

Life Long Learning

Continuing Education - SPRING 2007 Programs

offered by Sera-Smith Educational Consultants
in cooperation with The Winnipeg School Division

Register by Mail

- Registration forms on the back page
Make cheques payable to: Sera-Smith Educational Consultants and mail it with the registration form to:
**Sera-Smith Educational Consultants,
1577 Wall Street East - Lower Level
Winnipeg, Manitoba R3E 2S5
Phone: (204) 775-0231, ext. 435; Fax: (204) 779-1919**

Register by Phone **789-0435**

(24 hour voice mail services)

Speak clearly and slowly. Leave your name, address, postal code and telephone number along with the course number, your Visa or MasterCard number and expiration date.
OR: Your phone reservation should be followed by mailing your registration form with full payment IMMEDIATELY.

Register on-line @ serasmith.com

For a complete list and description of all courses visit our website and register using the on-line registration form... secure, easy, and quick and you get confirmation of your registration.

Register by fax **779-1919**

Please include your name, address, phone number and course number.

Please mail your cheque to Sera-Smith at the above address.

Register in Person

- ◆ **Any Monday - Thursday** at our office (Lower Level - 1577 Wall St. East) 8:30 a.m. - 1:00 p.m. **Closed Fridays**
Cash, Cheque, MasterCard, and Visa accepted
- ◆ **After hours:** Leave your completed application at the reception desk on the main floor.

Academic Registration

**Any Tuesday & Thursday during March 6:00 - 8:00 p.m.
Grant Park High School**

Cancellation Policy

Refunds are subject to an administration fee of 20% of the tuition fee or a minimum of \$10 plus GST for registrations cancelled **THREE** or more working days prior to the start date.

Refunds will **NOT** be granted for cancellations received after the **THREE** days prior limitation.

A **FULL REFUND** will be made for courses cancelled by the Lifelong Learning Continuing Education Program due to lack of enrolment or other circumstances.

General Information

- Please note class schedules - Participants are responsible for attending all classes.
- Class location in the school will be posted at the main entrance of the school or teachers will greet you at the door.
- Because of unforeseen circumstances, instructors may change.
- Listen for storm day and school closure information on the radio.
- Receipts** for workshops of 3 or more sessions will be issued at the 2nd class session. You should retain your cash, or MasterCard, or Visa receipt, or cancelled cheque.
- Duplicate receipts - \$10.00 charge.
- You will not be sent a confirmation**

Life Long Learning will **ONLY** notify if a course is cancelled or full. Participants should otherwise appear at the first session.

WHEN VISITING A SCHOOL AT NIGHT, PLEASE CHECK ALL DOORS TO SEE WHICH IS OPEN TO THE PUBLIC.

COMPUTER PROGRAMS

S07-001 Keyboarding

Designed for the person who has not studied typing and is finding it difficult or slow to input data on a computer. This is a great way for the novice to start. A hands-on course - working on a computer in the class.

Location: Grant Park High School - Rm. 32

Time: 6:00 - 8:00 p.m.

Fee: \$94

Date: 6 Tuesdays, starting April 17, 2007

Instructor: Keith Strachan

S07-002 Introduction to Micro Computers

This course is designed for the absolute beginner or those looking for a refresher. An introduction to computers. A hands-on program - work at your own rate on a computer in the class.

Location: Grant Park High School - Room 72

Time: 6:30 - 8:30 p.m.

Fee: \$94

Date: 5 Mondays, starting April 16, 2007

Instructor: Adam Dyck

S07-003 Computers for Seniors - Real Bargain

Just for beginners, never turned on a computer. Our user-friendly instructor will ease your fears and start you on a wonderful journey into the world of technology.

Location: Grant Park High School - Rm. 72

Time: 4:45 - 6:45 p.m.

Fee: \$79

Date: 5 Tuesdays, starting April 17, 2007

Instructor: Zenon Gryzbowski (ASK INSTRUCTOR ABOUT ADDITIONAL CLASSES)

S07-004 Computers for Seniors - The Next Step

This course will expand on the skills taught in *Introduction to Computer for Seniors*. This course will further develop skills in Microsoft Windows, file management and Microsoft Word. Basic computer troubleshooting skills.

Location: Grant Park High School - Rm. 72

Time: 4:45 - 6:45 p.m.

Fee: \$69

Date: 4 Tuesdays, starting May 22, 2007

Instructor: Zenon Gryzbowski (ASK INSTRUCTOR ABOUT ADDITIONAL CLASSES)

S07-005 Want to learn the fine art of digital animation?

Learn to create digital animation. Good program for all ages. Lots of fun. You should be comfortable with Windows. 2 hours a week - 5 weeks.

Location: Cecil Rhodes School

Time: 6:00 p.m. - 8:00 p.m.

Fee: \$59

Date: 5 Thursdays, starting April 26, 2007

Instructor: Keith Strachan

Due to the high cost of software and the frequencies of up-grades we are not able to keep current for all the programs that undergo a yearly up-grade. Our instructors are current and they will cover the changes applicable to entry and intermediate level courses.

OFFICE SUITE The Whole Package

The Office XP Environment

The following courses cover the component parts of the Microsoft Office XP software suite. Each covers one individual component of the Office XP software. They are offered in sequence and assume knowledge of the preceding components. For example: You should be familiar with Word 2000 before taking Excel 2000, PowerPoint 2000 or Access 2000.

**ALWAYS ON THURSDAY - 6:30 - 9:30 P.M.
GRANT PARK HIGH SCHOOL - Rm. 72**

S07-006 Word 2000 (Office XP)

In this course, you'll explore the basic skills necessary to begin using Microsoft Word 2000. You will examine how to create and edit documents and use character and paragraph formatting.

Location: Grant Park High School

Time: 6:30 - 9:30 p.m.

Fee: \$95

Date: 4 Thursdays, starting March 15, 2007 (no class March 29)

Instructor: Zenon Gryzbowski

S07-007 Excel 2000 (Office XP)

Spreadsheet basics using this powerful application. Learn to produce spreadsheets, acquire and use templates to solve your calculation requirements.

Location: Grant Park High School

Time: 6:30 - 9:30 p.m.

Fee: \$95

Date: 4 Thursdays, starting April 19, 2007

Instructor: Zenon Gryzbowski

S07-008 PowerPoint 2000 & Outlook 2000 (Office XP)

Explore the basic skills for creating a presentation in PowerPoint, create and edit slides, use PowerPoint's drawing tools, incorporate clip art and Word Art, create and enhance organization charts, and create and edit charts by using MS Graph.

Outlook is an information management program that helps to coordinate messages, calendars, contacts, and tasks. This course will provide the opportunity to experiment with the fundamentals of using Outlook, send and receive mail, schedule appointments, insert events, schedule meetings and create, manage, and organize contacts, notes and tasks.

Location: Grant Park High School

Time: 6:30 - 9:30 p.m.

Fee: \$90

Date: 3 Thursdays, starting May 17, 2007

Instructor: Zenon Gryzbowski

S07-009 Access 2000 (Office XP)

Get acquainted with the basics of Access 2000. Learn how to create and use database objects, including tables, queries, forms and reports.

Location: Grant Park High School

Time: 6:30 - 9:30 p.m.

Fee: \$90

Date: 3 Thursdays, starting June 7, 2007

Instructor: Zenon Gryzbowski

Entire Program - 14 Weeks (42 Hours).

Take All 4 Programs for Only \$299.00

**S07-010 Surfing the Internet - Another Special
(for the Young and Young at Heart)**

There is a world of information geared for all. Topics: vacation planning, shopping, research on medications, vendors, auctions, hobbies - a whole new world. You require no computer knowledge.

Location: Grant Park High School - Rm. 72

Time: 9:00 a.m. - Noon

Fee: \$64

Date: 2 Saturdays, April 21 and 28, 2007

Instructor: Adam Dyck

S07-011 Basic PC Maintenance & Upgrading

Learn the basic theory of computer maintenance and upgrading. Emphasis will be placed on hands-on activities. Students will have the option of bringing in their own computers or using the school's computers. This course will cover: how to build a computer, add memory, sound cards, and modems, replace microprocessors, hard drives and diskette drives.

Location: Grant Park High School - Library

Time: 9:00 a.m. - 12:00 noon

Fee: \$64

Date: 3 Saturdays, starting May 5, 2007

Instructor: Adam Dyck

S07-012 Basic Computer Program - 10 Great Hours

Computer skills for the absolute beginner - from turning the machine on, getting rid of the FEAR of using it and having fun while you learn the basics of word processing. A hands-on program. A good introduction to computers.

Location: Grant Park High School - Rm. 72

Time: 6:30 - 9:00 p.m.

Fee: \$94

Date: 4 Wednesdays, starting May 9, 2007

Instructor: Adam Dyck

S07-013 Access - Full Course

This 14-hour full course will walk you through an understanding and application of this relational database. You will achieve a level of comfort from which you can create your own Access database quickly and confidently.

You will learn:

1. Tables creation
2. Data types
3. Input masks
4. Linking tables
5. Single and multi-age queries
6. Creating forms using tables
7. Creating forms using queries
8. Creating reports using tables
9. Creating reports using queries
10. Importing database fields from other files, and
11. All kinds of formatting stuff.

There are no pre-requisites. All are welcome, from the novice to the experienced computer user.

Location: Grant Park High School - Rm. 72

Time: 6:00 - 8:00 p.m.

Fee: \$134

Date: 7 Tuesdays, starting April 17, 2007

Instructor: Carol Wilson

S07-014 Excel - The Full Course

Wrestle mathematics into submission through an energetic application of eexcccellent Excel. Excel is a wondrous program that allows you to:

- use numbers to balance budgets
- develop diaries that are meaningful (what's a diary without numbers anyway?)
- develop schedules for learning string theory
- make calendars and use cool symbols
- colour front pages for the chaos strut
- summarize mistakes and make new phone lists
- make strange charts
- make chartreuse puce coloured coffee (You think!!)

Experience the magic of numbers over several evenings. Apply now for your mathematics wrestling certificate. Don't wait. You could be the next number 1.

Location: Grant Park High School - Rm 72

Time: 8:00 - 10:00 p.m.

Fee: \$134

Date: 8 Tuesdays, starting - April 17, 2007

Instructor: Carol Wilson

S07-015 Introduction to Web Publishing

Learn how to create and publish your very own Web site! In this course you'll get hands-on experience in building web pages and learn the fundamentals of web design. You'll learn how to create, format, and enhance your web pages using Hypertext Markup Language (HTML). Students will plan, design and implement a web site. **Prerequisite:** Familiarity with Windows and World Wide Web.

Location: Grant Park High School - Rm 62

Time: 8:00 - 10:00 p.m.

Fee: \$90

Date: 4 Tuesdays, April 24, 2007

Instructor: Keith Strachan

S07-016 Windows File Management

If you have basic computer skills but continue to have difficulty with organizing and finding your file then this is the course for you. This 5-hour workshop will focus on file management to increase your understanding of Windows and increase your efficiency at home and at work. Time will be spent learning how to create folders, saving files as well as copying and searching for files. This class will help you save valuable time and eliminate "computer" frustration from your life.

Location: Grant Park High School - Library

Time: 7:00 - 9:30 p.m.

Fee: \$49

Date: 2 Tuesdays, April 24 and May 1, 2007

Instructor: Zenon Gryzbowski

Virus and Spyware Removal Workshop

Thousands of computer viruses spread themselves throughout the world by e-mail, file sharing, and the Internet. Viruses might steal information off your computer or make your machine a spam-spewing "zombie". This course will teach you how to thoroughly examine your computer and media for viruses, isolate and remove all viruses found, and repair damaged files as completely as possible. Spyware secretly tracks your computer usage and can slow your computer to a crawl. Adware makes your computer display annoying advertising pop-ups. Spyware and adware hide in file-sharing and other programs you might install on your computer from websites you visit. This course will show you how to find and eliminate spyware and adware, but also help protect your computer from future intrusions.

Location: Louis Riel Arts & Tech Centre, Rm 212

Time: 6:00 - 9:00 p.m.

Fee: \$27

S07- 018(a) Thursday, April 19, 2007 or

S07- 018(b) Thursday, May 10, 2007

Instructor: Frank Catojo

S07-019 eBay - BUYING AND SELLING ONLINE

What is eBay? Wish you could visit garage sales all year long or wonder where you can go to find that piece of missing china or an out-of-print book? From the ordinary to the extraordinary, you'll find it on eBay! People everywhere are making money selling items on eBay. How can you cash in on the buying and selling in the world's biggest garage sale? Includes registering, searching including smart search, bidding, proxy bidding, shipping, payment and the feedback forum. Learn the right way to sell on eBay, including listing items effectively, learning to set prices, learning the tricks to make your ad stand out, knowing what payment methods are used, and the listing of happy customers. A familiarization with the internet is recommended. Bring an item you want to sell so you can practice doing a mock listing.

Location: Grant Park High School - Rm. 72

Time: 6:30 - 9:00 p.m.

Fee: \$54

Date: 2 Tuesdays, May 8 and 15, 2007

Instructor: George Zwarych

S07-020 Basic Digital Photography

This course is designed for the beginner digital photography enthusiast who wants to take better pictures. It offers instruction in digital camera operation, exposure settings, composition, creative use of ambient lighting and more. No previous photography experience is necessary.

Location: Grant Park High School - Rm 3

Time: 6:30 - 9:00 p.m.

Fee: \$115

Date: 5 Tuesdays, starting April 17, 2007

Instructor: Michael Roberts (Certificate in Professional Photography)

S07-021 Writing That Works!

To achieve high success in your career goals, learn how to write a winning résumé; communicate effectively with e-mail and professional business letters; write clear reports; and craft persuasive proposals. This six-week hands-on course is for all those who wish to excel in the career of choice.

Location: Grant Park High School - Rm 3

Time: 6:30 - 9:00 p.m.

Fee: \$79

Date: 6 Thursdays, April 19, 2007

Instructor: Doreen Meyer

Around the Yard

S07-022 The Care and Pruning of Evergreen Trees and Shrubs

Mike Allen, a professional urban forester and certified ISA arborist, will teach course participants an understandable approach to pruning and taking care of coniferous evergreen trees and shrubs such as spruce, fir, pine, cedar and juniper. The identification and control of common pests and diseases of evergreens will be included. Proper pruning technique is not difficult to learn; however, most people never really learn how to do it properly. The basic techniques are easy to learn. Rather than hacking away at your trees, learn how a professional does it.

Location: Grant Park High School

Time: 7:00 - 9:00 p.m.

Fee: \$26

Date: Tuesday, April 10, 2007

Instructor: Mike Allen

S07-023 The Care and Pruning of Fruit and Shade Trees

Mike Allen, a professional urban forester and certified arborist, will teach course participants an understandable approach to pruning and taking care of fruit and shade trees. Flowering shrubs will also be covered. Ever wonder why parts of your fruit trees seem weak and sickly? Does your large shade tree have a significant crack on the trunk, or are the leaves falling off prematurely? The identification and control of common pests and diseases of fruit, shade trees and woody shrubs will be included. Proper pruning techniques are not difficult to learn; however, most people never really learn how to do it properly. The basic techniques are easy to learn. Are your trees causing you grief? This course will help you feel better about your garden and its woody plants.

Location: Grant Park High School

Time: 7:00 - 9:00 p.m.

Fee: \$26

Date: Tuesday, April 17, 2007

Instructor: Mike Allen

S07-024 Making Your Own Maple Syrup

The sap is flowing. Do you have a maple tree on your property? Learn how to make your own maple syrup from local Manitoba Maple trees. Hands-on demonstration will include tree identification and selection, tapping the tree, boiling off the sap, bottling and storing the syrup. Enjoy making your own "sweet treat". Manitoba Maple Syrup - "A Taste of Manitoba" taps will be available for sale following the hands-on presentation.

Location: Grant Park High School

Time: 7:00 - 8:30 p.m.

Fee: \$26

Date: Thursday, April 5, 2007

Instructor: Ken Fosty, Forest Tech.

Growing Mushrooms at Home

Learn to grow specialty mushrooms in your backyard. Do you have access to oak or poplar branches? Learn how to "plant" the mushroom spawn and grow your own Shitake and Oyster mushrooms on oak and poplar logs. Hands-on demonstration will show how to inoculate the logs with mushroom spawn. A biological process you'll love - growing your own mushrooms backyard style. Mushroom Grow Kits will be available for sale following the hands-on presentation.

Location: Grant Park High School

Time: 7:00 - 8:30 p.m.

Fee: \$26

S07-025(a) Wednesday, April 25, 2007 or

S07-025(b) Thursday, May 10, 2007

Instructor: Ken Fosty, Forest Tech.

Landscape Design - Designing Your Yard

Learn how to put your yard together from a professional landscape designer so that it has the qualities of good design. Learn how colour, texture, and height work together so that your yard is well-proportioned and balanced, has variety without being too busy. *Two different workshops.*

S07-026 Part I

Location: J. H. Bruns - Room 111

Time: 7:00 - 10:00 p.m.

Fee: \$24

Date: Thursday March 15, 2007

Instructor: Elvira Dueck

S07-026 Part II

Please bring graph paper, pencil, eraser, and note pad as this is a hands-on class. We will work on the landscape design of your yard.

Limit 12 people.

Location: J. H. Bruns - Room 111

Time: 7:00 - 10:00 p.m.

Fee: \$24

Date: Thursday March 22, 2007

Instructor: Elvira Dueck

Special Interest - Something A Little Different

S07-027 Guitar (Beginner)

Strum for fun, learn basic chords & techniques and learn to play classic acoustic-based music. Also learn folk and blues-based music.

Students should bring a binder and a guitar.

Location: Grant Park High School - Rm 46

Time: 6:30 - 8:00 p.m.

Fee: \$75

Date: 8 Thursdays, starting April 19, 2007

Instructor: Dave Lenz - experienced music teacher

S07-028 Guitar (2nd Step)

For those who have taken the beginner's class, continue to have more fun in a very relaxed atmosphere. Participants should bring a guitar and a binder.

Location: Grant Park High School - Rm 46

Time: 8:00 - 9:30 p.m.

Fee: \$75

Date: 8 Thursdays, starting April 19, 2007

Instructor: Dave Lenz - experienced music teacher

S07-029 Two for One - Water Colour and Drawing Course

Water Colour: Intensive course for beginners, a refresher course for advanced students. Covers basic techniques and "tricks" - colour design, pictorial composition - basic drawing and more. Students provide their own materials.

Drawing: Beginner and advanced students looking for a refresher course. Landscapes, interiors, still life, perspectives will be subjects for instruction.

If you can hold a pencil you can learn to draw.

Basic Supplies:

Paint

- a) box of water colour cakes, or
- b) tubes of water colour paint (small)
 - Cadmium yellow medium
 - Cadmium red medium
 - cobalt blue
 - black (any name)
 - white (Chinese)

Paper - 1 sheet (30"x22") 140 lb.

Brushes - #6 and #4 (round), 4 ½ " flat (synthetic)

HB pencil

Ruler 12"

1 role of ½" masking tape

Paper towels

Palette (plate - for mixing paint)

Blow dryer (old one that works)

Mat knife or exacto knife

Location: Grant Park High School - Rm 89

Time: 6:30 - 8:30 p.m.

Fee: \$54

Date: 6 Tuesdays, starting April 17, 2007

Instructor: Bill Shoup, B.F.A., M.A., M.S.A.

Boating Safety Course

Regulations that require all operators of power driven boats to have a "Pleasure Craft Operators Card" are being phased in. Call 889-3000 for more information. This accredited program gives 3 options to get your card. All include writing the test and the fee includes the exam and card issue fee.

Basic Course

The basic course/exam (6 hours) is suitable for all levels of boating experience and is enjoyed by all. It is strongly recommended for youth and boaters with less experience. We recommend the entire family take it together.

S07-030(a) Location: Grant Park High School - Rm 12
Time: 6:30 - 9:30 p.m. Fee: \$60
Date: 2 Wednesdays, April 18 and 25, 2007 per person
Instructor: Rod or Marianne Nuttall (manuals \$10 extra)

S07-030(b) Location: Kelvin High School
Time: 6:30 - 9:30 p.m. Fee: \$60
Date: 2 Tuesdays, May 8 and 15, 2007 per person
Instructor: Rod or Marianne Nuttall (manuals \$10 extra)

Refresher Course

The refresher course/exam (3 hours) is suitable for experienced boaters who have pre-read the manual. Join in the second evening of the basic course to review some of the more difficult topics such as Right of Way rules and Buoys.

S07-031(a)
Location: Grant Park High School - Rm 12
Time: 6:30 - 9:30 p.m. Fee: \$50
Date: Wednesday, April 25, 2007 per person
Instructor: Rod or Marianne Nuttall (manuals \$10 extra)

S07-031(b)
Location: Kelvin High School
Time: 6:30 - 9:30 p.m. Fee: \$50
Date: Tuesday, May 15, 2007 per person
Instructor: Rod or Marianne Nuttall (manuals \$10 extra)

Challenge the Exam

The challenge exam is for experienced boaters who have studied on their own.

S07-032(a)
Location: Grant Park High School - Rm 12
Time: 8:30 - 9:30 p.m. Fee: \$45
Date: Wednesday, April 25, 2007 per person
Instructor: Rod or Marianne Nuttall (manuals \$10 extra)

S07-032(b)
Location: Kelvin High School
Time: 8:30 - 9:30 p.m. Fee: \$45
Date: Tuesday, May 15, 2007 per person
Instructor: Rod or Marianne Nuttall (manuals \$10 extra)

Be a Certified Food Handler

Reduce the risk of food poisoning in your Restaurant, Care Facility, Child Care, Hospital, Canteen, Church, and Home and anywhere food is handled. On successful completion of the **FoodSafe** 8-hour course, the City of Winnipeg Food Handlers Certificate will be awarded. *Optional student workbooks \$13.00 available from the instructor.*

S07-033(a)
Location: Grant Park High School
Time: 6:00 - 10:00 p.m. Fee: \$89
Date: April 2 and 3, 2007 (Monday/Tuesday)
Instructor: Public Health Inspector

S07-033(b)
Location: Grant Park High School
Time: 6:00 - 10:00 p.m. Fee: \$89
Date: April 18 and 19, 2007 (Wednesday/Thursday)
Instructor: Public Health Inspector

Register early to reserve a spot - space is limited.

S07-034 Starting a Small Business

Are you interested in learning the procedures necessary to set up your own business? This course will take you step-by-step through the following: the business planning process, evaluating opportunities, legal structures of business, financing requirements, market research, marketing your business, starting a small business in Manitoba and much more.

Location: J. H. Bruns Collegiate - Room 107
Time: 7:00 - 9:30 p.m. Fee: \$120
Date: 6 Wednesdays, starting April 18, 2007
Instructor: Glen Pancoe

S07-035 Personal Best Quest Life Coaching Workshop

If you are ready to add more life to your life, have more of what matters and less of what doesn't, and aren't afraid to take a closer look at yourself, then the Personal Best Quest may be for you! Taught by Stephanie Staples, a Certified Life Coach, the Personal Best Quest is a fun, informative and interactive approach to personal growth and development. The purpose of this workshop is to help participants prioritize, focus, and create a plan that can lead them towards living an exceptional life. The workshop will be a forum for discussion, feedback, support, and brainstorming with others who are committed to self-improvement. Upon completion, the participant will have:

- Created a vision for his/her life
- Completed a general evaluation of his/her life
- Zeroed in on an area of focus
- Designed a plan for success & support
- Have tools & strategies for daily use
- A deeper knowledge of self
- A follow-up personal coaching call

Location: École Julie-Riel - Library
Time: 7:00 - 8:30 p.m. Fee: \$95
Date: 6 Mondays, starting April 9, 2007
Instructor: Stephanie Staples

S07-036 Making a Will

Nearly everyone has an estate -- the things we own and accumulate over our lifetimes, such as real estate, savings, investments and items of personal or sentimental value. Deciding what is going to happen to the contents of your estate is one of the most important decisions you will ever make. This session will look at the reasons for making a will, the contents of your will and the types of wills.

Location: Grant Park High School
Time: 7:00 - 9:00 p.m. Fee: \$15 per person (\$24 per couple)
Date: Thursday, May 10, 2007
Instructor: TBA, Community Legal Education Association (CLEA)

S07-037 Power of Attorney, Executor's Duties and Health Care Directives (Living Wills)

A Power of Attorney is the legal authority contained in a written document that allows someone else to manage your legal and financial affairs, due to limited mobility or an extended absence. Have you been named Executor in the will of a friend or relative? If so, do you know your legal duties?

A Health Care Directive, also referred to as a living will, allows you to make choices about your future medical care. What is the function of a Directive? Are there legal requirements?

These questions and many more will be answered in this session.
Location: Grant Park High School
Time: 7:00 - 9:00 p.m. Fee: \$15 per person (\$24 per couple)
Date: Thursday, May 17, 2007
Instructor: TBA, Community Legal Education Association (CLEA)

S07-038 Interior Decorating for the Beginner

Topics will include the principles and elements of design, colour schemes, lighting techniques, floor plans and furniture layouts, traffic flow, window, floor and wall treatments, accessorizing and putting it all together. Please bring your project ideas and a lunch.

Location: Arts and Technical College - Rm 302
Time: 9:00 a.m. - 5:00 p.m. Fee: \$55

Date: Saturday, May 5, 2007
Instructor: Charmaine Lyons

S07-039 CREATIVE WRITING: Getting Started & Keeping Going

Ever dreamed of becoming a writer, a poet, a playwright, a freelance journalist? If you come to this five session intensive writing workshop, you will get the benefits of learning required techniques and the methods used by the best contemporary writers. This is a fast-paced, booster juice series of presentations aimed at getting your motivation high and keeping you on target. Some word-sharing is anticipated.

Bring a friend for \$20.

Location: Kelvin High School - Rm27

Time: 6:30 - 8:30 p.m.

Fee: \$69

Date: 5 Mondays, starting April 23, 2007 (no class May 21, 2007)

Instructor: Maureen Rodniski

International Cooking

Gourmet Cooking

Spend a wonderful evening learning from the best! Hands-on gourmet cooking classes where you learn to prepare various dishes under the direction of world class chefs. Chef Hans Schweitzer was named Manitoba Chef of the Year in 2006 by the Canadian Federation of Chefs de Cuisine. Chef Helmut Mathae was featured in CIAO! magazine this year as they launched "Chocolate Fest", a month long celebration of chocolate at restaurants across the city. Both gentlemen are European-trained, certified Chefs de Cuisine and members of Culinary Arts Manitoba.

The International Cooking Tour

Each evening you will learn how to prepare a complete meal from a different country using recipes you can easily replicate at home. Then relax and dine on the dishes you prepare. You will take home the recipes.

S07-040(a)

Location: Food Services, Louis Riel Arts & Tech. Centre
Time: 7:00 -10:00 p.m. Fee: \$136 (includes \$40 lab fee)
Dates: 4 Tuesdays, starting April 10, 2007

Instructor: Chef Mathae

S07-040(b)

Location: Food Services, Louis Riel Arts & Tech. Centre
Time: 7:00 -10:00 p.m. Fee: \$136 (includes \$40 lab fee)
Dates: 4 Thursdays, starting May 3, 2007

Instructor: Chef Schweitzer

S07-041 Gourmet BBQ

Never mind hotdogs and hamburgers! Let your imagination go and try different methods and experiment with a variety of foods to expand your barbeque repertoire. Anyone, regardless of their culinary experience, can create a gourmet meal on a grill using products available at your grocery store.

Location: Food Services, Louis Riel Arts & Tech. Centre
Time: 7:00 -10:00 p.m. Fee: \$68 (includes \$20 lab fee)
Dates: 2 Thursdays, starting May 3, 2007

Instructor: Chef Mathae

S07-042 The Manitoba Cooking Tour

Our award winning chefs turn the focus to Manitoba, emphasizing the huge array of fresh, local products that are available. Each evening you will learn how to prepare a complete meal using Manitoba products and recipes you can easily replicate at home. Then relax and dine on the dishes you prepare. You will take home the recipes.

Location: Food Services, Louis Riel Arts & Tech. Centre
Time: 7:00 -10:00 p.m. Fee: \$68 (includes \$20 lab fee)
Dates: 2 Thursdays, starting April 19, 2007

Instructor: Chef Schweitzer

ALL AT THE CABOTO CENTRE

S07-043 Greek Cuisine

Greek cuisine is more than Souvlaki and those lemony potatoes - though we will do those too! Come for an introduction to one of the most exciting Mediterranean cuisines. Learn to prepare: Soupa Avgolemono, Moussaka, and Chicken with Orzo and Lemon Potatoes. A complimentary glass of wine and recipes to take home.

Location: Centro Caboto Centre - Kitchen

Time: 7:00 - 9:30 p.m.

Fee: \$35

Date: Monday, March 26, 2007

Instructor: Heather Ashton

S07-044 East Indian Cuisine "Surti" Appetizers

Join us in this simply delicious class. Learn how to make Samosas (techniques in making pastry and folding). You will also learn how to make Bhajia/Pakorras and Betata Vada (Spicy Potato Balls). To go along with these appetizers, learn to make various Chutneys. Complimentary glass of wine and recipes to take home included. A great hands-on class.

Location: Centro Caboto Centre - Kitchen

Time: 6:30 - 9:30 p.m.

Fee: \$35

Date: Monday, March 12, 2007

Instructor: Bharti Tailor

S07-045 Seafood Extravaganza

Experience a delicious seafood feast that will tickle your taste buds. Make various extravagant dishes such as: Sole bonne femme, Salmon Mousse, and Stuffed Shrimp with Seaweed. Complimentary glass of wine and recipes to take home included!

Location: Centro Caboto Centre - Kitchen

Time: 6:30 - 9:30 p.m.

Fee: \$40

Date: Monday, May 14, 2007

Instructor: Chef Louis Rodrigues

S07-046 East Indian "Vegetarian Meal"

Join us for a flavourful and nutritious vegetarian meal. We will make Vegetable Curry (Alu Bogi), a Lentil Bean Curry, Rice dish and Bread (whole wheat roti). Complimentary glass of wine and a cup of Chai tea included.

Location: Centro Caboto Centre - Kitchen

Time: 6:30 - 9:30 p.m.

Fee: \$35

Date: Monday, April 2, 2007

Instructor: Bharti Tailor

S07-047 Classic Italian

Have you even been eager to try a classic Italian meal at home but didn't know where to begin? Join Executive Chef Louis Rodrigues as he takes you through the steps and shares some of his trade secrets. Recipes will include: Meat and Vegetable Lasagne, Italian Appetizers, and Chicken Parmigiana. Complimentary glass of wine and recipes to take home included!

Location: Centro Caboto Centre - Kitchen

Time: 6:30 - 9:30 p.m.

Fee: \$35

Date: Monday, March 5, 2007

Instructor: Chef Louis Rodrigues

S07-048 The Art of Sushi

Anyone say Sushi? One of the trendiest types of cuisine! Learn how to prepare three kinds of sushi from a skilled Japanese chef. Includes complimentary glass of wine and **Bamboo Rolling Mat to take home**. Arigato - Thank you!

Location: Centro Caboto Centre - Galleria

Time: 6:30 - 9:30 p.m.

Fee: \$40

Date: Monday, January 29, 2007

Instructor: Ono Sadoa, Edohei Restaurant

Fitness, Health and Lifestyle

Please check with your Doctor to see if you are healthy enough to participate in any of these programs.

S07-049 Social Dance

Do you find yourself sitting at socials, weddings, and other dance events? Then this is the class for you. This class will teach you at a beginner level the dances you need to know for the most commonly played music at most social events. These dances will include Fox-Trot, Cha Cha, and Swing.

Location: Grant Park High School - Rm 47
Time: 6:30 - 8:00 p.m. Fee: \$50 (per person)
Date: 8 Tuesdays, April 17, 2007
Instructor: Len Deruyck

S07-050 Latin Dancing

Enjoy the dances and music of Rumba, Samba and Meringue in a relaxed environment.

Location: Grant Park High School - Rm 47
Time: 8:00 - 9:30 p.m. Fee: \$50 (per person)
Date: 8 Tuesdays, April 17, 2007
Instructor: Len Deruyck

S07-051 Golf for Beginners - First Lesson Before the Spring Season

Get ready to swing. Group and individual instruction in grip, stance, pivot, swing, club selection, golf terms, rules, etc. Bring your own basic clubs if you have any.

Location: Grant Park High School - Junior Gym
Time: 6:30 - 7:30 p.m. Fee: \$49
Date: 5 Wednesdays, starting April 11, 2007
Instructor: Jamie Jones

S07-052 Pilates (Beginner)

This session is designed to introduce you to the Stott Pilates method of body conditioning. This series of neuromuscular resistance exercises delivers optimal strength, flexibility and endurance without adding bulk. The exercises build core (abdominal and back) strength, flatten abs and restore proper neutral posture. Achieve a balanced body that feels as vital as it looks. What to wear - comfortable stretch or loose clothing [no zipper] - bring a towel and water bottle

Location: Kelvin High School
Time: 6:00 - 7:00 p.m. Fee: \$64
Date: 8 Mondays, starting April 16, 2007 (no class May 21, 2007)
Instructor: Alan Cherniak

S07-053 Pilates and a Bit More

Another exciting program with Alan Cherniak. If you had a beginning session anywhere this would be an excellent follow up.

Location: Kelvin High School
Time: 7:00 - 8:00 p.m. Fee: \$64
Date: 8 Mondays, starting April 16, 2007 (no class May 21, 2007)
Instructor: Alan Cherniak

S07-054 Yoga for the Beginner

This class provides an introduction to the basic yoga postures. Through the practice of the postures, and awareness on the breath, students experience deep relaxation, increased energy, and overall better health. Learn how to develop alignment, strength, flexibility, and stamina.

Location: Kelvin High School
Time: 6:00 - 7:00 p.m. Fee: \$75

Date: 8 Wednesdays, starting April 18, 2007

Instructor: Yoga Centre Winnipeg Instructor

S07-055 Active Yoga

This class is suited for people looking for a vigorous yoga experience. There is an emphasis on sun salutations and moving from posture to posture in an active flow sequence. Students interested in Vinyasa Yoga, Ashtanga Yoga, and Power Yoga will enjoy this class. Previous yoga or fitness experience is recommended.

Location: Kelvin High School
Time: 7:05 - 8:05 p.m. Fee: \$75
Date: 8 Wednesdays, starting April 18, 2007
Instructor: Yoga Centre Winnipeg Instructor

S07-056 Reiki - Level I

Reiki is a Japanese healing art that is defined as guided universal life force energy. The Reiki practitioner uses a gentle hands-on technique that harmonizes the body's energy centres or chakras to relax the body and release built up stress.

Reiki I is the introductory level that will familiarize the student with the history of Usui Reiki with detailed explanations on how Reiki is practiced. Initiation as a Reiki I practitioner is accomplished through an attunement process that has been passed down over many generations from teacher to student. The course provides a detailed manual that is used for both Reiki I and II levels. The basic Reiki hand positions are taught through an extensive practice period so as to make them very familiar with the student. The hand positions are used as part of a complete treatment for oneself and others. The manual, *Reiki - The Healing Touch* is covered in the fee. Michael Allen is a certified Usui Reiki Master and a Karuna Reiki Master, and trained to teach all levels of Reiki. He is a Reiki practitioner in the Rainbow Room, a program of the Spiritual Care Department of the Health Sciences Centre.

Location: Grant Park High School - Rm 25
Time: 8:30 a.m. - 3:30 p.m. Fee: \$145
Date: Saturday, April 14, 2007
Instructor: Michael Allen

S07-057 Reiki - Level II

Reiki II extends the practitioner's expertise with Usui Reiki through attunement at the Reiki II level and with Reiki II symbols. The use of the symbols greatly assists the practitioner in the mastery of Reiki healing. The symbols are given out during the class and are not part of the manual. Ample practice time is allotted to work through healing sessions. Specific techniques related to distant healing and body scanning are covered as well. Michael Allen is a certified Usui Reiki Master and a Karuna Reiki Master, and trained to teach all levels of Reiki. He is a Reiki practitioner in the Rainbow Room, a program of the Spiritual Care Department of the Health Sciences Centre.

Location: Grant Park High School - Rm 25
Time: 8:30 a.m. - 3:30 p.m. Fee: \$155
Date: Saturday, May 5, 2007
Instructor: Michael Allen

Beating Back Pain - Three standalone workshops.

This year get on the right track with your health. These one night sessions are important to those people suffering from back related problems. These programs are taught by experienced doctors. Learn first hand from a back pain specialist about lower back pain - its causes and how to manage it. You will also learn proper ergonomics, stretches, and exercises to help prevent these back problems in the future.

S07-058(a)

Location: Grant Park High School
Time: 7:00 p.m. - 8:30 p.m. Fee: \$10
Date: Thursday, April 26, 2007

S07-058(b)

Location: Grant Park High School
Time: 7:00 p.m. - 8:30 p.m. Fee: \$10

Date: Thursday, May 10, 2007

S07-058(c)

Location: Grant Park High School

Time: 7:00 p.m. - 8:30 p.m.

Fee: \$10

Date: Thursday, May 31, 2007

Instructors: *Dr. Tamra Daye*

Dr. Asim Ashique, BSc, MSc, DC, FCCO

New New New

F06-059 New Technique - Bob Ross Oil Painting Class with Instructor Julie Lamoreaux CRI, BA, (certified Ross instructor)

Come and paint the Northern Lights as they dance above a winter pine forest! Join certified Bob Ross instructor Julie Lamoreaux for a fun day of painting that ends with your taking home a completed oil painting that will impress your family and friends. The canvas is 14" x 18". There is no need to purchase expensive art supplies as everything you need is included in the cost of the class. Beginners are welcome. Pack a lunch.

The fee for the class includes the cost of all materials.

Location: Grant Park High School - Rm 89

Time: 10:00 a.m. - 3:30 p.m.

Fee: \$75

Date: Saturday, May 5, 2007

Instructor: *Julie Lamoreaux CRI, BA*

S07-060 Welcome to Crock a Doodle

Choose from dozens of contemporary pottery pieces: plates, bowls, vases, goblets and more to paint. Be creative. All supplies, paint and know-how supplied by instructor Barb Polkowski. **A variety of mugs, plates, and platters will be available to choose from at class at a cost of \$38.00 paid directly to instructor.** *You must register to be placed on the class list.*

Location: Grant Park High School - Rm 89

Time: 6:30 - 9:30 p.m.

Fee: \$10

Date: Thursday, April 5, 2007

(payable to Sera-Smith)

Instructor: *Barb Polkowski* Children accompanied by parents welcome.

S07-061 Working with Challenging Behaviours

This course will provide practical knowledge about dealing with behaviour problems in groups and one-on-one settings. This course will provide:

- Understanding of useful approaches for dealing with behaviour problems in group and one-on-one settings;
- Understanding the concept of power and power struggles;
- Knowledge about appropriate and effective use of authority in group settings and the weaknesses of punishment and reward systems;
- Knowledge about how "old-fashioned" power often escalates rather than resolves conflict;
- Insight into personal emotions when experiencing a power struggle with a child.

Location: Grant Park High School

Time: 9:00 a.m. - 12:00 p.m. and 1:00 - 3:00 p.m.

Date: 3 Saturdays, starting May 5, 2007

Fee: \$125

Instructor: *Barry Wolfe (Instructor holds a M.Ed. in Educational Psychology and has 34 years experience as a teacher and school counsellor.)*

S07-062 Communication - A Workshop that Empowers Participants

This all day seminar is based on material used in the authorized leadership courses used by the Winnipeg School Division. Participants will learn fundamental

concepts and communication skills crucial for the modern day world of work. Learn specific and practical communication skills to use in the workplace and schools. Who Should Attend? - People in the workplace, schools, and community work. LIMITED ENROLMENT

Location: 1577 Wall St. E. - Annex

Time: 9:30 a.m. - 3:30 p.m.

Date: Wednesday, April 25, 2007

Fee: \$90

Instructor: Hart Sera (Principal, Gray Academy of Learning)

This course will include Division employees and general public.

S07-063 Effective Feedback

Effective feedback is critical for professional development. Research continues to identify that people who do not meet expectations are generally not aware that their behaviour is problematic. In spite of countless evaluation processes, many people remain unaware of the areas that they need to improve upon, those areas that are creating problems.

This workshop will explore supportive ways to give and receive both positive and negative feedback. The major focus will be giving difficult feedback in a way that maximizes the likelihood that changes in behaviour will occur and that the relationship remains intact. This workshop is highly interactive combining both theory and practice. Focus is primarily on delivering difficult feedback in a workplace context when problem solving or negotiation is not appropriate. Mediation Services workshops implement a broad range of techniques including role-plays, lecture, videos, as well as small and large group discussions.

Course Objectives

In the one-day course participants will have the opportunity to:

1. learn how to give clear and concise feedback that has the possibility to result in changed behaviours and maintain good working relationships;
2. examine the interaction of ongoing feedback and performance evaluations;
3. learn how to give feedback to reinforce positive behaviours;
4. gain insight into the impact of your tone and body language (meta talk);
5. develop ability to describe problematic behaviour without evaluation;
6. gain insight into our personal reactions to receiving feedback; and
7. develop an increased ability to screen and assess difficult situations to determine the best way to make an approach.

Location: 1577 Wall St. E. - Annex

Time: 9:00 a.m. - 3:30 p.m.

Date: Wednesday, May 2, 2007

Fee: \$90

Instructor: *Adrian Challis of Facilitated Solutions*

This course will include Division employees and general public.

Language

S07-064 Spanish - For Beginners

Planning to travel on a vacation or for your business needs? For those with little or no knowledge of the language. An exciting way to learn the language.

Location: Kelvin High School - Room 29

Time: 6:30 - 9:00 p.m.

Fee: \$89

Date: 7 Mondays, starting April 16, 2007 (no class May 21, 2007)

Instructor: *Sara Leon Graham*

S07-065 Spanish - The Next Step

Have some knowledge of the language - more conversational activities.

Location: Kelvin High School - Room 29

Time: 6:30 - 9:00 p.m.

Fee: \$89

Date: 7 Tuesdays, starting April 17, 2007

Instructor: *Katie Josephson*

S07-066 Brazilian Portuguese for Beginners

This course is intended for those interested in the language as well as the country and its culture. Topics include and are not restricted to basic conversation, tourism information, and typical food.

Location: Grant Park High School

Time: 6:30 - 9:00 p.m.

Fee: \$89

Date: 7 Tuesdays, starting April 17, 2007

Instructor: Daniela Rioux

S07-067 Ukrainian for Beginners

If you want to speak with Ukrainian friends or relatives, in Canada or abroad, this is an opportunity for you. Get started with basic vocabulary and situational expressions, which are useful for shopping, dining, travelling, and chatting. Emphasis will be on oral practice, although basic reading and writing will also be included.

Location: Nelson McIntyre (188 St. Mary's Rd.) Room 105

Time: 7:00 - 9:30 p.m.

Fee: \$105

Date: 8 Thursdays, starting April 12, 2007

Instructor: Oksana Melnyk

S07-068 French for Beginner

This course is for those with no previous knowledge of French. Emphasis will be on acquiring the basic language skills necessary to communicate with confidence.

Location: Nelson McIntyre (188 St. Mary's Rd.) Room 204

Time: 6:30 - 9:00 p.m.

Fee: \$105

Date: 8 Tuesdays, starting April 10, 2007

Instructor: Catherine Page

S07-069 French - Level Two

This level is designed for those who have been introduced to the language. Here is your opportunity to build and expand conversational skills and self confidence in speaking French. Deepen your knowledge of the French language by participating in oral and written activities. Improve your grammar and your pronunciations while also expanding your vocabulary base. Share your ideas in the conversation circle, watch short videos, study new verbs and verb tenses, and participate in active, fun games.

Location: Louis Riel Arts & Tech Centre - Rm 311

Time: 6:30 - 9:00 p.m.

Fee: \$105

Date: 8 Mondays, starting April 9, 2007 (no class May 21)

Instructor: Agnes Anestin

S07-070 French - Level Three

Further develop your French skills. Working knowledge of French is necessary.

Location: Louis Riel Arts & Tech Centre - Rm 311

Time: 6:30 - 9:00 p.m.

Fee: \$105

Date: 8 Thursdays, starting April 12, 2007

Instructor: Agnes Anestin

S07-071 Chinese - Mandarin (Beginners)

Do you have Chinese friends, neighbours or co-workers/business associates? Do you wish to travel? From the first class learn the basic skills necessary to communicate effectively.

Location: Kelvin High School

Time: 6:30 p.m. - 9:00 p.m.

Fee: \$90

Date: 7 Tuesdays, starting April 24, 2007

Instructor: Xiabo Meng

S07-072 German - Level One

Do you have German friends or in-laws? Do you wish to travel in Europe? Is your childhood German rusty? From the first class learn the basic skills necessary to communicate effectively.

Location: Nelson McIntyre Collegiate - Room 204

Time: 6:30 p.m. - 9:00 p.m.

Fee: \$105

Date: 8 Mondays, starting April 9, 2007 (no class May 21)

Instructor: Catherine Page

S07-073 German - Level Two

This level is designed for those who have been introduced to the language. Here is your opportunity to build and expand conversational skills and self-confidence in speaking German.

Location: Nelson McIntyre Collegiate - Room 204

Time: 6:30 p.m. - 9:00 p.m.

Fee: \$105

Date: 8 Wednesdays, starting April 11, 2007

Instructor: Catherine Page

S07-074 Italian for Beginners and Travellers

Learn to speak and understand very basic Italian. Some culture and traditions will be covered.

Location: Grant Park High School

Time: 6:30 p.m. - 8:30 p.m.

Fee: \$69

Date: 6 Thursdays, starting April 19, 2007

Instructor: Maria Attardo

S07-075 3 PSYCHOLOGY WORKSHOPS

with Barry Wolfe

All at Grant Park High School

Room 88

3 Saturdays

Time: 9:00 - 11:30 a.m.

All 3 for \$65.00

Development of Personality - Part 1

Learn how personality is developed from pre-natal until adulthood. We look at the social, biological, and other issues involved in the development of personality. We explore life in the womb, and discuss the possibility of reincarnation. Learn more about inner self as you recall your own childhood experiences.

Date: Saturday, April 14, 2007

Development of Personality - Part 2

This is a continuation of part one. Learn why you do the things that you do. Talk about motivation, drives, needs, human growth and development, modelling, and social behaviour, behaviourism, and emotions.

Date: Saturday, April 21, 2007

Development of Personality - Part 3

This is a continuation of part one and two. The emphasis here is answering the question, "Who Are You" through a series of Personality Tests, including using the Enneagram for self discovery.

Date: Saturday, April 28, 2007

TWO EXCELLENT LECTURES & WORKSHOPS

Fee: \$25 per evening OR \$45 for both workshops.

S07-076 Your Life is Speaking, Are You Listening?

Learn the tools for "focusing", to listen, simplify your life, improve communication in your relationships (with kids too); make decisions that are right for you; listen more deeply to yourself and others. The introductory session will provide some of the focusing skills to use now and also provide a basis for further exploration if participants wish to take a full course. Lynda Vorauer, B. Ed., MSW, is a teacher, therapist, and Certified Focusing Trainer.

Location: Grant Park High School - Room 3

Time: 6:30 - 9:00 p.m.

Date: Tuesday, April 24, 2007

Instructor: Lynda Vorauer, B. Ed., MSW
Certified Focusing Trainer

S07-077 Leave Stress - Create a Balanced Life

Learn to identify what's out of balance in your life and give yourself a break from stress. This experiential workshop brings a holistic approach to stress, looking at the physical, emotional, spiritual, intellectual, and social aspects of your life to see what needs balancing. Using breathwork, visualization, meditation, and humour, you will come away with some techniques and experiences to achieve more resilience to stress. Lynda Vorauer, B. Ed., MSW, is a teacher, therapist, and Certified Focusing Trainer.

Location: Grant Park High School - Room 3

Time: 6:30 - 9:00 p.m.

Date: Tuesday, May 1, 2007

Instructor: *Lynda Vorauer, B. Ed., MSW*
Certified Focusing Trainer

Do It Yourself

S07-078 Wood Working Projects

This course is designed to allow each student to work on his/her own project of choice. A qualified instructor will give demonstrations on how to use the tools and machines with emphasis on individual help, safety, and good project planning. *Fees do not include material costs.*

Location: Kelvin High School

Time: 6:30 - 9:30 p.m.

Fee: \$129

Date: 6 Wednesdays, starting April 4, 2007

Instructor: *John Clark*

S07-079 Upholstery

Learn by doing. Save that small chair or foot stool, etc. and give it many more useful years. This is a hands-on program. Projects must be taken home each evening. Material cost will be paid directly to the instructor. Please bring scissors, hammer, small pliers, an upholstery staple remover, and a curved upholstery needle to class.

Location: West End Upholstery (683 Osborne Street)

Time: 6:30 - 9:30 p.m.

Fee: \$94

Date: 6 Mondays, starting April 23, 2007 (no class May 21)

Instructor: *Joe Raposa*

S07-080 Small Engine Repair

This course is designed for the individual who wants to know the how's and why's of the operation of a lawnmower, chain-saw, outboard engine, snowmobile, and any other machine run by a small engine. Items covered in the course include: two-cycle and four-cycle operating principles, fuel systems and ignition systems, lubrication and complete engine tune-ups. Students are encouraged to bring their own small engines as they will have a chance to service them. Limited space is available.

Location: Power Mech., Louis Riel Arts & Tech. Centre

Time: 6:30 - 9:30 p.m.

Fee: \$135

Date: 7 Wednesdays, April 11, 2007

Instructor: *Andy Schramm*

S07-081 Power Engineering 5th Class - Basic Building Operation

This course focuses on all aspects of heating plant operation. It will be of interest to anyone operating or maintaining a heating plant in a school, apartment building or similar setting. Material is in sufficient detail to help interested persons to prepare for writing the Department of Labour Fifth Class exam. Each participant is responsible for arranging for and meeting practical boiler experience requirements.

Location: Grant Park High School

Time: 6:00 - 9:00 p.m.

Fee: \$269

(plus the cost of manual - yours to keep)

Date: 12 Tuesdays, starting April 17, 2007

Instructor: *Lakhvinder Badogoo*

Call 789-0435 for more details.

4th Class Power Engineering Part A and B will be offered September 2007. Please call 789-0435 for details.

S07-082 AutoBody

The AutoBody program is an introductory hands-on program which combines actual work on vehicles along with some theory. Students usually use their own vehicles as projects, and supply the materials needed. AutoBody equipment and tools are supplied. This course covers a wide range of tasks including minor body work, rust repair and paint preparation only. *LIMITED ENROLMENT*

Location: R. B. Russell Vocational High School

Time: 6:00 - 10:00 p.m.

Fee: \$199

Date: 9 Thursdays, starting April 12, 2007

Instructor: *Jim Loewen*

S07-083 Hands-on Car Repair for Beginners

Car trouble can be a stressful experience. Whether it is for the scheduled maintenance or, worse, serious repairs, many car owners dread the day they have to take their vehicle to a repair facility. Technical terms, abbreviations and component names make it difficult to understand the mechanic or service advisor. As a car owner/customer it is important to understand the information and estimates before making an educated decision. This course will give you helpful information about your car, its operation, necessary maintenance, simple repairs, and basic troubleshooting. Course participants can learn and work on their own vehicles in our fully equipped automotive shop.

Location: Louis Riel Arts & Tech Centre - Power Mechanics

Time: 6:00 - 9:00 p.m.

Fee: \$108

Date: 6 Tuesdays, starting April 10, 2007

Instructor: *Andy Schramm*

Sera-Smith Learning Site

High School Credit Courses - 90 hours of instruction

S07-083 1. English Comprehensive Focus 30S, 40S

S07-084 English Transactional Focus 30S, 40S

S07-085 English Language Arts 20F

S07-086 2. Mathematics Consumer 20S, 30S, 40S

S07-087 Mathematics Pre-Calculus 20S, 30S, 40S

Courses start Thursday, March 1, 2007

Final Registration: February 27, 2007

All courses dependant on suitable enrolment - minimum class size 10 students.

Day school students must receive permission from their home school before registering. Final marks will be sent to the home school to be included with the student's other marks.

Classes every Tuesday and Thursday 6:30 - 9:30 p.m. at Grant Park High School

Fee: \$299

To register:

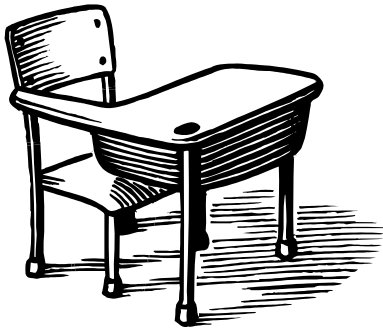
1. By mail - Sera-Smith Educational Consultants
1577 Wall Street East - Lower Level
Winnipeg, MB R3E 2S5
2. On-line - www.serasmith.com

**You will not be sent a confirmation.
Life Long Learning will only notify you
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LIFE LONG LEARNING

is always keen to have the best instructors available. If you or someone you know has a talent for instructing adults or has an interesting and creative program, either phone or mail your résumé to our office.

≈ ≈ **SCHOOL LOCATIONS** ≈ ≈

- Administration Building #1, Winnipeg School Division, - 1577 Wall Street East
- Assante Financial Management Ltd. - 1345 Taylor Ave.
- Cecil Rhodes School - 1570 Elgin Avenue West
- Centre Caboto Centre - 1055 Wilkes Avenue
- Churchill High School - 510 Hay Street
- Collège Jean-Sauve - 1128 Dakota Street
- Dakota Collegiate - 661 Dakota Avenue
- École M. A. Gaboury - 50 Hastings Boulevard
- École Julie-Riel - 316 Ashworth Street
- Frontenac School - 866 Autumwood Drive
- Grant Park High School - 450 Nathaniel Street
- J. H. Bruns Collegiate - 250 Lakewood Boulevard
- Kelvin High School - 155 Kingsway Avenue
- Lavallee School - 505 St. Anne's Road
- Louis Riel Arts and Tec Centre - 5 De Bourmont Avenue
- Montrose School - 691 Montrose Street
- Nelson McIntyre Collegiate - 188 St. Mary's Road
- R. B. Russell Vocational High School - 364 Dufferin Ave.
- St. John's High School - 401 Church Avenue Stanley
- Knowles School - 2424 King Edward Street
- Victor Wyatt School - 485 Meadowood Drive
- West End Upholstery - 683 Osborne Street
- Windsor Park Collegiate - 105 Cottonwood Road
- Winnipeg School Division Annex - 1577 Wall Street

Registration Form

Name: _____
(Surname) (First Name)

Address: _____ Postal Code: _____

Tel. No.: _____
(Home) (Office)

Site: _____

Course No: _____ Name of Course: _____

Day: _____ Time: _____ Price: _____
(Includes GST)

IF REGISTERING BY VISA OR MASTERCARD PLEASE PROVIDE:

NAME OF CARD HOLDER: _____

VISA/MC NUMBER _____ EXPIRY DATE _____

- Please make cheque payable to: Sera-Smith Educational Consultants.
- Confirmation will NOT be mailed or phoned. Report for each class UNLESS you are notified by phone that the class is cancelled.
- No Refunds after the three (3) days prior to start of class.

Attention Employers and Group Leaders!

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We will custom-design any course to meet your organization's learning needs. Your customized course can be offered at the site and time you choose. Working with you, we will design the curriculum, hire the instructor, and manage registrations, fees, and logistics. Only the learning is left to you.