

Upcoming Classes in Davidson

Office Administration—part-time credit program (from Lakeland College)

Develop excellent computer expertise in Microsoft Office Suite and Simply Accounting, along with accounting, office procedures and business communications. You are preparing to work in diverse areas with excellent career opportunities. Competency-based format.

Areas of Study include:

- Accounting
- Business Communications
- Microsoft Applications
- Business English
- Office Procedures
- Keyboarding
- Document & Data Processing, Presentations & Integration

Call for more information. **Beginning January 24, 2012**

DAVIDSON: Tuesday & Thursday evenings ~ 7-10 pm **Cost:** \$2,925 (books extra)

Visit the CTRC website:



www.ctrc.sk.ca

Print out a registration form for non-credit programs:



Email our office in Davidson to request more information:



davidson@ctrc.sk.ca

Print out a registration form for credit programs:



Personal Care (part of the SIAST Continuing Care Assistant Program)



The Personal Care course is part of the Continuing Care Assistant Program and must be taken in a classroom setting. It will be offered on a part-time basis beginning late January, 2012.

The Continuing Care Assistant Program is a SIAST Credit program. This program prepares graduates to work in both home care and long term care. Home care workers are currently in high demand.

Call for more information. **Beginning late January, 2012**

Suicide Prevention Training



SafeTALK (Tell, Ask, Listen & KeepSafe)

This training prepares anyone over the age of 15 to identify persons with thoughts of suicide and connect them to suicide first aid resources. Learn the steps that contribute to saving lives.

February 28, 2012 12:30 pm—3:30 pm and 7:00—10:00 pm

Applied Suicide Intervention Skills Training (ASIST)

The ASIST workshop is for people who want to feel more comfortable, confident, and competent in helping to prevent the immediate risk of suicide. It is a two-day, highly interactive, practical and practice-oriented workshop.

March 6 & 7 9:00 am—4:00 pm

UPCOMING CLASSES FOR 2012...

- **Power Engineering: offering both Fireman Level and 5th Class Level**
- **Commercial Pesticide Applicator Training**
- **WHIMIS**
- **Agricultural Training: includes AgExpert and Grain Marketing (Basic & Advanced)**
- **Red Cross Standard First Aid/CPR (both full course & recertification)**
- **FoodSafe**
- **Snowmobile Safety**
- **Computer Classes**

**Watch for our Winter brochure
in your mailbox early January!**

CTRC—Davidson:

Telephone: 567-2885

Fax: 567-2072

email: davidson@ctrc.sk.ca