591 and use your VISA or MasterCard.



IN PERSON

520 Whitmore Ave East-Dauphin, 8:30 AM – 4:30 PM (Monday – Friday) Pay by cash, cheque, money order, credit card, or interac.



ONLINE

Go to www.assiniboine.net/continuingstudies and select Register Online. Print a copy of your registration confirmation.



FAX

Fax 800.482.2933 and provide the same information as above.



SPONSORSHIP

Have your sponsor fax or mail your registration form along with authorization. The college will invoice the company/agency or apply charges to a VISA or MasterCard.

REGISTER EARLY: 10 days before the beginning of class is ideal.