CORPORATE TRAINING

At Lethbridge College, we have nearly 60 years of experience helping businesses reach their potential. With our expertise in curriculum development and adult education, we develop and deliver courses to meet your professional needs.

We build our courses for your business
Every business has unique demands and training needs. We get that. We’ve helped businesses accelerate talent development and reach their goals quicker with our specialized course building approach.

Job grants make training easier in tough times
Take advantage of the Canada Alberta Job Grant (CAJG), which can cover up to two-thirds of your training costs, up to $10,000 per employee. We offer an extensive inventory of CAJG eligible courses, and you can customize any of our content to meet CAJG requirements.

Our process focuses on identifying your unique needs:

We listen
Every situation is different. We want to truly understand your company’s goals and specific training and development needs.

We design and build
If your needs are not fully met by one of our existing programs, we’ll collaborate to design and build a solution to suit your unique needs.

We deliver
Our expert facilitators will provide exceptional learning experiences that engage your staff members and meet your organizational objectives. These solutions will be delivered at a time and location that works best for you.

GET STARTED TODAY.
 lethbridgecollege.ca/cce
training@lethbridgecollege.ca
403.320.3288

@LC_CorpContEd
Sign up for our newsletter at learn lc/ccenewsletter.
It is my great pleasure to welcome you to the world of Corporate and Continuing Education at Lethbridge College. Whether you are interested in expanding your horizons, learning new skills or getting some hands-on training, these courses will help you be ready for whatever the future holds - because what happens next matters most. So take some time to dive in to this publication, and consider all of the possibilities.

We look forward to seeing you on campus.

Paula Burns
Pesticide Applicator Recertification
With this one-day course, which is the first day of the week-long tutorial, earn six credits (2 Regulations, 1 Human Health/Safety, 1 Environment, 1 Labelling, 1 Emergency Response) towards the 15 credits required by Alberta Environment to recertify for a Pesticide Applicator’s Certificate.

AGEV-105-C01/ $149 1 session
Feb 19 Tue 9a.m. - 5p.m.
AGEV-105-C02/ $149 1 session
Mar 25 Mon 9a.m. - 5p.m.

Pesticide Applicator Tutorial (Ag/Land/Industrial)
This tutorial is intended for people who are pursuing their Pesticide Applicator Certification with a designation in Agriculture, Landscape or Industrial Applications. This tutorial reinforces the understanding of the Pesticide Applicator Certification study material and prepares the student for the certification exam.

AGEV-101-C01/ $599 4 sessions
Feb 19 - 22 Tue, Wed, Thu, Fri 9a.m. - 5p.m.
AGEV-101-C02/ $599 4 sessions
Mar 25 - 28 Mon, Tue, Wed, Thu 9a.m. - 5p.m.

Pesticide Applicator Tutorial (Industrial)
This tutorial is designed to help prepare you to write the Pesticide Applicator’s Certification Exam in Industrial areas. Topics include legislation & safety, herbicides & weed control, insecticides & disease control, calculations & calibration. The tutorial consists of a series of workshops and hands-on labs.

AGEV-102-C01/ $499 3 sessions
Feb 19 - 22 Tue, Wed, Fri 9a.m. - 5p.m.
AGEV-102-C02/ $499 3 sessions
Mar 25 - 28 Mon, Tue, Thu 9a.m. - 5p.m.

Pesticide Authorized Assistant Certification
Authorized Assistants are able to perform pesticide applications under the supervision of a certified applicator without requiring daily on-site supervision by a certified applicator and are able to apply pesticides listed in section 5(11) of the Environmental Code of Practice for Pesticides without direct supervision by a certified applicator. Individuals wanting to become an Authorized Assistant must complete a “core” examination and complete the Authorized Assistant Training Checklist with their supervising certified applicator. This course includes one day of legislation and safety training with a 1 hour exam given the same day as the tutorial (cost of exam is included in registration fee).

AGEV-100-C01/ $225 1 session
Feb 19 Tue 9a.m. - 5p.m.
AGEV-100-C02/ $225 1 session
Mar 25 Mon 9a.m. - 5p.m.

BE FIT FOR LIFE

AFLCA FITNESS LEADER & CSEP PERSONAL TRAINER

AFLCA Exercise Theory
This course is the first step towards formal recognition as a Certified Fitness Leader by the Alberta Fitness Leadership Certification Association (AFLCA). Course topics include: anatomy, physiology, movement mechanics, training and conditioning, nutrition, and leadership and health and fitness.

BFFL-110-C01/ $225 3 sessions
Feb 8 Fri 5:30 - 9:30p.m.
Feb 9-10 Sat-Sun 9a.m. - 5p.m.

AFLCA Group Exercise Leader
This course covers topics specific to leading group exercise classes. Leadership, trends and media, history, legal accountability, exercise analysis, special populations and class components including music, movement combinations and cueing will be covered.

BFFL-100-C01/ $175 2 sessions
March 8 Fri 5:30 - 9:30p.m.
Mar 9 Sat 9a.m. - 5p.m.

Sign up for our newsletter at learn.lc/ccenewsletter

Dates and Prices are subject to change without notice
AFLCA Portable Equipment Designation
This course covers topics specific to leading group exercise portable equipment classes. Topics include use of equipment, evolution, research and guidelines, class structure, components and content including music, leadership and choreography, equipment exercises, movement combinations, instruction and cueing.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>BFFL-150-C01</td>
<td>$100</td>
<td>1</td>
<td>Mar 10</td>
<td>Sun</td>
<td>9a.m. - 5p.m.</td>
</tr>
</tbody>
</table>

FITNESS - CARDIO CLASSES

Early Bird Shift and Lift
Combine endurance and strength training in this cycle class with the addition of barbell/hand weight exercises to improve power and muscle definition. A calorie burner – be prepared to sweat!

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFFL-206-C01</td>
<td>$149</td>
<td>28</td>
<td>Jan 15 - 18</td>
<td>Tue, Thu</td>
<td>6:05 - 7:15a.m.</td>
</tr>
</tbody>
</table>

Indoor Cycle Shift and Lift
Combine endurance and strength training in this cycle class with the addition of barbell/hand weight exercises to improve power and muscle definition. This format is a calorie burner – be prepared to sweat!

<table>
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<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>BFFL-212-C01</td>
<td>$89</td>
<td>13</td>
<td>Jan 14 - 15</td>
<td>Mon</td>
<td>5:15 - 6:20p.m.</td>
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</tbody>
</table>

STRONG by Zumba
STRONG by Zumba is a revolutionary high-intensity workout led by music to motivate you to crush your ultimate fitness goals. Register today!

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Sessions</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFFL-253-C01</td>
<td>$89</td>
<td>14</td>
<td>Jan 16 - 17</td>
<td>Wed</td>
<td>5:30 - 6:30p.m.</td>
</tr>
</tbody>
</table>

Zumba
Even if you have never danced before, you will feel successful in a Zumba group exercise class. The dance movements are simple and easy to follow. You will experience Latin, Swing and Belly dance - just to name a few! Zumba is a fun and exciting workout for all fitness levels and ages. Register today!

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Sessions</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFFL-231-C01</td>
<td>$89</td>
<td>14</td>
<td>Jan 15 - 16</td>
<td>Tue</td>
<td>7 - 8p.m.</td>
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</table>

AFLCA Recertification
Current fitness and lifestyle information, new AFLCA policies and practical sessions are covered in order to meet one of the AFLCA Recertification requirements.

<table>
<thead>
<tr>
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<th>Sessions</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>BFFL-160-C01</td>
<td>$100</td>
<td>1</td>
<td>Apr 6</td>
<td>Sat</td>
<td>9a.m. - 5p.m.</td>
</tr>
</tbody>
</table>

Sign up for our newsletter at learn.lc/ccenewsletter

FITNESS - OLDER ADULT CLASSES

Get and Keep Fit (2 days/week)
If you’re not able to commit to all three days – this option is perfect for your schedule. Select two days out of the three days to attend.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>BFFL-209-C01</td>
<td>$159</td>
<td>26</td>
<td>Jan 14 - 19</td>
<td>Mon, Fri</td>
<td>10 - 11a.m.</td>
</tr>
</tbody>
</table>

Get and Keep Fit (3 days/week)
A combination of activities designed to improve cardiovascular fitness, muscular strength, endurance, flexibility, balance and coordination in a group setting. Activities will be modified to challenge beginners and veteran participants.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>BFFL-209-C02</td>
<td>$220</td>
<td>40</td>
<td>Jan 14 - 19</td>
<td>Mon, Wed, Fri</td>
<td>10 - 11a.m.</td>
</tr>
</tbody>
</table>

FITNESS - STRENGTH CLASSES

Boot Camp Conditioning
You can command power, strength and agility with this military inspired circuit workout that will push you to your limits. As you maneuver your way through this 60 minute workout, you’ll lunge, crunch, box and more for a full body workout.

<table>
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<tr>
<th>Course Code</th>
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<th>Start Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFFL-251-C01</td>
<td>$89</td>
<td>13</td>
<td>Jan 14 - 15</td>
<td>Mon</td>
<td>6:30 - 7:30p.m.</td>
</tr>
</tbody>
</table>

Register at lethbridgecollege.ca/cce • 403.320.3288 | 1.800.435.4837
FITNESS - STRENGTH CLASSES

Lift
One of our most popular classes, this highly efficient full body strength training class uses barbells, hand weights and tubing to increase muscular strength and endurance.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>BFFL-213-C01/ $139</td>
<td>28 sessions</td>
<td>Jan 15 - Apr 18 Tue, Thu 6 - 7 p.m.</td>
</tr>
<tr>
<td>BFFL-213-C02/ $89</td>
<td>14 sessions</td>
<td>Jan 15 - Apr 16 Tue 6 - 7 p.m.</td>
</tr>
<tr>
<td>BFFL-213-C03/ $89</td>
<td>14 sessions</td>
<td>Jan 17 - Apr 18 Thu 6 - 7 p.m.</td>
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</table>

FITNESS - YOGA CLASSES

Beginner Yoga
Designed for beginners, Hatha Yoga covers postures in detail with emphasis on precision, anatomical alignment, modifications and the use of props to perform poses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>BFFL-202-C01/ $89</td>
<td>13 sessions</td>
<td>Jan 14 - Apr 15 Mon 7 - 8 p.m.</td>
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</tbody>
</table>

Power Yoga
Power Yoga is a dynamic flowing sequence of yoga postures linked together by movement and breath. This active yoga workout appeals to participants who want to develop strength and flexibility while focusing the mind and calming the spirit.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>BFFL-222-C01/ $139</td>
<td>27 sessions</td>
<td>Jan 14 - Apr 17 Mon, Wed 5:30 - 6:30 p.m.</td>
</tr>
<tr>
<td>BFFL-222-C02/ $89</td>
<td>13 sessions</td>
<td>Jan 14 - Apr 15 Mon 5:30 - 6:30 p.m.</td>
</tr>
<tr>
<td>BFFL-222-C03/ $89</td>
<td>14 sessions</td>
<td>Jan 16 - Apr 17 Wed 5:30 - 6:30 p.m.</td>
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</tbody>
</table>

Relaxation Yoga
Guides participants through yoga techniques, deep breathing, stretch awareness and relaxation. Join this class to reduce body tensions while increasing peace of mind. Prerequisites: Yoga mats are provided for your use but feel free to bring your own if you wish.

<table>
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<th>Duration</th>
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<tbody>
<tr>
<td>BFFL-223-C01/ $89</td>
<td>14 sessions</td>
<td>Jan 16 - Apr 17 Wed 6:30 - 7:30 p.m.</td>
</tr>
</tbody>
</table>

Tai Chi Chaun for Relaxation and Health
Tai Chi/Qigong sequence integrating its links to health benefits within Traditional Chinese Medicine. Included are additional qigong exercises aiding cardiovascular and respiratory health. This is “brain plasticity” in action.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>BFFL-228-C01/ $89</td>
<td>9 sessions</td>
<td>Jan 17 - Mar 14 Thu 7:15 - 8:45 p.m.</td>
</tr>
</tbody>
</table>

Yoga Flow
These flow classes incorporate creative sequencing with an emphasis on moving with strength and fluidity while enjoying a well-balanced practice. This class will leave you feeling strong and centered. Prerequisites: This course has no prerequisites.

<table>
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<th>Fee</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>BFFL-230-C01/ $139</td>
<td>28 sessions</td>
<td>Jan 15 - Apr 18 Tue, Thu 6:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>BFFL-230-C02/ $89</td>
<td>14 sessions</td>
<td>Jan 15 - Apr 16 Tue 6:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>BFFL-230-C03/ $89</td>
<td>14 sessions</td>
<td>Jan 17 - Apr 18 Thu 6:30 - 7:30 p.m.</td>
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SEASONAL - RECREATION CLASSES

Adult Skating
Learn proper techniques for the forward and backward stride, turning, stopping and an introduction to figure and power skating. Class divided into skill levels. Participants are required to wear a helmet and bring their own skates.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Duration</th>
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<tr>
<td>BFFL-200-C01/ $120</td>
<td>10 sessions</td>
<td>Jan 22 - Mar 26 Tue 9:30 - 10:30 p.m.</td>
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</table>

Country and Western Dance
Learn the basic country and western dance. Steps may include the 2-step, jive, polka and a slow dance – time permitting.

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<th>Course Code</th>
<th>Fee</th>
<th>Duration</th>
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<tbody>
<tr>
<td>BFFL-234-C01/ $84</td>
<td>6 sessions</td>
<td>Jan 16 - Feb 20 Wed 7 - 8:30 p.m.</td>
</tr>
</tbody>
</table>

Sign up for our newsletter at learn.lc/ccenewslatter
As organizations today are entering into more – and increasingly complex – contracts, the need for contract management expertise is critically important. This contract management certificate program is designed to examine all major contracting activities, using a life cycle approach, enabling contract managers and administrators to add value throughout the contracting process.

Effective contract management means excelling at many different aspects of contracting, including: understanding the organizational needs that a contract must meet, knowing your supplier, executing effective negotiations, creating contracts and managing them throughout their term. Review the major phases of the contracting life cycle and develop a broad understanding of the context within which contracting activities take place.

Courses are offered as part of the Contract Management Program at Mount Royal University.

This series includes the following classes:

- Contract Management Overview
- Gathering Contract Requirements
- Negotiating Contracts
- Contract Development and Signing
- Contract Management and Compliance
- Best Practices in Contract Management

**PDEV–450–C01/ $2,995**

April 2 - Jun 21   Tue, Thu  
6:00 - 9:30 p.m.

For more information, visit: 
training@lethbridgecollege.ca  
403–320–3288
BE FIT FOR LIFE

SEASONAL - RECREATION CLASSES

Line Dance
Learn a variety of country and western line dances to bust out at your next event.

**BFFL-245-C01/ $79**
- 10 sessions
- Jan 16 - Feb 20 Wed 8:30 - 9:30p.m.

Fly Fishing
Looking at getting into fly fishing? This four night course will get you ready to start catching trout in Southern Alberta’s scenic foothills and mountain country. Learn what all the passion is about. Notes: Some materials may be needed and limited supplies are available from the instructor. Families welcome (children age 10 and up when accompanied by an adult)

**BFFL-208-C01/ $95**
- 6 sessions
- May 6 - May 15 Mon, Wed 6 - 9p.m.

BUSINESS PROFESSIONAL & DEVELOPMENT

ACCOUNTING AND FINANCE

Introduction to Payroll
The job of payroll is an incredibly important one in any business. People rely on you to be correct, efficient, timely and knowledgeable in order to deliver them an accurate paycheck. Your mistakes can be costly to other employees, your employer, and yourself. Know your employers responsibilities as well as your own and be a vital resource to your co-workers and managers!

**PDEV-510-C01/ $449**
- 4 sessions
- Jan 30 - Feb 20 Wed 6:30 - 9:30p.m.

Introduction to Tax
Do you own a small business and want to learn the essentials that are necessary to complete a basic small business tax return. This course will help you delve into the different types of income and general accounting principles that will impact deductibles and expenses. As well, look at information requirements what is necessary for Reconciliation of Accounting to Taxable Income, Capital Gains and Capital Cost Allowance.

**PDEV-514-C01/ $449**
- 4 sessions
- Feb 25 - Mar 18 Mon 6:30 - 9:30p.m.

Bookkeeping Skills
Bookkeepers keep small businesses running, helping them achieve profits. Understanding how businesses handle and make money makes you employable. Bookkeeping skills transfer across business environments. Learn about the Generally Accepted Accounting Principles (GAAP) and statements in the standard accounting cycle.

**PDEV-500-C01/ $549**
- 12 sessions
- Feb 19 - Mar 28 Tue, Thu 6:30 - 9:30p.m.

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### Emotional Intelligence

Emotional intelligence, also called EQ, is the ability to be aware of and to manage emotions and relationships. It’s a pivotal factor in personal and professional success. IQ will get you in the door, but it is your EQ, your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life.

**PDEV-692-C01/ $225**  
Feb 6  
Wed 8:30 a.m. - 4:30 p.m.

### Engaging Millennials

This course will teach you the similarities and differences Millennials have compared to other age demographics as well as how to use these similarities/differences to your advantage. Come learn how to develop a plan to engage Millennials and experience the effects across your workforce.

**PDEV-690-C01/ $225**  
Feb 20 - 27  
Wed 6:30 - 9:30 p.m.

### Event Planning and Management Essentials

Although it does take plenty of creativity to design an event that is memorable and meaningful, it also takes careful attention to detail, adaptability, effective delegating, and a lot of work. This four-day course will walk you through the process of event management, from the beginning stages of planning, to the final touches.

**PDEV-755-C01/ $495**  
Mar 6 - 27  
Wed 6:30 - 9:30 p.m.

### Minute Taking Made Easy

The minute taker’s role is essential to successful and productive meetings. Learn how to prepare, take clear notes and transform your notes into an accurate, succinct and professional account of the meeting.

**PDEV-808-C01/ $225**  
Jan 29 - 31  
Tue, Thu 6:30 - 9:30 p.m.

### Public Speaking and Presentation Skills

Delivering ideas confidently and persuasively is a crucial skill. Great public speakers are not born. They study and they practice. Learn tips, tricks and techniques to create and deliver exceptional presentations.

**PDEV-305-C01/ $275**  
Apr 3 - 24  
Wed 6:30 - 9:30 p.m.
**BUSINESS PROFESSIONAL & DEVELOPMENT**

**CAREER SKILLS/PROFESSIONAL DEVELOPMENT**

**Time and Stress Management**
Workplace stress is an epidemic affecting millions of people every day. It can alter your mental and physical health. Take control by learning stress management techniques. Improve your health and how you function in your personal and professional life.

**PDEV-807-C01/ $225**
2 sessions
Apr 2 - 4  Tue, Thu  6:30 - 9:30p.m.

**ENTREPRENEURSHIP**

**Small Business Entrepreneurship**
Do you want to have your own business, but don’t know where to start? In this 10–session program, explore a range of topics, including developing a business plan, marketing and advertising, finance and bookkeeping, HR, sales, legal issues and more.

**PDEV-200-C01/ $695**
10 sessions
Apr 24- Jun 26  Mon  6:30 - 9:30p.m.

**HUMAN RESOURCES/TEAM BUILDING**

**Series: Human Resources Essentials**

Human Resources plays a key role in helping organizations deal with fast–changing and competitive environments. Hiring, leading and working with people requires a diverse and abundant skill set that must adapt with an organization’s culture and technology. Would you like a new perspective on how to manage and retain your organization’s most valuable asset? This series includes the following classes:

- **Build Your Team**
  PDEV-721  p.10
- **Invest in Your Team**
  PDEV-722  p.10
- **Retain Your Team**
  PDEV-723  p.10
- **Transitions and Succession Planning for Your Team**
  PDEV-724  p.10

*Classes in this series are available separately*

**PDEV-720-C01/ $629**
10 sessions
Mar 25 - Apr 17  Mon, Wed  6 - 9p.m.

This series is eligible for the Canada – Alberta Job Grant (CAJG), which will reimburse up to 2/3 of the costs of training for organizations that qualify. Select classes in this series are also eligible to be used toward the 150 hr requirement to obtain Blue Seal Certification.

Savings of 30% when you register for a series.

**HUMAN RESOURCES/TEAM BUILDING**

**Effective Organizational Learning and Development**
This workshop is designed for organizations that want to dramatically improve results by developing employee training programs that are meaningful, practical, and will benefit both trainees and the organizations they work for. Book to reserve seating.

**PDEV-900-C01/ $225**
1 session
Mar 6  Wed  9a.m. - 4p.m.

**Build Your Team**
Building your team is critical to success. Poor hiring decisions waste time and resources. Learn about the hiring process: identifying required key skills, drafting the job ad, and conducting the interview. Then examine how to orientate your employees to your team.

**PDEV-721-C01/ $225**
2 sessions
May 25 - 27  Mon, Wed  6 - 9p.m.

**Invest in Your Team**
It is important that managers provide employees with clear expectations and feedback on their goals and achievements. The performance management cycle — expectations, goals, feedback and assessment — is critical. Get ready to invest in your team and reap the rewards.

**PDEV-722-C01/ $225**
2 sessions
Apr 1 - 3  Mon, Wed  6 - 9p.m.

**Retain Your Team**
Investing in employees builds trust, which leads to increased engagement. Engaged employees perform and stick with their company. Examine how to increase engagement and deal with disengagement. Look at the role of recognition and compensation in retaining employees.

**PDEV-723-C01/ $225**
2 sessions
Apr 8 - 10  Mon, Wed  6 - 9p.m.

**Transitions and Succession Planning for Your Team**
Employees leave companies. That’s a fact. Be prepared and reduce the impact on your team and organization. Explore succession planning, cross training and knowledge transfer in scenario-based activities. Handle transitions with grace and professionalism.

**PDEV-724-C01/ $225**
2 sessions
Apr 15 - 17  Mon, Wed  6 - 9p.m.

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LEADERSHIP TRAINING

Series: Leadership by Design Part I

Whether you’re an emerging leader or a manager with loads of experience, you’ll be challenged to adopt a growth mindset as you develop three of the six core leadership competencies through an apprenticeship approach in Part I. This series includes the following classes:

- Lead with Results PDEV-101 p.11
- Lead with Innovation PDEV-102 p.11
- Lead with People PDEV-103 p.11

*Classes in this series are available separately

PDEV-100-C01/ $1419 12 sessions
Feb 6 - Apr 25 Thu 8:30a.m. - noon

This series is eligible for the Canada – Alberta Job Grant (CAJG), which will reimburse up to 2/3 of the costs of training for organizations that qualify. Select classes in this series are also eligible to be used toward the 150 hr requirement to obtain Blue Seal Certification.

Savings of 30% when you register for a series.

Lead with Results

In an exciting group challenge that extends throughout the duration of this course, you and your multi-disciplinary team will tackle a project that captures your shared interests. Within this is a mock exercise, the sky’s the limit!

PDEV-101-C01/ $675 4 sessions
Feb 6 - 27 Wed 8:30a.m. - noon

Lead with Innovation

How do leaders create a culture that nurtures creative thinking and risk-taking to meet organizational goals? Learn how to reframe one of your own organization’s problems as a design challenge and work through the process to an innovative solution.

PDEV-102-C01/ $675 4 sessions
Mar 6 - 27 Wed 8:30a.m. - noon

Lead with People

Ever wondered why working with people is called a soft skill when sometimes it’s downright hard? Ever wished there were more people like you on your work team? Learn the strategies and tools to help leaders capitalize on the diverse strengths of their team members.

PDEV-103-C01/ $675 4 sessions
Apr 3 - 24 Wed 8:30a.m. - noon

MANAGEMENT

Series: General Management

In General Management, you will spend six weeks crafting the skills required to lead your organization with more confidence, vision, and efficiency. Our knowledgeable educators will share their expertise while walking you through proven techniques and practical, real life case studies that will prepare you to jump back into your business ready to communicate, inspire, and coach more effectively. This series includes the following classes:

- Craft Your Leadership Brand PDEV-701 p.12
- Communicating Effectively PDEV-702 p.12
- The Art of Decision Making PDEV-703 p.12
- Mastering Difficult Conversations PDEV-705 p.12
- Mastering Negotiations PDEV-706 p.13

*Classes in this series are available separately

PDEV-700-C01/ $945 12 sessions
May 7 - Jun 13 Tue, Thu 6:30 - 9:30p.m.

This series is eligible for the Canada – Alberta Job Grant (CAJG), which will reimburse up to 2/3 of the costs of training for organizations that qualify. Select classes in this series are also eligible to be used toward the 150 hr requirement to obtain Blue Seal Certification.

Savings of 30% when you register for a series.

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lethbridgecollege.ca/cce

Sign up for our newsletter at learn.lc/ccenewsletter
BUSINESS PROFESSIONAL & DEVELOPMENT

MANAGEMENT

Craft Your Leadership Brand
Ever wondered why working with people is called a soft skill when sometimes it’s downright hard? Ever wished there were more people like you on your work team? Learn the strategies and tools to help leaders capitalize on the diverse strengths of their team members.

PDEV-701-C01/ $225  2 sessions
May 7 - 9  Tue, Thu  6:30 - 9:30p.m.

Comunicating Effectively
Gain understanding on how to communicate effectively across channels, cultures, continents, and generations. Modern workplaces challenge communication and managers must “think before they speak” like never before. Intent, word choice, speed of speech, body language and intonation are critical components of effective communication.

PDEV-702-C01/ $225  2 sessions
May 14 - 16  Tue, Thu  6:30 - 9:30p.m.

The Art of Decision Making
Decision making starts by asking the right questions and analyzing information. Decisions should be in the best interest of you, your organization, and your employees. Effective decision makers take a structured approach, driving stakeholder buy-in, reducing bias, managing group-think and analyzing paralysis.

PDEV-703-C01/ $225  2 sessions
May 21 - 23  Tue, Thu  6:30 - 9:30p.m.

Business Risk Management
Your heart and soul is in your business. Protect it with knowledge on minimizing exposure to risk. Many hazards threaten your business and employees, but there are numerous ways you can safeguard your people, money and physical assets.

PDEV-704-C01/ $225  2 sessions
May 28 - 30  Tue, Thu  6:30 - 9:30p.m.

Mastering Difficult Conversations
Difficult conversations are awkward and uncomfortable, but in business, they’re inevitable. Avoiding difficult conversations leads to negative outcomes. Build effective communication skills and employ strategies to turn difficult conversations into productive ones.

PDEV-705-C01/ $225  2 sessions
Jun 4 - 6  Tue, Thu  6:30 - 9:30p.m.

Not Sure Which Path to Take?
Lethbridge College – Career Advising Can Help.

Based on your needs, our career and academic advisors will work with you to identify learning pathways to reach your potential.

Career planning is the lifelong process of thinking about your values, needs and preferences and then using that information to explore work, life and learning options.

Let us help you explore your values, interests and abilities and provide you with the tools necessary to make your career goals a reality.

Fee of $15.75 (includes GST) required for Strong Interest Inventory® (SII)

Get Started Today.
lethbridgecollege.ca/academicadvising
403-320-3202 option 2
BUSINESS PROFESSIONAL & DEVELOPMENT

**Mastering Negotiations**
Poorly handled negotiations can hurt your business, damaging your reputation and losing you money. Learn practical strategies and study the four main phases of negotiation to become a powerful and persuasive negotiator.

PDEV-706-C01/ $225  
2 sessions  
Jun 11 - 13  
Tue, Thu 6:30 - 9:30p.m.

**Series: Supervisor Leadership**
In Supervisor Leadership, you will hone your management skills to elevate your worth to your company, your effectiveness as a leader, and your earning potential. By learning better techniques for coaching direct reports, implementing change, inspiring goal-setting and encouraging better leadership in those around you. Be ready to step into the highest levels of leadership with confidence and skills that demand respect. What are you waiting for?

**Coach for High Performance**  
PDEV-751  p.13

**Effectively Use Leadership Styles**  
PDEV-746  p.13

**Inspire Staff to Optimal Performance**  
PDEV-747  p.13

**Lead Staff Through Change**  
PDEV-750  p.13

**Set Meaningful Employee Performance Measures**  
PDEV-748  p.13

**Team Dynamics**  
PDEV-749  p.13

*Classes in this series are available separately*

PDEV-745-C01/ $945  
12 sessions  
Apr 2 - May 9  
Tue, Thu 6:30 - 9:30p.m.

This series is eligible for the Canada – Alberta Job Grant (CAJG), which will reimburse up to 2/3 of the costs of training for organizations that qualify. Select classes in this series are also eligible to be used toward the 150 hr requirement to obtain Blue Seal Certification.

**Savings of 30% when you register for a series.**

**Crisis Management Fundamentals**
Viable organizations need to be ready for emergencies because the worst plan is not to have any kind of plan at all. Fortunately, you do not need separate plans for fire, weather disasters, and all the different kinds of crises that can occur. One solid plan will help you to prevent, respond, and recover from a variety of crises.

PDEV-754-C01/ $449  
4 sessions  
Feb 7 - 28  
Thu 6:30 - 9:30p.m.

**Effectively Use Leadership Styles**
There is no right or wrong way to lead, but only using one leadership style is not a good tactic. Effective leaders have many leadership styles in their toolkit, allowing them to adapt to different situations.

PDEV-746-C01/ $225  
2 sessions  
Apr 2 - 4  
Tue, Thu 6:30 - 9:30p.m.

**Inspire Staff to Optimal Performance**
Are you yourself passionate about the mission and goals of your organization? Reacquainting yourself with your organizational vision, mission, and values is a great place to start. Your excitement will inspire others.

PDEV-747-C01/ $225  
2 sessions  
Apr 9 - 11  
Tue, Thu 6:30 - 9:30p.m.

**Lead Staff Through Change**
Change is common, ongoing and often necessary. If you lead with powerful communication, listen to feedback and create a shared belief that the change is the best course of action, it will be successful.

PDEV-750-C01/ $225  
2 sessions  
Apr 30 - May 2  
Tue, Thu 6:30 - 9:30p.m.

**Set Meaningful Employee Performance Measures**
When employees understand what’s expected of them, they engage. When employees are engaged, they perform better. Shed unnecessary metrics in favour of a lean, holistic approach to performance measurement. Encourage, rather than discourage your employees.

PDEV-748-C01/ $225  
2 sessions  
Apr 16 - 18  
Tue, Thu 6:30 - 9:30p.m.

**Team Dynamics**
Leading a team and understanding the dynamics of its members is an essential and respected talent of any good leader. Explore the impact of team dynamics on performance and the four phases of the team lifecycle.

PDEV-749-C01/ $225  
2 sessions  
Apr 23 - 25  
Tue, Thu 6:30 - 9:30p.m.
Workplace Harassment
Every year hundreds of millions of dollars are paid out for discrimination and harassment charges. What sorts of policies should be in place? What should managers do to protect their employees? And if a complaint is filed, what will we do? All of these questions (and more!) will be answered.

PDEV-756-C01/ $449  4 sessions
Feb 6 - 27  Wed 6:30 - 9:30 p.m.

Managing a Diverse and Intergenerational Workforce
Consider the challenges organizations face in integrating workers from multicultural and multi-generational backgrounds. Understand the dynamics of communication with regard to other cultures and other age groups. Explore ways to interact positively with people from different backgrounds.

PDEV-743-C01/ $225  2 sessions
Feb 11 - 13  Mon, Wed 6:30 - 9:30 p.m.

Series: Supervisor Essentials
In Supervisor Essentials, you will spend four weeks acquiring the necessary skills every great leader must possess to rise above and oversee their co-workers. Learn how to seamlessly transition into your new leadership role, understand and resolve conflict constructively and efficiently, identify signs that your team is struggling with conflict, and apply your new conflict resolution skills.

Effectively Resolve Conflicts  PDEV-751  p.14
Managing a Diverse and Intergenerational Workforce  PDEV-754  p.14
Supervisor Fundamentals  PDEV-746  p.14
*Classes in this series are available separately

PDEV-740-C01/ $629  6 sessions
Jan 21 - Feb 13  Tue, Thu 6:30 - 9:30 p.m.

This series is eligible for the Canada – Alberta Job Grant (CAJG), which will reimburse up to 2/3 of the costs of training for organizations that qualify. Select classes in this series are also eligible to be used toward the 150 hr requirement to obtain Blue Seal Certification.

Savings of 30% when you register for a series.

Effectively Resolve Conflicts
Conflict exists in organizations. This isn’t always a bad thing. Conflict can allow for free expression of opinions and open debate, leading to better, more strategic decisions. Inappropriately handled conflict, however, can negatively impact the organization’s culture.

PDEV-742-C01/ $225  2 sessions
Feb 4 - 6  Mon, Wed 6:30 - 9:30 p.m.

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CUSTOMIZED TRAINING SOLUTIONS

Do you require a unique training experience?

WE BUILD OUR COURSES FOR YOUR BUSINESS
Every business has unique demands and training needs. We get that. We've helped businesses accelerate talent development and reach their goals quicker with our specialized course building approach. Meeting your needs and budget.

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403-320-3288
Series: Project Management Certificate

This program provides essential training in the flourishing field of project management and is designed to develop introductory project management skills. This certificate program provides essential training in this growing field and is designed to develop introductory Project Management Skills. Each of the required courses is based on concepts from A Guide to the Project Management Body of Knowledge, a widely recognized international standard in the project management profession.

Leadership and Project Resource Management  
PDEV-404  p.16

Overview and Integration  
PDEV-401  p.16

Risk and Procurement  
PDEV-406  p.17

Schedule and Cost Management  
PDEV-402  p.17

Scope and Quality Management  
PDEV-403  p.17

Stakeholder and Communication Management  
PDEV-405  p.17

The Business of Project Management  
PDEV-407  p.17

*Classes in this series are available separately

PM: Leadership and Project Resource Management

This course uses a group-defined case study to introduce various tools that illustrate application of the key Project Resource Management processes described in the PMBOK® Guide – Sixth Edition. The course will allow you to discover your leadership style using Emotional Intelligence self-assessment and theoretical concepts, and how to effectively apply it in project management.

PDEV-404–C01/ $549  2 sessions
Apr 24 - 25  Wed, Thu  8:30a.m. - 4:30p.m.

PM: Overview and Integration

This course is an introductory course to project management. It examines all the fundamental project management processes and knowledge areas as documented in A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition. Discover basic terminology of project management, define and understand the fundamental framework of the PMBOK guide by discussing the key processes groups and knowledge areas. Explore Integration Management processes such as the development of the Project Charter, Project Management Plan, and what it means to Direct and Manage Project Work, Monitor and Control Project Work, Perform Integrated Change Control, and Close Project or Phase. Analyze the profession of the project manager, and how it’s impacted by Project Management Institute (PMI).

PDEV-401–C01/ $699  3 sessions
Feb 13 - 15  Wed, Thu, Fri  8:30a.m. - 4:30p.m.

Courses are offered as part of the Project Management Program at Mount Royal University. PMPI certified program.

This series is eligible for the Canada – Alberta Job Grant (CAJG), which will reimburse up to 2/3 of the costs of training for organizations that qualify. Classes in this series are also eligible to be used toward the 150 hr requirement to obtain Blue Seal Certification.
PM: Risk and Procurement
This course uses an assigned case study to illustrate application of the key Risk and Procurement processes described in the PMBOK® Guide – Sixth Edition. The Risk Management processes covered include Plan Risk Management, Identify Risks, Perform Qualitative Risk Analysis, Perform Quantitative Risk Analysis, Plan Risk Responses, and Monitor Risks. The Procurement Management processes covered include Plan Procurement Management, Conduct Procurements, Control Procurements, and Close Procurements.

PDEV-406–C01/ $549
2 sessions
May 13 - 14 Tue, Wed 8:30a.m. - 4:30p.m.

PM: Schedule and Cost Management
This course illustrates the application of the key Schedule and Cost processes described in the PMBOK® Guide – Sixth Edition. The Schedule Management processes covered include Plan Schedule Management, Sequence Activities, Define Scope, Estimate Activity Durations, Develop Schedule and Control Schedule.

PDEV-402–C01/ $549
2 sessions
Apr 3 - 4 Wed, Thu 8:30a.m. - 4:30p.m.

PM: Stakeholder and Communication Management
This course uses a case study to illustrate application of the key Stakeholder and Communication Management processes described in the PMBOK® Guide – Sixth Edition. The Stakeholder Management processes covered include Identify Stakeholders, Plan Stakeholder Engagement, Manage Stakeholder Engagement, and Monitor Stakeholder Engagement.

PDEV-405–C01/ $549
2 sessions
May 14 - 15 Wed, Thu 8:30a.m. - 4:30p.m.

PM: Scope and Quality Management
This course uses a case study to illustrate application of the key Integration and Quality processes described in the PMBOK® Guide – Sixth Edition. The Scope Management processes covered include Identify Stakeholders, Plan Stakeholder Engagement, Manage Stakeholder Engagement, and Monitor Stakeholder Engagement.

PDEV-403–C01/ $549
2 sessions
Feb 26 - 27 Wed, Thu 8:30a.m. - 4:30p.m.

PM: The Business of Project Management
This course focuses on the Strategic and Business Knowledge aspects of project management in accordance with PMI®’s Talent Triangle, which will also be examined. Analyze the choices a business will make prior to initiating a project. Define the relationship between projects, programs portfolios and understand the structure of a Project Management Office (PMO). Examine the role of the project manager as a leader of organizational change.

PDEV-407–C01/ $289
2 sessions
May 16 Thu 8:30a.m. - 4:30p.m.

SALES & MARKETING

Customer Service
Learn the art of making a positive and lasting first impression. Become an excellent front-line communicator through hands-on activities in which you’ll practice telephone techniques, choosing the right words, dealing with difficult customers, and dressing for the job.

PDEV-802–C01/ $225
2 sessions
Mar 12 -14 Tue, Thu 6:30 - 9:30p.m.

e-Commerce Management
Online shopping is one of the most popular online activities worldwide. This huge market encompasses traditional e-commerce, as well as mobile commerce (which is growing faster than any other sector) and location-based e-commerce. This program will teach participants how to develop, market, and manage an e-commerce business, giving them a crucial advantage in today’s competitive market.

PDEV-753–C01/ $449
4 sessions
Feb 4 -13 Mon, Wed 6:30 - 9:30p.m.

Fundamentals of Successful Selling
Sales opportunities will pop up throughout your career. Whether you’re selling yourself in an interview or selling products to customers, sales skills are important. Topics include building meaningful relationships, recognizing common objections and overcoming challenges. Practice and present your skills.

PDEV-725–C01/ $449
4 sessions
Apr 4 - 25 Thu 6:30 - 9:30p.m.

Register at lethbridgecollege.ca/cce • 403.320.3288 | 1.800.435.4837

EDUCATION IS NOT PREPARATION FOR LIFE; EDUCATION IS LIFE ITSELF. JOHN DEWEY
# COMPUTERS & TECHNOLOGY

## MICROSOFT OFFICE

### Into the Cloud: Security for Windows 10 and Office 365
Come learn about installation/upgrade, safe storage of all your files, and how to connect devices such as printers, cameras and scanners. Topics also include installing, maintaining and removing third party applications, how to keep your PC secure and your data safe, as well as many tips on how to use the features of Windows 10 and Office 365 to your advantage.

**TECH-356-C01/ $285**
3 sessions
May 6 - 10  
Mon, Wed, Fri  
6:30 - 9:30p.m.

### Microsoft Essentials for Beginners
Using a computer can be daunting for a variety of reasons. Microsoft Basics for Beginners is a great course for participants who are new to computers and the Microsoft Windows operating system. Within this course, you will learn fundamental skills for operating a computer and Microsoft programs including Outlook, Word, Excel and PowerPoint.

**TECH-300-C01/ $285**
4 sessions
Jan 22 - 31  
Tue, Thu  
6:30 - 9:30p.m.

## ACCOUNTING & BOOKKEEPING

### QuickBooks 2015 Level 1
Keeping track of your business’s finances by hand can get overwhelming fast. QuickBooks software can help. This introductory course focuses on working with the general ledger, accounts payable and receivable, inventory, records and payroll.

**TECH-230-C01/ $465**
5 sessions
Apr 4 - 18  
Thu  
6:30 - 9:30p.m.
Apr 4 - 18  
Sat  
9a.m. - 4p.m.

### QuickBooks 2015 Level 2
Build your basic understanding of QuickBooks daily accounting processes and learn about the more advanced functions and capabilities of the software. Prerequisite: QuickBooks Level 1.

**TECH-231-C01/ $599**
4 sessions
May 7 - 30  
Tue, Thu  
6:30 - 9:30p.m.

## MEDIA & DESIGN

### Introduction to Sketch-Up
Are you an architect, draftsman or engineer? Or are you a student with an interest in 3D modeling and design? How about an amateur builder, designer or spatial formation planner? SketchUp is the modeling computer program for you.

**TECH-215-C01/ $375**
4 sessions
Mar 12 - 21  
Tue, Thu  
6:30 - 9:30p.m.

### Microsoft Excel Advanced
Excel is used to create and edit professional-looking spreadsheets for a variety of purposes and situations. Microsoft Excel Advanced will cover a variety of topics including charts, graphics, workbooks and how to make all of these visually pleasing. This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse.

**TECH-315-C01/ $285**
3 sessions
Mar 25 - 29  
Mon, Wed, Fri  
6:30 - 9:30p.m.
VIRTUAL AND AUGMENTED REALITY CERTIFICATE

PENDING GOVERNMENT APPROVAL

Lethbridge College will get you ready for a career in the latest emerging technology - virtual and augmented reality. With a balance of technical and entrepreneurial skill-building, our new one-year certificate program will let you focus on four different areas: fundamentals, experiential, spatial and application. You’ll spend the first semester learning extended reality fundamentals and be exposed to the latest tools including 3-D modeling, 360-degree video, volumetric design and game-engine coding.

In your second semester, you’ll be given opportunities to build entrepreneurial skills by working with a team of VR specialists. You’ll also put your skills to the test in a practicum experience focused on an area of expertise that appeals to you. You’ll be able to put classroom learning into practice as you design quality content that clients can actually use while helping organizations build VR experiences.

CAREER OPPORTUNITIES

Your certificate will prepare you for a career with a starting salary range between $45,000 to $65,000 and with jobs options, including:

- Virtual and augmented reality developer
- Virtual and augmented reality specialist
- Software engineer
- Software developer
- Video coding researcher
- Graphics engineer

For more information call 403-320-3202 ext. 5489
Digital Communications & Media

Register at lethbridgecollege.ca/cce • 403.320.3288 | 1.800.435.4837
Computers & Technology

Microsoft Excel Basic
Excel is used to create and edit professional-looking spreadsheets for a variety of purposes and situations. Microsoft Excel Basic covers a variety of skills including how to construct cell data, use formulas, format worksheets and how to view and print your projects. This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse.

**TECH-310-C01/ $285**
2 sessions
Feb 11 - 15 Mon, Wed, Fri 6:30 - 9:30p.m.

Microsoft Word Basic
The four essentials of word processing are creating, editing, saving, and printing. In Word Basics you will begin to explore the basics of these important and incredibly useful skills that any computer user must have. Prepare yourself for a wide diversity of job options by becoming well-versed in Word. This course is designed for people who are familiar with personal computers, using a keyboard and using a mouse.

**TECH-330-C01/ $195**
2 sessions
Jan 22 - 24 Tue, Thu 6:30 - 9:30p.m.

Drivers Education

Drivers EDge Basic “EDge”
Class 5 Learn to Drive Package

Learning to drive or having a child learn to drive can be a stressful event, but it doesn’t have to be! With innovative and interactive classroom instruction, students have fun while learning. Our mission is to provide training tailored to the individual in a safe and caring environment. The success of our teaching method is reflected in our high pass rates on the road test. Learning to drive is fun – sign up and see for yourself! Refresher lessons, vehicle rental for road tests, and comprehensive learning packages are available.

Our courses are government-approved and accredited by Alberta Transportation, with insurance discounts available.

**DRIV-200-C01/ $769 $719** (until Mar 1)
4 sessions
Jan 14 - 17 Mon, Thu 5 - 9:30p.m.
Feb 19 - 21 Tue, Thu 11a.m. - 5p.m.
Mar 18 - 21 Mon, Thu 5 - 9:30p.m.
Apr 23 - 25 Tue, Thu 11a.m. - 5p.m.
May 13 - 16 Mon, Thu 5 - 9:30p.m.
Jun 3 - 6 Mon, Thu 5 - 9:30p.m.

Microsoft Outlook
Explore the structure of Microsoft Outlook and how to use its functions to coordinate communications and collaborations with others. Manage and search your email, contacts and calendar and keep up with social networks all with Outlook.

**TECH-340-C01/ $195**
2 sessions
Feb 26 - 28 Tue, Thu 6:30 - 9:30p.m.

Microsoft PowerPoint Basic
Giving well organized, succinct and impactful presentations is the key to inspiring people and being successful. No matter what the topic, a PowerPoint presentation can help you communicate your message to the audience effectively while saving you hours of time.

**TECH-323-C01/ $195**
2 sessions
Mar 5 - 7 Tue, Thu 6:30 - 9:30p.m.

Microsoft Project
Do you need to manage a project but aren’t sure how to get started with Microsoft Project? In this short but intensive course you will learn how to start a new project, create project tasks, and give structure to your project by linking one task to another. Track and manage projects with ease. Learning these key tricks and techniques will save you valuable time and wasted frustration.

**TECH-345-C01/ $285**
3 sessions
Apr 1 - 5 Tue, Thu 6:30 - 9:30p.m.

Microsoft Word Advanced
The four essentials of word processing are creating, editing, saving, and printing. In Word Advanced you will learn more intermediate tasks that build on the basic skills that any computer user must have. Prepare yourself for a wide diversity of job options by becoming well-versed in Word. This course is designed for people who are familiar with personal computers, using a keyboard and using a mouse.

**TECH-335-C01/ $195**
2 sessions
Feb 26 - 28 Tue, Thu 6:30 - 9:30p.m.
EHS SOFTWARE
for the Safety Professional

TRAINING RECORD MANAGEMENT SYSTEM
Secure Online Storage of Training Records
Keeping track of employee training has never been easier.

With our robust Training Record management System, you can upload employee training records, including a copy of each certificate, regardless of the training provider. Once records are uploaded, automatic expiry alerts can be sent to employees, supervisors, and managers to help ensure your employees’ training is always up to date.

Highlights

- Auto-Assigned Training: Through use of the training matrix, configures the system to automatically assign online courses when training records expire.
- Scheduled-Excel-Reports: Schedule the delivery of automated monthly, weekly, or daily emails containing detailed Excel reports to supervisors and managers, letting them know what training is expiring and from whom.
- Training Matrix Integration: Instantly update training gap reporting for each location or region by allowing uploaded training records to satisfy company training requirements.
- Mobile Friendly: Access employee training record details from any smartphone, iPad, or Internet-ready mobile device.
- Quick Upload: Upload thousands of training records directly into the system using Excel, then use the innovative drag and drop technology to quickly important images of certificates, making the setup process easy.

Site orientations with virtual proctoring
On-demand access to hundreds of leading online courses
Training record management system with integrated training matrix
Paperless solution for site inspections, audits, preventative maintenance, and much, much more

For more information, contact:
training@lethbridgecollege.ca
403-320-3288
DRIVING & TRANSPORTATION

DRIVERS EDUCATION

Drivers EDge Comprehensive Beginners Package - Class 5 Learn to Drive Package including Vehicle Rental for Class 5 Road

The Comprehensive Beginner’s Package includes vehicle rental for the road test so the student can take the driver’s test in the car they were trained in. When registering in the Comprehensive course, to secure the use of the Drivers Edge vehicle for your road test, you will need to have the Drivers Edge office book your road test for you to ensure the vehicle can be there.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Dates</th>
<th>Times</th>
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<td>DRIV-201-C01/</td>
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<td>Mon, Thu 5 - 9:30p.m.</td>
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COMMERCIAL DRIVING PROGRAMS

Air Brake Training ‘Q’ Endorsement

‘Q’ Endorsement is required to operate any vehicle equipped with air brakes. This 12 hour Alberta Government approved course is designed to assist drivers in understanding theory and best practice for air brake systems.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Dates</th>
<th>Times</th>
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<td>DRIV-140-C01/</td>
<td>$190</td>
<td>Mar 15 - 16</td>
<td>Fri, Sat 8a.m. - 4:30p.m.</td>
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</tbody>
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Class 1/3 Driver Training

under development - call for details

403.320.3288

CALLING ALL TRADES PEOPLE!

Have you ever thought about enhancing your business training and earning your Blue Seal Certification?

Lethbridge College Corporate and Continuing Education can help.
The Blue Seal Program was established by the Alberta Apprenticeship and Industry Training Board to encourage and recognize business training. If you are a certified Alberta journeyperson in a designated trade or occupation, earning a Blue Seal proves that you not only meet Alberta’s high industry standards, but you also have the drive to develop your business skills and succeed in business.

Achievement in Business Competencies (Blue Seal) Program

If you have a valid Alberta Journeyman Certificate, Alberta Occupational Certificate or a valid recognized trade certificate you are eligible to apply for a Blue Seal Certificate.

The Blue Seal Certificate demonstrates you have shown reasonable effort in the study of business, and possess a respectable amount of knowledge of one or more business topics. Lethbridge College’s Corporate and Continuing Education has 17 of the 18 business subject areas you may study.

For more information call 403.320.3288
training@lethbridgecollege.ca

READY TO TAKE THE NEXT STEP

22 Lethbridge College | Corporate and Continuing Education • Winter/Summer 2018-19
Go from basic to intermediate with Ruby.

Ruby is a dynamic, thoroughly object oriented programming language. These course modules are designed to give you everything you need to start developing software in Ruby. You will learn about all of the key features of the language: objects, scope and inheritance, functions, testing, input/output and much more.

For more information:

TRAINING@LETHBRIDGECOLLEGE.CA
403.320.3288
**ENGLISH LANGUAGE CENTRE**

### LANGUAGE TRAINING

**French Beginner I**
French for beginners: Twenty classes, two nights a week. Classes will focus on vocabulary used for greetings, home life, travel, holidays, family, telling time, shopping, health, food and restaurants. Topics may vary according to the interest of the students. Emphasis will be on the development of oral and written communication. *Courses must have a minimum of 10 students to run.

**Spanish Beginner I**
Hola! Learn the language spoken by more than 500 million people. This introductory course familiarizes you with the sounds of the language, its basic grammatical structures and the culture of the Spanish-speaking world. Topics include greetings and farewells, the family, telling the date and time, asking for and giving directions, ordering a meal, traveling, and more. *Courses must have a minimum of 10 students to run.

**Spanish Beginner II**
This course is for you if you have taken Spanish-Beginner at Lethbridge College. Continue improving your language skills by using basic grammatical structures, regular/irregular verbs, and stem-changing verbs in present and future situations. The class will provide you with more opportunity to practice listening, speaking, reading, and writing in Spanish. *Courses must have a minimum of 10 students to run.

### UPGRADING

**GED Test Preparation**
This course is designed to help students prepare for the General Education Development (GED) tests. When a student passes all five GED tests with a minimum standard score of 450 on each test, the student will be issued a High School Equivalency Diploma from Alberta Education. Students will review their knowledge of social studies, science, written skills, literature and the arts, and mathematics. Pre-requisites: None. Notes: Textbook: $21.95 + GST (Steck-Vaughn Complete Canadian GED Preparation) – Available at the College Bookstore (PA1110) GED Test fees are extra. If you have any questions regarding the GED Test Preparation Course please contact Candice at (403) 394-7338 – office location TE2259. Please register early as seating is limited. Registration Deadline: February 22, at 11:59 p.m.

### HEALTH & SAFETY

**CPR & FIRST AID**

**CPR-C with AED**
This full certification course is for those who have a duty to respond to a cardiac emergency because of job responsibilities or regulatory requirements. For the public and Massage Therapy and Therapeutic Rec/ Gerontology students. Annual recertification required for anyone in the health industry.

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## HEALTH & SAFETY

### CPR & FIRST AID

**Standard First Aid / CPR Level C**
Contains up-to-date content and science from the 2010 Guidelines for First Aid, CPR and ECC. Learn patient care to protect and support the life of a suddenly ill or injured person until emergency medical services arrive. Instruction covers first aid skills.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>fee</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHST-121-C01</td>
<td>$150</td>
<td>2 sessions</td>
</tr>
<tr>
<td>OHST-121-C02</td>
<td>$150</td>
<td>2 sessions</td>
</tr>
<tr>
<td>OHST-121-C03</td>
<td>$150</td>
<td>2 sessions</td>
</tr>
<tr>
<td>OHST-121-C04</td>
<td>$150</td>
<td>2 sessions</td>
</tr>
</tbody>
</table>

### WORKPLACE SAFETY

#### Asbestos Abatement Certification
In this course, facilitated by Alberta Safety and Environmental Services (AES) Ltd., you will receive an overview of asbestos and the health effects of exposure. Explore personal protective equipment and methods for monitoring, analysis and abatement. Review legislation, regulations and codes.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>fee</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHST-300-C01</td>
<td>$499</td>
<td>2 sessions</td>
</tr>
</tbody>
</table>

#### Confined Space
Many workers are injured and killed each year in Canada while working in confined spaces. A confined space can be more hazardous than regular workspaces for many reasons. Before entering any confined space, a trained and experienced person should identify and evaluate all the existing and potential hazards within the confined space.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>fee</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDT-264-C01</td>
<td>$165</td>
<td>1 session</td>
</tr>
</tbody>
</table>

#### Fall Protection
This program is designed for those with an occupational requirement to be trained to safely undertake work at heights. It will cover Fall Protection Systems. Developed in accordance with the requirements of the OH&S and COHS regulations.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>fee</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHST-310-C01</td>
<td>$139</td>
<td>1 session</td>
</tr>
</tbody>
</table>

#### Forklift Safety
This forklift driver training program is designed to meet the needs of forklift operators, regardless of brand. The class is ideal for all forklift operators as it is designed to reinforce the importance of proper forklift safety and handling techniques.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>fee</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDT-268-C01</td>
<td>$139</td>
<td>1 session</td>
</tr>
</tbody>
</table>

#### Skid Steer Safety
Skid Steer loader is one of the most versatile pieces of equipment on a construction site because it is designed to maneuver easily in tight spaces and has a variety of attachments to complete multiple jobs. The objective of this class is to reduce the risk of injury by providing participants with the knowledge and skills to safely operate and maintain a skid steer.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>fee</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDT-267-C01</td>
<td>$149</td>
<td>1 session</td>
</tr>
</tbody>
</table>

#### Telehandler Safety
This telehandler (rough terrain forklift, telescoping forklift, Zoomboom) driver training program is designed to meet the needs of telehandler operators, regardless of brand. The class is ideal for all telehandler operators as it is designed to reinforce the importance of proper telehandler safety and handling techniques.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>fee</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDT-268-C01</td>
<td>$139</td>
<td>1 session</td>
</tr>
</tbody>
</table>

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Don’t miss this incredible opportunity
Make your training and development budget go further!
The Canada–Alberta Job Grant (CAJG) is an employer-driven training program where employers and government share the cost of training new and existing employees to increase their knowledge and skills to meet the needs of Alberta’s changing economy.

NEW: CAJG now offers more training incentives to employers 100% of training cost covered for eligible unemployed hires (up to $15,000) with incremental training requirement waived Sole proprietors can now train their employees using CAJG Assistance on travel costs for small and medium-sized organizations (when training is over 100km one way).

For more information call
403.320.3288
training@lethbridgecollege.ca

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COMING TO LETHBRIDGE COLLEGE
FALL 2019
START YOUR AMAZING CAREER IN
IN PLUMBING

The Pre-Employment Plumber program will enhance your career opportunities in the plumbing trade.

You will receive extensive theoretical and hands-on training related to residential and commercial plumbing installation.

Call for more information
403.320.3288

INDUSTRY & TRADES

CONSTRUCTION

Blue Print Reading - Winter 2019
This 24 hour course introduces Blueprint reading principles for interpretation of simple architectural drawings. The course will cover identifying and listing trade disciplines in a set of drawings, the purpose of elevation drawings, identifying information found on site/plot and floor plans, identifying and applying geodetic and architectural elevations, interpret a room finish schedule and typical technical terms found on blueprints and specifications, extract info from a set of blueprints and specifications and how to identify the application of section views and details to buildings.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDT-230-C01</td>
<td>$475</td>
<td>8 sessions</td>
</tr>
<tr>
<td>Feb 25 - Mar 20</td>
<td>Mon, Wed</td>
<td>7 - 10p.m.</td>
</tr>
</tbody>
</table>

Explosive/Powder Actuated Fastening Tools - Winter 2019
Explosive/Powder Actuated Fastening Tools. There are many tools utilizing an explosive charge in use throughout the construction industry to fasten construction materials. The manufacturers of these devices provide detailed instructions regarding their use and maintenance. This one day course provides instructor-led classroom instruction on the correct use, maintenance and safety while using Explosive/Powder Actuated Tools. Students will be able to handle and use industry standard tools under the supervision of a journeyman instructor to gain experience with these potentially dangerous hand tools. Occupational Health and Safety requirements will be covered. Students who complete the course will receive a card certifying achieved competency.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>INDT-254-C01</td>
<td>$175</td>
<td>1 session</td>
</tr>
<tr>
<td>Mar 29</td>
<td>Fri</td>
<td>8a.m. - noon</td>
</tr>
</tbody>
</table>

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**INDUSTRY & TRADES**

**CONSTRUCTION**

**Woodworking Personal Projects**
The Woodworking personal project class provides public use of the carpentry shop at Lethbridge College for students to create their own projects. Under the supervision of a journeyman carpenter, students will learn how to safely operate relevant hand and power tools. All students will be required to undergo safety training and pass a safety exam on each power tool they wish to use. Projects must be approved by the journeyman carpenter. This is not a formal teaching class, but a class that allows the use of college equipment for students to build their own personal projects and receive limited instructional assistance. Projects must be removed after each class as there is no storage space and Projects must be completed and taken home within the 8 weeks of the project. Outcomes: Students will have the satisfaction of building their own projects, including crafts, furniture, home structures, hobbies etc. Prerequisites: Experience working with Power tools is an asset although not necessary. Notes: Glue, nails, screws etc. is included. All other material is the responsibility of the student and must be removed after each class.

**INDT-248–C01/ $450**
8 sessions
Feb 6 - Mar 27 Wed 7 - 10p.m.

**ELECTRICAL**

**Master Electrician**
For Journeyman Electricians with at least three years of experience. Prepare to write the Master Electrician Exam. Emphasis on correct interpretation and application of the Canadian Electrical Code and Alberta Regulations. Address regulations of OH&S, WCB and Apprenticeship and Industry Training.

**INDT-200–C01/ $690**
1 session
Mar 29 Fri 8a.m. - noon

**HOME AND SHOP MAINTENANCE**

**Basic Home Renovations**
Are you planning some minor home renovations? Learn to safely use various materials, tools and techniques for basic home renos. Topics include: preparing, measuring, insulating techniques, interior framing, installing doors and windows, interior finishing, fastening methods, drywalling, tiling and flooring.

**INDT-280–C01/ $475**
8 sessions
Jan 17 - Mar 7 Thu 7 - 10p.m.

**HOME AND SHOP MAINTENANCE**

**Cabinet Making**
Come join us and learn about the fascinating world of cabinet making. If you have little or no experience in this area and want to learn more, this course is for you. In Cabinet Making, you will learn how to safely use various materials, tools and techniques integral for cabinet making. Throughout this course, you will be taught how to construct a simple drawer cabinet. Come gain experience in cutting basic cabinet making joints with an extra emphasis on precision cutting and milling of hardwoods and plywood’s.

**INDT-245–C01/ $475**
8 sessions
Apr 9 - May 28 Tue 7 - 10p.m.

**Small Engine Repair**
Small engine mechanics service and repair a wide range of power equipment. They must be able to diagnose electrical, fuel and mechanical problems and quickly make the needed repairs. Learn basic skills in this introductory course.

**INDT-205–C01/ $475**
8 sessions
Mar 13 - May 1 Wed 7 - 10p.m.

**PRE-EMPLOYMENT TRADES**

**Powerline Technician/ Power System Electrician Program**
Powerline Technician/Power System Electricians play a vital role in ensuring the reliable delivery of electricity to homes and businesses across the country. Get hands-on and theoretical training in the utility electrical field related to overhead and underground distribution installations.

**PSEL-100–C01/ $8,995**
57 sessions
Mar 4 - May 24 Mon - Fri 7:30a.m. - 4:30p.m.

**Pre-Employment Electrician**
Electricians install, alter, repair and maintain electrical systems. Receive extensive theoretical and hands-on training related to residential and commercial electrical installation. This program covers the First Year Alberta Apprenticeship Electrical curriculum and employability skills.

**PELC-100–C01/ $4,995**
69 sessions
Jan 7 - Apr 12 Mon - Fri 9a.m. - 3:30p.m.

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# Industry & Trades

## Pre-Employment Trades

### Pre-Employment Welding
Welding offers endless opportunities in a variety of industries and locations. Prepare to write the First Year Welding Apprenticeship theory and practical exams, with the added bonus of a pipeline assistant component and employability skills.

**PWDG-100-C01/ $4,995**

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>68</td>
<td>Jan 14 - Apr 19</td>
<td>Mon - Fri 8:30a.m. - 4p.m.</td>
</tr>
</tbody>
</table>

## Renewable Energy

### Solar 101 for Homeowners
Come and discover how solar energy can benefit you as a homeowner and the basics of the solar industry. Such as how to determine which products are best for your needs, as well as what to look for when selecting an installer and more.

**INDT-400-C01/ $275**

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 23</td>
<td>Wed 6:30 - 9:30p.m.</td>
</tr>
</tbody>
</table>

### Solar Module Installer 2-Days
This course is designed for electricians and installers who would like a better understanding of solar photovoltaic systems. You will review theory, inverters, racking, solar PV systems, and batteries.

**INDT-405-C01/ $549**

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Dates</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>Feb 8 - 9</td>
<td>Fri 8:30a.m. - 4:30p.m.</td>
</tr>
</tbody>
</table>

### Solar Module Installer 1-Day Off-Grid
This course builds on the Solar Module Installer 1 day course which will review the theory behind designing an off grid, including site evaluation, stand-alone solar PV basics, load assessment, and stand alone PV systems design.

**INDT-410-C01/ $275**

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Dates</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Mar 1</td>
<td>Fri 8:30a.m. - 4:30p.m.</td>
</tr>
</tbody>
</table>

## Make a Difference

### Basic Welding for Women
Come to this hands-on project-based class with an idea of something you want to build and bring it to life using basic MIG welding skills and oxy-fuel cutting. Learn how to safely use welding tools and equipment.

**INDT-510-C01/ $475**

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Dates</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>Jan 29 - Mar 19</td>
<td>Tue 6:30 - 9:30p.m.</td>
</tr>
</tbody>
</table>

### Basic Woodworking for Women
Are you a woman with little or no carpentry experience? Do you want to overcome your fear of using power tools? Do you want to build basic skills in woodworking? If you answered yes to any of these questions, this course is for you. In Basic Woodworking for Women, you will learn how to safely use various materials, tools, and techniques integral for woodworking.

**INDT 540-C01/ $475**

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Mar 12 - Apr 30</td>
<td>Tue 7 - 10p.m.</td>
</tr>
</tbody>
</table>

## Welding

### Basic Mig Welding/Tig Welding
Learn the basics of GMAW (MIG) and GTAW (TIG) welding use and the practical and theoretical fundamentals and procedures. Explore when to use a MIG welder versus a TIG welder, joint preparation, technique on pipe and more.

**INDT-211-C01/ $475**

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Feb 13 - Apr 3</td>
<td>Wed 6:30 - 9:30p.m.</td>
</tr>
</tbody>
</table>

*Dates and Prices are subject to change without notice*
INDUSTRY & TRADES

WELDING

Basic Welding
Theory and lab instruction on the basics of oxy-acetylene and shielded metal arc welding for welding common joints on mild steel encountered in manufacturing, construction and repairs. Practical development of good welding habits and care of equipment.

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDT-210-C01/ $475</td>
<td>8 sessions</td>
<td>Mar 7 - Apr 25</td>
<td>Thu 6:30 - 9p.m.</td>
</tr>
</tbody>
</table>

CWB Testing - 1 Position
This course is for CWB testing of any welding process SMAW, GMAW, FCAW, MCAW in one position (one of: flat, horizontal, vertical, overhead (FHVO)).

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDT-220-C06/ $169</td>
<td>1 session</td>
<td>Apr 12</td>
<td>Fri 9a.m. - 4p.m.</td>
</tr>
<tr>
<td>INDT-220-C01/ $169</td>
<td>1 session</td>
<td>Feb 8</td>
<td>Fri 9a.m. - 4p.m.</td>
</tr>
</tbody>
</table>

CWB Testing - 2 Positions

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDT-221-C01/ $335</td>
<td>1 session</td>
<td>Feb 8</td>
<td>Fri 9a.m. - 4p.m.</td>
</tr>
<tr>
<td>INDT-221-C07/ $335</td>
<td>1 session</td>
<td>Apr 12</td>
<td>Fri 9a.m. - 4p.m.</td>
</tr>
</tbody>
</table>

CWB Testing - 3 Positions

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDT-222-C08/ $505</td>
<td>1 session</td>
<td>Apr 12</td>
<td>Fri 9a.m. - 4p.m.</td>
</tr>
<tr>
<td>INDT-222-C01/ $505</td>
<td>1 session</td>
<td>Feb 8</td>
<td>Fri 9a.m. - 4p.m.</td>
</tr>
</tbody>
</table>

CWB Testing - 4 Positions

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDT-223-C01/ $645</td>
<td>1 session</td>
<td>Feb 8</td>
<td>Fri 9a.m. - 4p.m.</td>
</tr>
<tr>
<td>INDT-223-C09/ $645</td>
<td>1 session</td>
<td>Apr 12</td>
<td>Fri 9a.m. - 4p.m.</td>
</tr>
</tbody>
</table>

CWB Testing - Check test (Recertification)

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDT-224-C10/ $169</td>
<td>1 session</td>
<td>Apr 12</td>
<td>Fri 9a.m. - 4p.m.</td>
</tr>
<tr>
<td>INDT-224-C01/ $169</td>
<td>1 session</td>
<td>Feb 8</td>
<td>Fri 9a.m. - 4p.m.</td>
</tr>
</tbody>
</table>

WELDING

Welding Personal Projects
The Welding personal project class provides public use of the Welding shop at Lethbridge College for students to create their own projects. Under the supervision of a journeyman Welder, students will learn how to safely operate and practice welding. All students will be required to undergo safety training and be certified on each machine they use.

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDT-214-C01/ $475</td>
<td>8 sessions</td>
<td>Mar 26 - May 14</td>
<td>Tue 7 - 10p.m.</td>
</tr>
</tbody>
</table>

INNOVATE

Cupcake Creations
Do you want your cupcakes to be the talk of the evening? This course aims to take your cupcake skills to new heights by covering baking, filling, and icing. Sit back and enjoy watching our skilled chefs demonstrate the art of cupcakes.

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>GINT-104-C01/ $65</td>
<td>1 session</td>
<td>Feb 11</td>
<td>Mon 6 - 8p.m.</td>
</tr>
</tbody>
</table>

LIFE & LEISURE

COOKING CLASSES

BBQ, Grilling and Sauces
Ready to learn some secrets of the BBQ? This course allows you to learn the process of BBQing, the art of grilling, and the importance of sauce selection to allow for that sensational BBQ taste.

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>GINT-101-C01/ $65</td>
<td>1 session</td>
<td>Mar 19</td>
<td>Tue 6 - 9p.m.</td>
</tr>
</tbody>
</table>

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ARCHITECTURAL ANIMATION TECHNOLOGY
UNDER DEVELOPMENT

Prepare yourself for an exciting and ever-changing industry in Lethbridge College’s new Architectural Animation Technology program. Our unique, two-year diploma program will give you specialized production knowledge and visual communication skills needed to succeed in the world of architecture. You’ll get a hands-on education through our labs and studio projects, and you can add industry experience through your required practicum. By the time you graduate, you’ll be able to demonstrate your digital rendering and animation skills, and you’ll know how to contribute to community-based design projects.

Be ready for a creative and satisfying career by studying Architectural Animation Technology at Lethbridge College.

CAREER OPPORTUNITIES
Your diploma will prepare you for a career with a starting annual salary range of $45,000 to $65,000 and with job options, including:
• Three-dimensional modelling and texture artist
• Architectural animation communications specialist
• CAD designer
• Digital environmental artist
• BIM draftsperson
• Three-dimensional designer

For more information call 403-320-3202 ext. 5489
Digital Communications & Media
# COOKING CLASSES

**Food Safety Alberta Certificate**
This course, co-sponsored by Alberta Health Services, is approved under the Public Health Act and Alberta Food Regulations. Successful participants will receive a certificate from Alberta Health and Wellness and a take-home package of materials.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>GINT-111-C01/ $125</td>
<td>1 session</td>
<td>Feb 4 Mon 9a.m. - 5:30p.m.</td>
</tr>
<tr>
<td>GINT-111-C02/ $125</td>
<td>1 session</td>
<td>Feb 8 Mon 9a.m. - 5:30p.m.</td>
</tr>
<tr>
<td>GINT-111-C03/ $125</td>
<td>1 session</td>
<td>Jun 17 Mon 9a.m. - 5:30p.m.</td>
</tr>
</tbody>
</table>

**Malaysian Cooking**
In just one evening, get ready to take a trip around the world and be taken on a Malaysian journey exploring the culture and mouth-watering foods. This course will introduce you to the intermarriage of foods from three major ethnic groups: Malays, Chinese, and Indian. Sit back and enjoy watching our skilled chefs demonstrate the art of Malaysian cooking. Come learn, enjoy and have fun!

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>GINT-112-C01/ $65</td>
<td>1 session</td>
<td>Mar 5 Tue 6 - 8p.m.</td>
</tr>
</tbody>
</table>

**Naughty to Nutritious**
By getting creative with ingredients, our favourite “naughty” foods can be transformed into delicious, nutritious, guilt-free dishes. Whether trying to cook for a picky family, adopt healthier eating habits or kick your sugar craving, this class is for you!

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>GINT-107-C01/ $65</td>
<td>1 session</td>
<td>Jan 22 Tue 6 - 8p.m.</td>
</tr>
</tbody>
</table>

**Patio Party Appetizers**
Add a twist to some summertime classics to make your patio party an event to remember! This course helps you to prepare appetizers with simple ingredients that can be put together with short notice.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>GINT-108-C01/ $65</td>
<td>1 session</td>
<td>Apr 15 Mon 6 - 8p.m.</td>
</tr>
</tbody>
</table>

**Sourdough Bread Secrets**
Take your baking skills up a notch by entering the 10,000 year old world of fermented foods! In one evening, you will learn the differences in common local flour types and how to eat them for better health. Come learn the tips and tricks to bake professional Artisan sourdough with hands-on training and of course, with samples!

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>GINT-109-C01/ $65</td>
<td>1 session</td>
<td>Feb 5 Tue 6 - 8p.m.</td>
</tr>
</tbody>
</table>

**Sushi Lovers!**
Love sushi? This hands on class will show you how easy making your own sushi can really be. Learn how to make your own sushi creation and sample what you make.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>GINT-110-C01/ $65</td>
<td>1 session</td>
<td>Jan 29 Tue 6 - 8p.m.</td>
</tr>
<tr>
<td>GINT-109-C02/ $65</td>
<td>1 session</td>
<td>Feb 27 Tue 6 - 8p.m.</td>
</tr>
<tr>
<td>GINT-109-C03/ $65</td>
<td>1 session</td>
<td>Mar 26 Tue 6 - 8p.m.</td>
</tr>
</tbody>
</table>

**LANGUAGE**

**Sign Language I**
Designed to enable the basics of sign language in expressive and receptive communication. Learn personal pronouns, basic sentence structure, possessives, negatives, questions, use of tense, verbs, imperatives, numbers and plurals.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>GINT-500-C01/ $265</td>
<td>10 sessions</td>
<td>Jan 29 - Apr 2 Tue 6:30 - 9p.m.</td>
</tr>
</tbody>
</table>

**Sign Language II**
Designed to increase signing vocabulary emphasizing the need for flexibility in the language. Learn questions, the self-pronoun, using subjects as a topic, using models, adverbs of place, pronominal classifiers, quantifiers and negatives.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>GINT-501-C01/ $265</td>
<td>10 sessions</td>
<td>Jan 29 - Apr 2 Tue 6:30 - 9p.m.</td>
</tr>
</tbody>
</table>
**LIFE & LEISURE**

**LANGUAGE**

**Sign Language III**

Wherever community’s of deaf people exist, sign languages have been developed. Signing is not only used by the deaf, it is also used by people who can hear, but cannot physically speak. In linguistic terms, sign languages are as rich and complex as any spoken language. American Sign Language is the predominant method of communication used by the Deaf community in Canada and the United States. It is also used by a growing number of hearing people in order to communicate with family members, friends, co-workers, and neighbors. Sign Language III is designed to increase your signing vocabulary, emphasizing the need for flexibility in the language.

**GINT-502–C01/ $135**

<table>
<thead>
<tr>
<th>5 sessions</th>
<th>Tue</th>
<th>6:30 - 9p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 30</td>
<td>May 28</td>
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</tbody>
</table>

**PERSONAL DEVELOPMENT**

**Firearms Safety Non Restricted**

A one–day course required for anyone applying for or renewing a Possession Acquisition License (PAL). Learn firearm laws, safe handling, storage and transport of firearms. Instructed by provincially certified firearms trainers.

**GINT-510–C01/ $129**

<table>
<thead>
<tr>
<th>1 session</th>
<th>Sat</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Jan 26</td>
<td></td>
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</table>

**GINT-510–C02/ $129**

<table>
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<th>1 session</th>
<th>Sat</th>
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<tbody>
<tr>
<td>Feb 2</td>
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**GINT-510–C03/ $129**

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<thead>
<tr>
<th>1 session</th>
<th>Sat</th>
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<tbody>
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<td>Mar 2</td>
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**GINT-510–C04/ $129**

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<th>1 session</th>
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<tbody>
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**GINT-510–C05/ $129**

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<th>1 session</th>
<th>Sat</th>
<th>9a.m. - 6p.m.</th>
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<tbody>
<tr>
<td>Apr 13</td>
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**GINT-510–C06/ $129**

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<thead>
<tr>
<th>1 session</th>
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<th>9a.m. - 6p.m.</th>
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<tbody>
<tr>
<td>May 11</td>
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**GINT-510–C07/ $129**

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<th>1 session</th>
<th>Sat</th>
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<tbody>
<tr>
<td>Jun 15</td>
<td></td>
<td></td>
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</table>

**Gardening Essentials**

Leap into spring with this informative and amusing course exploring vegetable gardening, urban farming, native plants, pollinator plants, urban composting, storm water management, urban trees and more.

**GINT-401–C01/ $195**

<table>
<thead>
<tr>
<th>4 sessions</th>
<th>Sat</th>
<th>9a.m. - noon</th>
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</thead>
<tbody>
<tr>
<td>Apr 13</td>
<td>May 4</td>
<td></td>
</tr>
</tbody>
</table>

**CULINARY TEAM BUILDING**

Looking for a unique team building activity for your organization?

Our Culinary Chefs whip up a fun and interactive experience that participants rave about.

![Culinary Chefs](image)

For more information call 403.320.3288

Sign up for our newsletter at learn.lc/ccenewsletter
COMPUTER RENTALS

DO YOU REQUIRE A COMPUTER LAB FOR TRAINING YOUR TEAM?

Lethbridge College has computer labs available for rent. Every business has unique demands and training needs. We get that. We’ve helped businesses accelerate talent development and reach their goals quicker with our specialized course building approach.

Let us help you by providing a training lab that accommodates up to 12 people plus an instructor’s station including smartboard and projector screen available for use.

Rentals are available for hourly short and longer term rentals. We know we can make your training a success!

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training@lethbridgecollege.ca
403.320.3288

CREDIT COURSES

ON-CAMPUS, PART-TIME EVENING CREDIT LEARNING

If you are interested in taking credit courses for personal or professional development and would like general information to assist you in making decisions, please contact our Advising Team by email at: advisor@lethbridgecollege.ca. If you would like to register for any of the following courses, you can apply as an Open Studies student, by calling 403.320.3323 (toll free 1.800.572.0103 ext 3323). Please have the Course ID ready. There is a $90 application processing fee that will need to be paid at the time of registration.

Financial Accounting II
Instructional Bldg, Room IB1144, Capacity 40.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Credits</th>
<th>Dates</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>ACC-1175-C91</td>
<td>19WN</td>
<td>3</td>
<td>Jan 7 - Apr 12</td>
<td>Tue 6 - 9:50 p.m.</td>
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</table>

Multicultural Issues
Lethbridge College Online Delivery Days to be Announced, Times to be Announced Online, Room ONLINE. Capacity 20.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Credits</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC-2273-D01</td>
<td>19WN</td>
<td>3</td>
<td>Jan 7 - Apr 12</td>
<td>TBD</td>
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</tbody>
</table>

Introduction to Sociology
Instructional Bldg, Room IB1145. Capacity 60.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SOC-1160-C91</td>
<td>19WN</td>
<td>3</td>
<td>Jan 7 - Apr 12</td>
<td>Tue 6 - 8:50 p.m.</td>
</tr>
</tbody>
</table>

THE BEAUTIFUL THING ABOUT LEARNING IS THAT NO ONE CAN TAKE IT FROM YOU.
BB KING

Dates and Prices are subject to change without notice
## ONLINE, PART-TIME CREDIT LEARNING

If you are interested in taking online credit courses for personal or professional development and would like general information to assist you in making decisions, please contact our Advising Team by email at: advisor@lethbridgecollege.ca. If you would like to register for any of the following courses, you can apply as an Open Studies student by calling 403.320.3323 (toll free 1.800.572.0103 ext 3323). Please have the Course ID ready. There is a $90 application processing fee that will need to be paid at the time of registration.

### Financial Accounting I
Leth College Online Delivery Days to be Announced, Times to be Announced Online, Room ONLINE. Capacity 30.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1170-D01</td>
<td>3 credits</td>
<td>Jan 7</td>
<td>Apr 12</td>
<td></td>
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</tbody>
</table>

### Introduction to Management
Leth College Online Delivery Days to be Announced, Times to be Announced Online, Room ONLINE. Capacity 30.

<table>
<thead>
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<tr>
<td>BUS-1170-D01</td>
<td>3 credits</td>
<td>Jan 7</td>
<td>Apr 12</td>
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### Preliminary Response
Leth College Online Delivery Days to be Announced, Times to be Announced Online, Room ONLINE. Capacity 28.

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
<th>Start Date</th>
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<tr>
<td>CJP-1157-D01</td>
<td>3 credits</td>
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<td>Apr 12</td>
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### Ethics and Critical Thought
Leth College Online Delivery Days to be Announced, Times to be Announced Online, Room ONLINE. Capacity 28.

<table>
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<tr>
<td>CJP-1159-D01</td>
<td>3 credits</td>
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<td>Apr 12</td>
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</table>

### Intro Criminal Justice System
Leth College Online Delivery Days to be Announced, Times to be Announced Online, Room ONLINE. Capacity 28.

<table>
<thead>
<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CJP-1159-D01</td>
<td>3 credits</td>
<td>Jan 7</td>
<td>Apr 12</td>
<td></td>
</tr>
</tbody>
</table>

### Interpersonal Communications
Leth College Online Delivery Days to be Announced, Times to be Announced Online, Room ONLINE. Capacity 30.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM-1162-D02</td>
<td>3 credits</td>
<td>Jan 7</td>
<td>Apr 12</td>
<td></td>
</tr>
</tbody>
</table>

## ONLINE LEARNING

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lethbridgecollege.ca/cce

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Dates and Prices are subject to change without notice
Lethbridge College has a summer camp for everyone, including hands-on educational camps like our popular Arts and Fashion, Eco-kids Camp, Tastes of the World, Totally U G!rl, Trades Exploration Camp, and developmental sport camps like Kodiaks basketball and volleyball and many more.

Our inspiring instructors make our programs the perfect place to make new friends, have fun and learn something, too.

For more information, visit: LETHBRIDGECOLLEGE.CA/SUMMERCAMPS
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>COR-1152-D01 19WN</td>
<td>Fundamentals of Corrections</td>
<td>3 credits</td>
<td>Jan 7</td>
<td>Apr 12</td>
</tr>
<tr>
<td>COR-1154-D01 19WN</td>
<td>Suicide Prevention</td>
<td>1.5 credits</td>
<td>Jan 7</td>
<td>Apr 12</td>
</tr>
<tr>
<td>CPU-1151-D01 19WN</td>
<td>Introduction to Computers</td>
<td>1.5 credits</td>
<td>Jan 7</td>
<td>Apr 12</td>
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<tr>
<td>ENG-1150-D02 19WN</td>
<td>Composition</td>
<td>3 credits</td>
<td>Jan 7</td>
<td>Apr 12</td>
</tr>
<tr>
<td>HUM-1180-D01 19WN</td>
<td>Intro to World Religions</td>
<td>3 credits</td>
<td>Jan 7</td>
<td>Apr 12</td>
</tr>
<tr>
<td>HUM-1190-D01 19WN</td>
<td>Popular Culture</td>
<td>3 credits</td>
<td>Jan 7</td>
<td>Apr 12</td>
</tr>
<tr>
<td>MKT-1188-D01 19WN</td>
<td>Introduction to Marketing</td>
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<td>Jan 7</td>
<td>Apr 12</td>
</tr>
<tr>
<td>PRS-1155-D01 19WN</td>
<td>Speech</td>
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<td>Jan 7</td>
<td>Apr 12</td>
</tr>
<tr>
<td>PSC-1161-D01 19WN</td>
<td>Introduction to Politics</td>
<td>3 credits</td>
<td>Jan 7</td>
<td>Apr 12</td>
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<tr>
<td>PSY-1170-D02 19WN</td>
<td>Human Development</td>
<td>3 credits</td>
<td>Jan 7</td>
<td>Apr 12</td>
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<tr>
<td>SOC-1167-D01 19WN</td>
<td>Sociology of Aging</td>
<td>3 credits</td>
<td>Jan 7</td>
<td>Apr 12</td>
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<tr>
<td>SOC-2273-D01 19WN</td>
<td>Multicultural Issues</td>
<td>3 credits</td>
<td>Jan 7</td>
<td>Apr 12</td>
</tr>
</tbody>
</table>

Register at lethbridgecollege.ca/cce • 403.320.3288 | 1.800.435.4837
CONFERENCES & EVENTS
SERVICES

With state of the art facilities, various venues and exceptional customer service, Lethbridge College is proud to be known for its remarkable event and conference services. Our refined administration processes, IT capabilities, delectable catering and variety of spaces are able to accommodate groups of any size.

From business meetings to conferences to sports tournaments, Lethbridge College is passionate about helping your event excel. Our professional team is here to help and support you with all details little or big! Facilities available for rent:

- Val Matteotti Gymnasium (Full sized three court gymnasium with seating for 2,000 occupants)
- Dance Studio
- Classrooms
- Theatres
- Meeting Spaces
- Computer Labs

Amenities:
- Catering Services
- On-Site Accommodation
- Parking
- IT Services

To book space for your event, contact us at 403-320-3288. We know we can make your event a success!

For more information, visit: LETHBRIDGECOLLEGE.CA
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XYZ
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Zumba 5

WAYS TO REGISTER

ONLINE
Online registration is available 24 hours a day, seven days a week. You are able to browse and search classes at any time, however, you will need to create or login into your Student Profile in order to register for a course.

PHONE
Call 403.320.3323 or toll free 1.800.572.0103 (ext. 3323)
Phone registrations are accepted for payments using Visa or MasterCard only.

WALK-IN
Lethbridge College | Registrar’s Office is located in PA1130, just inside the front entrance.
Main Building
3000 College Drive South
Lethbridge, Alberta T1K 1L6

MAIL
3000 College Drive South
Lethbridge, Alberta T1K 1L6

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**Non-Credit Registration Form**

**How to Register**

<table>
<thead>
<tr>
<th>Course Code Number</th>
<th>Course Name</th>
<th>Start Date (YYYY/MM/DD)</th>
<th>Course Fee</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Payment Method: [ ] Visa [ ] MasterCard

Check the method of payment

Card Number: ___________________________ Expiry Date: ___________ CCID: ___________

Name and address of Cardholder:

________________________________________

________________________________________

________________________________________

Signature of Cardholder: ___________________________

[ ] Cheque or Money Order (attach to form) [ ] Purchase order

(attach letter of authorization to invoice; or an authorized purchase order)

**Note:** Registered students are ultimately responsible for payment in the event the letter of authorization is not honoured.

Student Signature: ___________________________ Today’s Date: ___________ , 20 ___

Freedom of Information and Protection of Privacy The personal information on this form is collected and protected under the authority of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your information will be used to facilitate your registration in a non-credit offering, to contact you about Lethbridge College programs and services in the future, and for uses consistent with these purposes. Please direct questions to the Assistant Registrar, Records and Systems, Lethbridge College, 3000 College Drive South, Lethbridge, AB T1K 1L6, (403) 394-7371.
1. Val Matteoti Gym (PE1403-1405)
2. Fitness Centre (PE1414)
3. The Cave (CE1300)
4. Security Office (CE1303)
5. Buchanan Library (CE1340)
6. Health Services (CE1380)
7. Student’s Association Office (CE1350)
8. Testing Services (AN1602)
9. Garden Court Restaurant (AN1680)
10. Cafeteria (AN1671)
11. Bookstore (PA1110)
12. LaValley Theatres (IB1101)
13. IB Computer Commons (IB1112)
14. Student Services & Registrar (PA1130)
15. E.C. Fredericks Theatre (CE1365)
16. Daycare (TE1205)
17. Financial Services (CE2310)
18. Facilities Management Office (CE2301)
19. Carpentry Shops (TR)
20. Automotives Shops (TT)
TRADES TRAINING 2019

WELCOME TO THE START OF AN AMAZING CAREER IN THE TRADES.

Rounding out our offerings in the apprenticeships and trades are Lethbridge College’s pre-employment trades training programs offered through Corporate and Continuing Education (CCE).

Trades employers are reluctant to hire employees with no experience due to the complexity and high cost of machinery and equipment. Pre-employment trades programs in Electrical, Plumbing, Welding, Carpentry and Powerline Technician provide the first year of the Alberta apprenticeship curriculum as well as various safety certificates to get you started on your path to an apprenticeship.

CCE also offers skill development courses (Power Engineering, Master Electrician, etc.), personal development courses (Basic Home Renovations, Small Engine Repair, Basic Welding, etc.), and safety certification courses.

FOR MORE INFORMATION, VISIT: lethbridgecollege.ca/cce

Lethbridge College Corporate and Continuing Education

BE READY.
Ready to take the next step in your education, career or life?
Choose from over 350 Corporate and Continuing Education courses designed to train, entertain and enlighten.

Lethbridge College
Corporate and Continuing Education