



ASSINIBOINE
COMMUNITY COLLEGE

CONTINUING STUDIES GUIDE
RUSSELL TRAINING CENTRE
WINTER 2012

Call ACC!
773-5180

Visit
the new
website

Register
Today!

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).

Sociology

PSSY-0079

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

Capacity: 25
Tuition: \$315
Instructor: Marg Fraser
Duration: 12 weeks/40 hours
Start: Jan 10, 2012
Tue 5:30 PM - 9:30 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 **204.773.5180** or email russellconstudies@assiniboine.net

REGISTER EARLY

Popular classes fill up quickly!

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 1.800.862.6307 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
Duration: 6 hours
Start: Mar 27, 2012
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
Instructor: Kelly Airey
Duration: 12 hours
Start: Feb 8, 2012
Wed/Thu 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. Topics include: Getting More with AgExpert; Receivables & 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
Instructor: Kelly Airey
Duration: 12 hours
Start: Mar 20, 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 **773.5180**.

REGISTER ONLINE

www.assiniboine.net/continuingstudies

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 certification which is valid for five years.

Note: Recertification also available \$35.

A valid FoodSafe 1 Certificate must be presented the day of recertification

Capacity: 25
Tuition: \$75
Instructor: Stephen Yeo
Duration: 6 hours
Start: Feb 16, 2012
Thu 9:00 AM - 4:30 PM
Start: May 31, 2012
Thu 9:00 AM - 4:30 PM

COMPUTER COURSES

Computer Skills Basics

COMP-0461

Students will learn basic computers skills including Windows, Word, Excel, Internet and email.

Capacity: 14
Tuition: \$60 (plus GST)
Instructor: Jean Hogarth
Duration: 5 hours
Start: Jan 11, 2012
Wed 9:00 AM - 3:00 PM
Start: Jan 25, 2012
Wed 6:30 PM - 9:00 PM

File Systems Workshop

COMP-0477

"Where is my file? I just saved it." is a common problem among computer users. Learn how to navigate your computer and how to search for your missing files. Other topics may include setting up folders, organizing your files and "cleaning" your computer.

• Please bring a USB drive to class.

Capacity: 14
Tuition: \$38 (plus GST)
Instructor: Jean Hogarth
Duration: 2.5 hours
Start: Feb 02, 2012
Thu 9:00 AM - 11:30 AM

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: 14
Tuition: \$65 (plus GST)
Instructor: Jean Hogarth
Duration: 6 hours
Start: Apr 03, 2012
Tue 9:00 AM - 4:00 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 price of tuition.

Capacity: 14
Tuition: \$180
Instructor: Jean Hogarth
Duration: 5 weeks/20 hours
Start: Feb 27, 2012
Mon/Wed 6:30 PM - 9:00 PM

HEALTH AND WELLNESS

1st Aid - Babysitting Red Cross

HLTH-0128

Emergencies sometimes do happen, even to the best babysitters. The Canadian Red Cross Babysitting Course teaches youth how to handle emergencies with confidence by providing the basic first aid skills for such common problems as choking, sprains and strains, bleeding, poisoning, burns and fire emergencies. Students also learn ideas for having fun with the kids while babysitting, how to cope with common problems like tantrums and crying and how to make the children's environment safe and enjoyable. It is recommended that students be 11½ years-of-age prior to start date of course.

• Please bring your own lunch.

Capacity: 12
Tuition: \$45
Instructor: B-Ann Woodhouse
Duration: 7.5 hours
Start: Apr 21, 2012
Sat 9:30 AM - 5:30 PM

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 is included in the course. Text also included. This course meets the minimum regulations for Workplace Safety and Health 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: B-Ann Woodhouse
Duration: 8 hours
Start: Feb 09, 2012
Thu 9:00 AM - 5:00 PM

1st Aid - Standard

HLTH-0044

Comprehensive First Aid & CPR for employees and students who need training for work requirements, or who want more knowledge to respond to emergencies in the workplace or home. This course covers a variety of first aid information from basic (such as cardiovascular and breathing emergencies, CPR, prevention of disease transmission) to in-depth topics, such as sudden medical conditions and injuries to the head and spine. CPR/AED training and textbook are included in the course. This course meets Workplace Safety and Health regulations, providing more than the minimum standard for most occupations. Participants who meet the required standard receive a nationally recognized certification that is valid for three years.

Capacity: 12
Tuition: \$125
Instructor: B-Ann Woodhouse
Duration: 16 hours
Start: Feb 14, 2012
Tue/Wed 9:00 AM - 5:00 PM
Start: Mar 13, 2012
Tue/Wed 9:00 AM - 5:00 PM

Interested in Building Construction?

Starting in 2012 a five-month pre-employment program that meets the level one in-school carpenter apprenticeship standards for accreditation by Apprenticeship Manitoba may be offered if there is enough interest.

For information or to be added to the interested list, please call Assiniboine Community College at **773.5180** or the Regional Employment Resource Centre at **773.3353**.

CPR/AED Level HCP

HLTH-0193

For healthcare professionals and students (nurses, paramedics, EMRs, allied healthcare providers and physicians, etc.) who require CPR as a prerequisite through Workplace Safety and Health regulations. This course provides an overview of CPR and AED skills needed to recognize and react to airway, breathing and circulation emergencies and to understand the importance of early CPR and early defibrillation. Renewal training is achieved by completing a CPR/AED Level HCP Recertification course and is required annually by Workplace Safety and Health regulations.

- Textbook included in cost of tuition

Capacity: 12
Tuition: \$85
Instructor: B-Ann Woodhouse
Duration: 7 hours
Start: Jan 26, 2012
Thu 9:00 AM - 5:00 PM

CPR/AED Level HCP Recertification

HLTH-0053

Prerequisite: Proof of attendance at a CPR/AED Level HCP course or recertification within approximately the previous 12 months
This Canadian Red Cross course is designed for those who are required to renew their skills annually to fulfill Workplace Safety and Health regulations.

- Review material prior to course start

Capacity: 12
Tuition: \$43
Instructor: B-Ann Woodhouse
Duration: 4 hours
Start: Feb 28, 2012
Tue 6:00 PM - 10:00 PM

IN THE KITCHEN

Healthy Cooking

COOK-0186

Come join us to learn a few tips on how to make "healthy" taste great. Your everyday meals can become a lot healthier if you learn how to use the right ingredients and make the right substitutions. You will be provided with recipes and preparation ideas to make healthy eating and cooking effortless.

Capacity: 18
Tuition: \$79 (plus GST)
Instructor: Pat Orsak
Duration: 4 hours
Start: Mar 01, 2012
Thu 5:00 PM - 9:00 PM

Meal Planning

COOK-0193

Spend less time and put the fun back in the kitchen with some great meal planning ideas. Enjoy a month's worth (12 in total) of recipes that can be frozen and enjoyed on a daily basis. The course will cover assessing your quantity needs, choosing a cooking style, planning the meals and making a grocery list. Students are required to bring their own groceries.

- Please call the Russell Training Centre at 773.5180 for a grocery list.

Capacity: 18
Tuition: \$50 (plus GST)
Instructor: Carla Falkevitch
Duration: 6 hours
Start: Mar 14, 2012
Wed/Thu 5:00 PM - 8:00 PM

PHOTOGRAPHY

Photography - Digital 1

CRAF-0152

Must have: Some computer experience

In this course, you will learn basic ways to manipulate your images and how to print great prints using Adobe Photoshop and your imagination. You will learn about resolution, file formats, how to adjust levels, resize images, include text and many exciting and fun ways to enhance your images. There will be a charge for each print that you make to cover ink and photo paper costs. This is payable to the instructors at the end of each class. Bring your own pictures on a jump (flash) drive, camera memory card or CD. In order to take your pictures home, please bring a jump (flash) drive.

Capacity: 14
Tuition: \$175
Instructor: Jean Hogarth
Duration: 3 weeks/18 hours
Start: Jan 30, 2012
Mon/Wed 6:30 PM - 9:30 PM

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PROFESSIONAL DEVELOPMENT

Cross-Cultural Communication

COMM-0287

Learn to communicate effectively with people in the workplace who are from different cultural backgrounds. This workshop will focus on skills and strategies to become a more culturally-sensitive communicator. Course material will cover both interpersonal communication and public speaking. Some of the topics will include: interpreting and using non-verbal communication and differing views of leadership, teams and conflict management. A general overview of cultures will be given with specific focus on those cultural groups from the surrounding areas, including the cultures of new immigrants.

Capacity: 25
Tuition: \$45 (plus GST)
Instructor: Lisa Maxwell
Duration: 3 hours
Start: Feb 23, 2012
Thu 9:00 AM - 12:00 PM

Effective Presentations

COMM-0242

Learn the basic components of writing a good presentation. We will discuss and practice elements of effective delivery of a presentation which includes gesturing, eye contact, movement and how to keep your audience interested.

Capacity: 25
Tuition: \$45 (plus GST)
Instructor: Lisa Maxwell
Duration: 3 hours
Start: Feb 23, 2012
Thu 1:00 PM - 4:00 PM

REGISTRATION INFORMATION



PHONE

Call 773.5180 and use your VISA or MasterCard.



IN PERSON

Room 219B, 404 Russell Street East, Russell MB, 8:30 AM - 4:30 PM (Monday - Thursday) Pay by cash, cheque, money order, or credit card.



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, Box 218, Russell MB R0J 1W0.



FAX

Fax 204.773.2134 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.

*Course Add/Drop and Refund policies of The Centre for Continuing Studies will apply.