



The Learning Enterprise - Day Programs

Computers, Upgrading & Retraining for Adults

Course Information—Day Programs

Start Date: Wed., February 1, 2012
Time: 9:00am—1:00pm
Days: Monday—Friday
Location: The Learning Enterprise
 40 Amelia St., Orangeville, ON L9W 3T8
Cost: 6-weeks, Mon-Fri.— \$25. Materials Fee Applies
To Register: Call or visit us at 40 Amelia St., Orangeville
 8:30am-4:30pm, Monday-Friday (519) 941-2661
Website www.ugdsb.on.ca/conted/learning_enterprise_winter_spring_2012pdf

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
Mon., Feb. 13-Thurs., Mar. 22/12 8:45am-1:15pm 4/days/week

NOTE: No classes on Family Day—February 20/12

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. 1—Thurs., Mar. 22/12—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*
Tues., Mar. 27—Thurs., May 10/12— 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)
Tues., May 15—Tues., June 26/12—5 days/week

English

ENG3C & ENG4C
 Grade 11 & 12 College English is being offered in an instructor led in-class setting. For full course descriptions, please contact the office or refer to the 2011/2012 Learning Enterprise brochure.
1 credit - Grade 11 or 12 College English.
Wed., Feb. 1-Thurs., Mar. 22/12 —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.
Tues., Mar. 27—Thurs., May 10/12— 5 days/week

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
Tues., Mar. 27—Thurs., May 10/12—5 days/week

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).
Tues., May 15-Tues., June 26/12—5 days/week

Adult Training Programs—Winter/Spring 2012

Computer Modules—Night School

Jan. 9-Feb. 13/12 Digital Photography Access – Pt. 1 File Management & Computer Security	Jan. 10-Feb. 21/12 (Feb. 14 No class) Getting Started Word Pt. 1 Web Page Design	Jan. 11-Feb. 15/12 MS Powerpoint Excel – Pt. 1 Digital Video	Jan. 12-Feb. 16/12 Excel Pt. 2 Adobe Illustrator Pt. 1 Internet & E-Mail
Feb. 27-Apr. 16/12 Getting Started Word Pt. 1 Access Pt. 2	Feb. 28-Apr. 10/12 Word Pt. 2 Adobe Photoshop Pt.1 Publisher	Feb. 22-Apr. 4/12 File Management & Computer Security Excel- Pt. 2 Digital Audio	Feb. 23-Apr. 5/12 Adobe Illustrator Pt. 2 Word Pt. 1
Apr. 23-June 4/12 Word Pt. 2 File Management & Computer Security Keyboarding	Apr. 17-May 22/12 Digital Photography Excel Pt. 1 Adobe Photoshop Pt.2	Apr. 11-May 16/12 Getting Started MS Publisher Internet & E-Mail	Apr. 12-May 17/12 PowerPoint Word Pt. 2 Web Page Design

ONE WEEK - DAY - COMPUTER MODULES

Course	Length	Week Days	Start Date	End Date
Internet Marketplace & Social Networks	4 days	Mon.-Thurs.	Jan. 16	Jan. 19 (69)
MS Access	4 days	Mon.-Thurs.	Jan. 23	Jan. 26(70)
Getting Started—Intro to Computers	4 days	Mon.-Thurs.	Mar. 26	Mar. 29 (71)
Internet & E-Mail	4 days	Mon.-Thurs.	Apr. 2	Apr. 5 (72)
MS Word—Part 1	4 days	Tues.-Fri.	Apr. 10	Apr. 13(73)
MS Word—Part 2	4 days	Mon.-Thurs.	Apr. 16	Apr. 19 (74)
File Management & Computer Privacy	4 days	Mon.-Thurs.	Apr. 23	Apr. 26 (75)
MS Excel—Part 1	4 days	Mon.-Thurs.	Apr. 30	May 3(76)
MS Excel—Part 2	4 days	Mon.-Thurs.	May. 7	May 10(77)
Digital Photography	4 days	Mon.-Thurs.	May 14	May 17 (78)
MS Powerpoint	4 days	Tues.-Fri.	May 22	May 25(79)
Internet Marketplace & Social Networks	4 days	Mon.-Thurs.	May 28	May 31 (80)
MS Word—Part 1	4 days	Mon.-Thurs.	June 4	June 7 (81)
MS Excel—Part 1	4 days	Mon.-Thurs.	June 11	June 14 (82)
Digital Video	4 days	Mon.-Thurs.	June 18	June 21 (83)
MS Publisher	4 days	Mon.-Thurs.	June 25	June 28 (84)

General Interest—Night School/Day Courses

ART COURSES (ODSS)

-Animal Drawing with CJ Shelton
8 nights Wed. Jan. 18-Mar. 7/12—7-9pm \$95.

Expressive Painting w/Oils or Acrylic — Theresa Minten

6 nights Mon. Jan. 23-March 5/12—7-10pm \$95
6 nights Mon. Mar. 26—May 7/12—7-10pm \$95.

Awakening Your Chakras with Yoga and Art

4 nights—Tues., Feb. 7-28/12—7:00-9:00pm \$85.
Leave each session with a more balanced body, mind & spirit.

Babysitting (For youth 11 years and older)

1 day—Saturday, —Feb. 25, or Mar. 24, or
May 12, 2012 9am-4pm \$60.

Belly Dancing - I (ODSS Dance Studio)

12 nights Wed. Jan. 18—Apr. 18/12 —7-8:00pm \$90.

Belly Dancing - Beginners I I

12 nights Wed. Jan. 18—Apr. 18/12 —8:15-9:15pm \$90.
(No Class Wed. Mar. 14 & Mar. 28th)

Classic Painting & Glazing for the Homeowner

6 nights—Mon. Jan. 23-Mar. 5/12 –7-9:30pm \$90.

First Aid—Saturday, Feb. 25, 2012

- Emergency 1 day—9:00am-5:30pm \$85.
- CPR-Basic Rescuer—9:00am-3:00pm \$55.
- Red Cross Recertification—9:00am-3:00pm \$55.

Getting Paid to Talk—An Introduction to Voice Acting

1 night—Mon., May 28/12 —7-9:30 pm \$30.

Hand & Foot Casting Sculptures

2 nights— Thurs., Mar. 22 & 29/12 — 7-9:30pm \$40.
(Materials fee of \$65. is applicable, payable to
the instructor the first night)

Intro to Astrology

6 nights—Tues. Jan. 31-Mar. 6/12— 7-10pm \$90.

Life Story Writing

8 nights—Mon. Feb. 27-Apr. 30/12— 7-8:30pm \$65.

Women & Retirement

2 nights—Tues. Apr. 17&24/12 —7-9:30pm \$40.

Taking Control of your Financial Future

6 nights—Tues., Mar. 20-Apr. 24/12 —7-8:30pm \$95.

Tai Chi (ODSS Dance Studio)

6 nights—Tues., Jan. 24-Feb. 28/12 —7-8:30pm \$90.

The Lost Art of Sewing

6 nights— Thurs., Feb. 2—Mar. 8/12 — 7-9:30pm \$75.
— **Intermediate:** Sew a garment of your choice from
start to finish.

— **Thurs., Mar. 22--Apr. 26/12—7-9:30pm \$75.**
HOME DECOR:
(NOTE: materials provided by students)

Japanese Swordsmanship (“Kenjutsu”)

4 nights —Thurs. Feb. 2-23/12—7-9pm \$45.
(Bamboo sword is used in this course, which may be
purchased for approx. \$20-\$25, or may be loaned from
instructor)

Wire Wrapped Jewellery

3 nights—Wed. Feb. 1, 8 & 15/12 7-9pm \$40.
Participants to complete a pendant and 2 styles of bracelets
(Materials Fees—\$20. paid to the instructor.)

Fundamentals of Nutrition/Healthy Eating & Cooking

6 nights—Wed. Apr. 4-May 9/12 7-9:30pm \$120.
((Note: Additional \$30. fee paid to instructors applies for
food)

Volleyball— Recreational (ODSS—Double Gyms)

12 nights —Wed. Jan. 18—April 18/12—8:15-10pm \$30.
(No class Wed. Mar. 14 & Mar. 28)

Also Available

- ◆ **English as a Second Language**
Night Classes—Tues. & Thurs. Jan. 17-Mar. 8/12 7-9:30pm
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**

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

The Learning Enterprise at (519) 941-2661

Or visit at 40 Amelia St., Orangeville, ON

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