



The Upper Grand District School Board

The Learning Enterprise - Day Programs

Computers, Upgrading & Retraining for Adults

Course Information—Day Programs

Start Date: Wed., February 3, 2010
Time: 9:00am—1:00pm
Days: Monday—Friday
Location: The Learning Enterprise
 120 Diane Drive, Orangeville L9W 3N6
Cost: 6-weeks, Mon-Fri. – \$25. Materials Fee Applies
To Register: Call or visit us at 120 Diane Drive, Orangeville
 8:30am-4:30pm, Monday-Friday (519) 941-2661
Website www.ugdsb.on.ca/conted/learning_enterprise_winter_spring_20010pdf

TECHNOLOGICAL EDUCATION

Computer Repair & Maintenance ICE3E

Hardware & Software Troubleshooting, Maintenance & Repair.

This course helps students develop a practical understanding of hardware and software operations, computer networks, and operating systems (Windows and Linux). Students will learn to use utility and application software and to install, maintain, and trouble shoot computer systems and networks following proper maintenance and repair procedures. In addition to developing and understanding of the ethical use of computers, students will identify related career opportunities and the skill sets required for the workplace, including good customer service practices. 1 credit

Prerequisite: Basic Computer Skills recommended

Wed. Feb. 3-Thurs. , Mar. 25/10- 8:45am-1:15pm 4/days/week

NOTE: No classes on Family Day—February 15/10

BUSINESS STUDIES

MS-Office Applications, Part 1

Information Technology

Applications in Business

BTA30

For adults wanting to develop or improve their basic computer skills. Includes beginner and intermediate Windows Basics, Word, Excel, PowerPoint, Internet, Publisher, Access and more). Appropriate for business and personal use. Students will learn about the information technology work environment, use industry-standard software, conduct electronic research, investigate electronic business, and explore occupations and postsecondary programs that require information technology skills. 1 credit *Prerequisite:* None

Wed. Feb. 3—Thurs. Mar. 25/10—5 days/week

MS-Office Applications, Part 2

BTX4E

This course provides students with the opportunity to develop essential skills in information technology needed in the workplace. Students will learn about the impact of new technologies on business operations, the place of information technology in the globalization process and the development of new ways of doing business electronically. Students will use advanced software features and functions, manage information, conduct electronic research for business tasks, and develop project team management skills. *Prerequisite:* MS Office Applications, Pt. 1

Mon. Mar. 29—Wed. May 12/10— 5 days/week

Accounting for Small Business

BAI3E

Computer Accounting with Simply Accounting

This course introduces students to the use of accounting in business. Students will study various types of businesses and business ownership, and ways in which accounting procedures are applied in the different types of businesses with regard to recording transactions, preparing financial statements, and analyzing the process of cash management. They will learn about risks related to credit sales and about the collection of debts, and will use accounting software.

Prerequisite: None (Basic computer skills recommended)

Mon. May 17– Fri., June 25/10–5 days/week

SOCIAL SCIENCE & HUMANITIES

Managing Personal Resources

HIP3E

This course is designed to help students identify, strengthen and effectively manage personal resources such as time, money and talent to be more successful in both their personal and professional lives. Topics such as building self-esteem and confidence, managing stress, managing time, personal finances, health and wellness, effective communication, assertiveness and conflict resolution will be covered. 1 credit

Wed. Feb. 3-Thurs. Mar. 25/10 —5 days/week

Parenting

HPC30A

This course focuses on the skills and knowledge needed to promote the positive and healthy nurturing of children, with particular emphasis on the critical importance of the early years to human development. Students will learn how to meet the developmental needs of young children, communicate and discipline effectively, and guide early behaviour. They will have practical experiences with infants, toddlers, and preschoolers, and will learn skills in researching and investigating questions relating to parenting.

Mon. Mar. 29—Wed. May 12/10— 5 days/week

BUSINESS STUDIES

Hospitality & Tourism

TFH3E

This course focuses on the 8 sectors of the Hospitality & Tourism industry. Students explore each sector with emphasis on learning the fundamentals of providing high quality customer service. Current occupational opportunities are also explored. Topics covered are: industry services and sectors, education and training, safe food handling, safety in the workplace, customer service, effective marketing and career opportunities and conducting an effective job search, the Occupational Health and Safety Act, laws regulating the industry, the industry's social and environmental impacts. Certification may be received from Smart Serve Ontario and Ontario Tourism Education Corporation for a total fee of \$35.00 (\$22.00 Smart Serve and \$13.00 Service Excellence).

Mon. May 17-Fri. June 25/10—5 days/week

Adult Training Programs—Winter/Spring 2010

Computer Modules—Night School

Jan. 11-Mar. 1/10 Intro to Digital Imaging (48) Access Pt. 1 (34) File Management(51)	Jan. 12-Feb. 16/10 Word Pt. 1 (11) Web Page Design (38)	Jan. 6-Feb. 10/10 Excel Pt. 1 (20) Jan. 13-Feb. 17/10 MS Powerpoint (27)	Jan. 7-Feb. 11/10 Adobe Illustrator Pt. 1 (45) Jan. 14-Feb. 18/10 Keyboarding (55)
Mar. 1-Apr. 19/10 Getting Started (04) Word Pt. 1 (13) Access Pt. 2 (36)	Feb. 16-Mar. 30/10 Word Pt. 2 (15) Adobe Photoshop Pt. 1 (42) Publisher (31)	Feb. 17-Mar. 31/10 File Management (52) Excel—Pt. 2 (24) Web Page Design (39)	Feb. 18-Apr. 1/10 Adobe Illustrator Pt. 2 (46) Word Pt. 1 (12)
Apr. 26-June 7/10 Word Pt. 2 (17) File Management (53) Keyboarding (56)	Apr. 6-May 11/10 Intro to Digital Img. (49) Excel Pt. 1 (21) Adobe Photoshop 2 (44)	Apr. 7-May 12/10 Getting Started (05) MS Publisher (32) Internet Introduction (09)	Apr. 8-May 13/10 PowerPoint (28) Word Pt. 2 (16) Web Page Design (40)

Computer Modules—Days
8:45 am—1:15 pm - 4 days per week

Course	Length	Week Days	Start Date	End Date
Getting Started—Introduction to Computers	4 days	Mon-Thurs.	Mar. 29	Apr. 1(69)
Introduction to the Internet Pt. 1	4 days	Tues.—Fri.	April. 6	Apr. 9/10(70)
MS Word—Part 1	4 days	Mon-Thurs.	Apr. 12	Apr. 15(71)
MS Word—Part 2	4 days	Tues. –Fri.	Apr. 19	Apr. 22(72)
MS Powerpoint	4 days	Mon-Thurs.	Apr. 26	Apr. 29(73)
Introduction to Digital Imaging	4 days	Mon-Thurs.	May 3	May 6(74)
File Management	4 days	Mon-Thurs.	May 10	May 13(75)
Computer Security & Privacy	4 days	Mon.-Thurs	May 17	May 20(76)
MS Excel—Pt. 1	4 days	Tues.-Fri.	May 25	May 28(77)
MS Excel—Part 2	4 days	Mon-Thurs.	May 31	June 3(78)
Introduction to Digital Imaging	4 days	Mon-Thurs.	June 7	June 10(79)
MS Access—Part 1	4 days	Mon-Thurs.	June 14	June 17(80)
File Management Part 2	4 days	Mon-Thurs	June 21	June 24(81)

General Interest—Night School/Day Courses

ART COURSES (ODSS)

-Simply Portraits

8 nights Thurs. Jan. 21-Mar. 11—7-10pm \$115.

-More Watercolour

8 nights Wed. Feb. 17—Apr. 21/10—7-10pm \$115.

.More Oil or Acrylic Painting

8 nights Tues. Mar. 23-May 11/10—7-10pm \$115.

Babysitting

1 day—Saturday, —Feb. 27, 2010 9am-4pm \$60.

1 day— Saturday, —Mar. 27, 2010 9am-4pm \$60.

1 day—Saturday, – May 1, 2010 9am-4pm \$60.

(For youth 11 years and older)

Belly Dancing - I (ODSS Dance Studio)

12 nights Wed. Jan. 13—Apr. 21/10 —7-8:00pm \$90.

Belly Dancing - Beginners I I

12 nights Wed. Jan. 13—Apr. 21/10 —8:15-9:15pm \$90.

First Aid

• Emergency 1 day—9:00am-5:00pm \$85.

• CPR-Basic Rescuer—9:00am-3:00pm \$55.

• Red Cross Recertification—9:00am-3:00pm \$55.

Saturday, Feb. 6, 2010

Saturday, April 17, 2010

Saturday, May 29, 2010

Standard First Aid

2 days—Saturday & Sunday 9:00am-5:00pm

Sat. April 17 & Sun. Apr. 18/10 \$140.

Life Story Writing

8 nights—Tues. Feb. 23-Apr. 20/10—7-8:30pm \$65.

Aromatherapy

6 nights, Wed., Feb. 3-Mar. 10/10— 7-9:30pm \$95.

The Joy of Cross Stitch (Introduction)

6 nights—Mon. Feb. 22-Apr. 12/10—7-10pm \$75.

Winemaking

8 nights—Tues. Mar. 23-May 11/10 \$90.

Week 1, 3 and 6 at T.L.E. Classroom 7-10pm

Weeks 2,4,5,7 & 8 at Wine Shop 7-9pm

During the course you will make 30 bottles of wine for as little as \$3.50-\$6. per bottle material cost—paid directly to instructor.

Stone Sculpting

6 nights—Wed. Mar. 3– Apr. 14—7-10pm \$75.

(Additional materials fee of approx. \$25. paid to instructor)

The Lost Art of Sewing

6 nights– Thurs., Feb. 4—Mar. 11— 7-9:30pm \$75.

“ Thurs.,Mar. 25--Apr. 29/10—7-9:30pm \$75.

“ Thurs.,May 6--June 10/10 —7-9:30pm \$75.

(NOTE: materials provided by students)

Jewellery Making

6 nights— Tues. Mar. 9-Apr. 20—7-9pm \$75.

(Materials extra (\$130.)paid directly to instructor)

Flower Arranging

6 nights—Tues. Apr. 27-June 1—7-9pm \$75.

(Materials extra (\$195.)paid directly to instructor)

Planning a Wedding on a Budget

10 nights—Mon. Mar. 22-May 31—7-9pm \$95.

(Materials extra (\$215.)paid directly to instructor)

Pure Shot Golf (10+10 Driving Range)

6 days—Sun.May 9-June 20/10—11:30am-1:30pm \$85.

(Golf Balls \$6. per lesson)

Volleyball– Recreational (ODSS)

12 weeks Wed. January 13-April 14/10—8:15-10pm \$30.

(No classes Wed. Jan. 27 & Wed. Mar. 17/10)

Also Available

◆ English as a Second Language

Night Classes—Tues.&Thurs. Jan. 12-Mar. 11/10 7-9pm

Classes are free for qualified applicants

◆ Correspondence Courses

◆ Independent Study Courses

◆ Classes to help you finish your Grade 12

◆ Academic Upgrading—Day and Night Classes

NOTE: No classes on Family Day—February 15/10

To register, or for more information and course descriptions, please call

The Learning Enterprise at (519) 941-2661

Or visit at 120 Diane Drive,

Orangeville, ON

Office hours are 8:30am-4:30pm

Monday to Friday