

PROFESSIONAL DEVELOPMENT |

Your Source for Professional Development Solutions!

Ever feel like everyone around you seems to be moving up but you're staying in the exact same place? Or maybe you're just the "continuous learning" type - always seeking training on the newest technology or idea?

Consider this - what if you could take one-day workshop that could make you feel better about yourself and help you get ahead in your job?

Now you can ... with our **Professional Development In a Day**.

Accounting

QUICKBOOKS LEVEL I (COMP-9524)

Learn how to perform daily accounting tasks in the General Ledger, Accounts Receivable, Accounts Payable, and Payroll.

Fee: \$225 + HST

60LC Sat May19 9am-4pm (C) ●

QUICKBOOKS LEVEL II (COMP-9565)

This workshop is designed to teach you how to set up inventory, purchase inventory, receive inventory, inventory reports, bank reconciliation, handling taxes, and HST and PST tracking.

Fee: \$225 + HST

60LC Sat Jun9 9am-4pm (C) ●

SIMPLY ACCOUNTING (COMP-9611)

Students will begin with a company file and enter transactions for general ledger, accounts receivable, accounts payable, inventory and managing capital expenses. This course will review some accounting fundamentals as they relate to the transactions at hand only.

Fee: \$225 + HST (includes text)

60LC Sat May26 9am-4pm (C) ●

SMALL BUSINESS BOOKKEEPING & TAX TIPS (BUSI-9113)

Special emphases on tips to ensure you are following tax regulations and requirements.

Fee: \$265 + HST

60LC Sat Jun16 9am-4pm (C) ■

Adobe CS5

ADOBE ACROBAT (COMP-9461)

This course will teach you how to save your files in PDF format, which is viewable by anyone. You will use Adobe Professional to create PDF files from documents create in other programs, how to import data and

save files. You will also learn how to adjust Acrobat files and how Acrobat integrates with other programs.

Fee: \$249 + HST

60LC Sat Jun23 9am-4pm (C) ●

ADOBE ILLUSTRATOR LEVEL I (COMP-9457)

Not just for drawing. This course will cover the basics of text and line work, importing graphics and creating line art.

Fee: \$249 + HST

60LC Sat May26 9am-4pm (C) ●

ADOBE INDESIGN LEVEL I (COMP-9456)

Learn about Adobe's most versatile design and layout tool. This course will cover the basics of Adobe InDesign - setting up a document, working with templates, adding graphics and saving to PDF's.

Fee: \$249 + HST

60LC Sat May12 9am-4pm (C) ●

61LC Sat Jun23 9am-4pm (C) ●

ADOBE INDESIGN LEVEL II (COMP-9536)

Hone your skills and move your knowledge of Adobe InDesign CS5 to an advanced level. Using the skills learned in Level 1, learn how to create complex documents and work with a variety of palettes and tools to further understand the capabilities of this high-end design application.

Fee: \$249 + HST

60LC Sat Jun9 9am-4pm (C) ●

ADOBE PHOTOSHOP (COMP-9458)

Add new life to your old photos. This course will focus on the basics of photo editing, while also introducing layering, filters, and selections. This workshop will also touch upon some of the basics of digital photographs, such as file types and resolution.

Fee: \$249 + HST

60LC Sat May26 9am-4pm (C) ●

61LC Sat Jun9 9am-4pm (C) ●

ADOBE PREMIERE (COMP-9613)

It boasts an impressive array of supported formats which can be imported without additional software. Output of the edited material is optimized to easily export out to today's media options. This course is mapped to the certification objectives for the Adobe® ACA and to provide the depth of information to help you use the software to its capacity. **Note: Course is online, self-study. Continuous registration during the dates listed below.**

Fee: \$229 + HST

65LC May1-Aug31 ■

FLASH CS5 FOR MAC (COMP-9585)

In this course you will learn everything that you need to know to become a "Rich Media Communicator." This course maps to the exam objectives and prepares you to pass the Adobe Certified Associate Rich Media Communication exam. **Note: Course is online, self-study. Continuous registration during the dates listed below.**

Fee: \$249 + HST

65LC May1-Aug31 ■

FLASH CS5 FOR PC (COMP-9586)

In this course you will learn everything that you need to know to become a "Rich Media Communicator." This course maps to the exam objectives and prepares you to pass the Adobe Certified Associate Rich Media Communication exam. **Note: Course is online, self-study. Continuous registration during the dates listed below.**

Fee: \$249 + HST

65LC May1-Aug31 ■

BUSINESS PRESENTATION SKILLS (BUSI-9095)

Participants will learn the importance of audience identification, research, and writing for an oral presentation. Opportunities for practicing oral presentations will be given.

Fee: \$265 + HST

60LC Wed May30 9am-4pm (C) ■

GRAMMAR & PROOFREADING FOR PROFESSIONAL WRITING (WRIT-9021)

Develop quick skills in developing an eye for examining your own work and that of others and examining paragraph and sentence design with a critical eye. Examine the differences between online versus print documents and why white space is important!

Fee: \$265 + HST

60LC Fri May25 9am-4pm (C) ■

INTERNAL COMMUNICATIONS PLANNING (COMM-9103)

Learn how to develop an internal communications plan that will support your company's strategy and reinforce desired cultural characteristics through concepts such as: Communications Research, Diagnosis, Message Encoding, Target Audience Analysis and Channel/Media Design.

Fee: \$265 + HST

60LC Fri Jun15 9am-4pm (C) ■

INTRODUCTION TO MINUTETAKING (WRIT-9022)

Your employer and fellow employees depend on accurate minutes from meetings. In this introductory workshop you will learn essential skills in taking minutes and develop a greater awareness of how to effectively communicate actions, assignments and reports.

Fee: \$265 + HST

60LC Fri May18 9am-4pm (C) ■

MANAGING DIFFICULT SITUATIONS (MGMT-9107)

We've all been there, preparing in our head the dreaded or difficult conversation we know we must have with someone. Although this common type of conflict is inevitable in most human endeavours, deterioration of relationships doesn't have to be. Whether the conversation is with a colleague, a subordinate, or a supervisor there are strategies that can make the discussion go more easily for both sides with benefits to both parties.

Fee: \$265 + HST

60LC Fri May18 9am-4pm (C) ■

MEETING PLANNING (PLAN-9011)

Planning is a key to the success of meetings and the happiness of the participants. Learn how to select venues, prepare basic budgets and negotiate with the venue. Selecting meeting floor plans and catering services will also be covered.

Fee: \$265 + HST

60LC Tue Jun5 9am-4pm (C) ■

NEGOTIATING SKILLS (BUSI-9135)

This session will examine different negotiating techniques and identifying individual needs and motivators to help you position a winning solution. Special attention will be spent on dealing with difficult negotiating partners and understanding the non-price variables that can make a difference.

Fee: \$265 + HST

60LC Tue May8 9am-4pm (C) ■

PROFESSIONAL BUSINESS WRITING (WRIT-9019)

Your written words have more of an impact than anything you say or do. Written correspondence is virtually permanent. From emails to reports to letters your words need to carry credibility and accuracy. This 'In A Day' will explore written communication skills, report writing, email etiquette and briefly touch on minute taking.

Fee: \$265 + HST

60LC Tue May15 9am-4pm (C) ■

RFP'S & PROPOSAL WRITING (BUSI-9114)

Learn the basic principles to creating winning bid and proposal documents for federal contracts, including strategy design, RFP coverage, and the importance of compliance and writing tips.

Fee: \$265 + HST

60LC Fri May25 9am-4pm (C) ■

Customer Service & Sales Excellence InaDaY
ADVANCE CUSTOMER SERVICE & CLIENT RECOVERY (DEVL-9094)

Every industry, every sector is now about service. Discover how to develop the steps to attaining service excellence, knowing your clients and managing differences.

Fee: \$265 + HST

60LC Fri May25 9am-4pm (C) ■

EFFECTIVE SALES MANAGEMENT (MKTG-9023)

Are you sales management material? A Good sales manager must understand the sales process and what it takes to secure the business however, it takes much more than that to succeed in today's challenging and competitive business environment. Topics include: the evolution of the sales manager and the many day to day responsibilities.

Fee: \$265 + HST

60LC Sat Jun23 9am-4pm (C) ■

OVERCOMING SALES CHALLENGES (MKTG-9024)

The three biggest challenges in sales today are managing time effectively, gaining margin and "The Close." Each of these topics is addressed in detail in this interactive workshop. You can easily overcome each of these sales hurdles and achieve even greater success.

Fee: \$265 + HST

60LC Thu Jun14 9am-4pm (C) ■

VALUE SELLING (BUSI- 9123)

To be successful in today's competitive and challenging business environment requires an ability to establish long standing relationships based on integrity and trust. This workshop delivers powerful selling strategies and techniques that are guaranteed to enhance your sales revenue and profitability and instill confidence in your ability to succeed.

Fee: \$265 + HST

60LC Sat May26 9am-4pm (C) ■

First Aid/CPR InaDaY

For First Aid/CPR, please see the Health Care section (pages 50-51).

Leadership & Management Strategies InaDaY
EFFECTIVE PROBLEM SOLVING (BUSI-9133)

Prepare yourself for change and improvement while influencing desired outcomes. Special emphasis is put on strength building, situational analysis and decision making skills.

Fee: \$265 + HST

60LC Thu May24 9am-4pm (C) ■

EVENT MANAGEMENT 101 (MKTG-9017)

Are you a good organizer and enjoy coordinating events both professionally and socially? This one day workshop is open to all learners who have an interest in how to be creative, technical, and logistical in the coordination of successful events.

Fee: \$265 + HST

60LC Tue May29 9am-4pm (C) ■

FUNDAMENTALS OF PROJECT SCHEDULING (BUSI-9101)

Proper execution on a tight deadline requires well thought out estimates of duration and resource requirements to establish an achievable plan of attack. 'In a



Day' you will learn how to create a project schedule as you work with a team to understand the techniques.

Fee: \$265 + HST

60LC Fri Aug10 9am-4pm (C) ■

LEADERSHIP COACHING (MGMT-9094)

Learn effective coaching skills to enable you to empower yourself and those around you. Identify and claim your strongest leadership qualities while identifying ineffective language and perspectives from a certified coach. Take away powerful structures and tools you can use right away in the workplace and at home. Come and find your leadership edge!

Fee: \$265 + HST

60LC Thu May17 9am-4pm (C) ■
61LC Thu Jun7 9am-4pm (C) ■

PERFORMANCE MANAGEMENT (MGMT-9101)

Learn how to develop an effective performance management system for your organization. Special emphasis is placed on the roles of individuals in performance appraisal, employees' needs and values, and how to make your evaluation message honest and positive.

Fee: \$265 + HST

60LC Thu May31 9am-4pm (C) ■

PROJECT MANAGEMENT FUNDAMENTALS (BUSI-9107)

There is no substitute for the skill of confidently managing projects in the workplace. Explore steps in the project management process and identify your role as project team members. Whatever you do in your career, this 'In a Day' will provide you with an overview that will prove its worth, time and time again.

Fee: \$265 + HST

60LC Fri Jul6 9am-4pm (C) ■

RECRUITMENT & RETENTION STRATEGIES FOR THE EMPLOYER (BUSI-9099)

Not sure what to ask prospective employees and you want to ensure you are complying with the law? Hiring employees is a major decision that has long term effects on your business. Learn behavioral based interviewing techniques and how to attract and retain employees in this challenging market.

Fee: \$265 + HST

60LC Thu Jun14 9am-4pm (C) ■

TEAM COACHING (COMM-9131)

Team coaching is the answer! With this workshop learn methods of creating sustainable improvements to relationships and communication. Develop a powerful sense of team spirit which enhances organizational climate, productivity and retention.

Fee: \$315 + HST

60LC Tue Jun5 9am-4pm (C) ■

TIME MANAGEMENT SKILLS (MGMT-9100)

Learn how to hone and improve your personal and professional time management skills through a variety of exercises, theory and discussion. A great resource for employees looking to increase their productivity and efficiency in the office!

Fee: \$265 + HST

60LC Fri May11 9am-4pm (C) ■

TRAIN THE TRAINER (DEVL-9053)

The importance of training your employees has been proven to increase productivity. Training the trainer is equally important. This 2-day workshop will focus on how to present in-front of an audience, facilitate content to a diverse audience, design a lesson plan, administer the logistical and

equipment details of a workshop, create an interactive workshop utilizing group processes and audio-visual equipment and give constructive feedback.

Fee: \$499 + HST

60LC Fri/Sat May11/May12 9am-4pm (C) ■

Nursing

InaDaY

CATHETERIZATION WORKSHOP (NRS-9008)

This is a 6 hour workshop intended for RN's and RPN's requiring a refreshment of manual insertion and irrigation of adult urinary catheterization.

Fee: \$116.50 + \$25 MF

60LC Sat May5 9am-4pm (C) ●

FOOT CARE FOR NURSES - BASIC (NRS-1046)

Designed in accordance to the provincial ministry guideline! The purpose of this course is to expand the knowledge and skills of the Registered Nurse and the Registered Practical Nurse in relation to nursing care of the feet.

Fee: \$297.50

60LC Mon/Tue Apr30-May1 (C) ●

FOOT CARE FOR NURSES - ADVANCED (NRS-1048)

Pre-requisite(s): NRS-1046

Participate in theory, classroom, lab and clinical sessions to develop your knowledge in foot care in accordance with the guidelines set by the Ministry of Ontario. This course was developed to expand the knowledge and skills of the RN or RPN related to nursing skills in foot care.

Fee: \$528.50

60LC Wed-Fri May2-May4 9am-4pm (C) ●

IM INJECTIONS - RN'S & RPN'S ONLY (NRS-9003)

Develop the practical skills of preparing and administering intramuscular injections. Review the mathematics associated with dosage calculations, classifications of medications commonly given intramuscularly, and documentation of these medications.

Fee: \$145.50 + \$30 MF

60LC Sat Jun23 9am-4pm (C) ●

OSTOMY CARE & MANAGEMENT (HLTH-9229)

This overview of ostomy care and management will explore the role that the health care professional has in assisting the ostomy client and family. This workshop will include learning various techniques and tips used when changing an ostomy appliance, to ensure a secure system and successful

ONLINE WORKSHOPS | InaDaY

The following workshops are available for registration at any point between May 1 and August 31, 2012. Once registered, students will have access to the workshop for 90 days. For additional course information, please visit: www.fanshawec.ca/inaday

If you do not see the course you are looking for please contact us at: 519-452-4441

- ▶ A+ Certification 2009
- ▶ Crystal Reports Xi
- ▶ Dreamweaver CS5 for Mac & Pc
- ▶ Flash CS5 for Mac & Pc
- ▶ Premiere CS5
- ▶ MS Access 2003 & 2007
- ▶ MS Excel 2003, 2007 & 2010
- ▶ MS Word 2003, 2007 & 2010
- ▶ Introduction to SharePoint
- ▶ SQL Server 2008 Designing, Optimizing & Maintaining a Database
- ▶ SQL Server 2008 Implementation & Maintenance
- ▶ Windows Server 2008 Active Directory Configuration
- ▶ Windows Server 2008 Administrator

wear time for the client. The teaching and support complications and quality of life issues across the lifespan. This session will focus on increasing understanding of the etiology, clinical manifestations, collaborative management, and treatment options for adults with Inflammatory Bowel Disease (IBD). The difference between Ulcerative Colitis and Crohn's disease will be discussed as well as other ostomy associated diagnoses and the different types of surgical interventions.

Fee: \$145.50 + \$15 MF

60LC Sat May26 9am-4pm (C) ●

WOUND MANAGEMENT INTRODUCTION (HLTH-9120)

The focus of this workshop is on the assessment, management and current treatment principles of wound care. This course provides you with demonstration and actual hands on practice of applying different levels.

Fee: \$156.50 + \$20 MF

60LC Sat May12 9am-4pm (C) ●

Professional Development Business Packages



ADMINISTRATIVE ASSISTANT'S PACKAGE (BUSI-9121)

This package includes three workshops geared to motivate assistants who are seeking to improve their skills and play a key, productive role in the success of their organizations. **Workshops included:** *Internal Communications, Professional Business Writing and Managing Difficult Situations.* *By registering for all three workshops you save approximately \$50. See individual course for time and detailed description.*

Fee: \$699 + HST

60LC Tue May15/May18/Jun15 9am-4pm (C) ■

E-MARKETING PACKAGE (MKTG-9022)

Maximize your presence on the Internet with this package of valuable workshops. Explore the uses of social media and how it can be used to market your business, how to best position your company and ensure that you are at the top of any client's web search and round out your experience with an introduction to new methods of web advertising. **Workshops included:** *Social Media for Small Businesses, Search Engine Optimization and Intro to Google AdWords.* *See individual course for time and detailed description.*

Fee: \$225 + HST (includes text)

60LC Thu May31 9am-4pm (C) ■
 61LC Thu Jun7 9am-4pm (C) ■
 62LC Sat Jun16 9am-4pm (C) ■

PROFESSIONAL SALES PACKAGE (BUSI-9124)

This package includes two workshops to enhance your sales techniques in today's challenging market. Build your presentation skills and enhance your selling strategies. **Workshops include:** *Business Presentation Skills and Value Selling.* *See individual course for time and detailed descriptions.*

Fee: \$399 + HST

60LC Wed May26/May30 9am-4pm (C) ■

PROJECT MANAGEMENT PACKAGE (BUSI-9130)

This package includes three workshops that will help individuals quickly gain knowledge in the fundamentals of project management. Starting with Project Management Fundamentals, explore the basics as you advance into Fundamentals of Project Scheduling, and finish off with the practical application using MS Project Basics. *By registering in this package, you save \$75. See individual courses for times and detailed descriptions.*

Fee: \$699 + HST

60LC Tue May18/Jul6/Aug10 9am-4pm (C) ■

SUPERVISOR'S PACKAGE (MGMT-9108)

This package includes three workshops to motivate supervisors to attract and retain employees, empower yourself and those around you, as well learning how to develop an effective performance management system for your organization. **Workshops included:** *Recruitment & Retention Strategies for the Employer, Leadership & Coaching as well as Performance Management.* *By registering for all three workshops you save \$50. See individual course for time and detailed description.*

Fee: \$699 + HST

60LC Thu May17/May31/Jun14 9am-4pm (C) ■

Software Applications



ACCESS 2007 (COMP-9500)

This course will introduce you to the world of databases using Access 2007. You will learn how to design and plan a simple database, retrieve information from an existing database using query, select and sort tools, and create and modify a report.

Fee: \$225 + HST (includes text)

60LC Fri May11 9am-4pm (C) ●

ACCESS 2007 LEVEL II (COMP-9555)

You will advance your skills in designing advanced queries, forms and reports while making your databases work more

efficiently. Security and database tool, macros will also be introduced.

Fee: \$225 + HST (includes text)

60LC Fri May25 9am-4pm (C) ●

ACCESS 2010 (COMP-9605)

You will learn how to design and plan a simple database, retrieve information from an existing database using query, select and sort tools, and create and modify a report.

Fee: \$236.50 + HST (includes text)

60LC Fri May18 9am-4pm (C) ●

ACCESS 2010 LEVEL II (COMP-9606)

You will advance your skills in designing advanced queries, forms and reports while making your databases work more efficiently. Security and database tool, macros will also be introduced.

Fee: \$225 + HST (includes text, if you took Level I prior to Fall 2011)

60LC Fri Jun1 9am-4pm (C) ●

Fee: \$195.50 + HST (bring text from Access 2010 Level 1, if you took in Fall 2011 or later)

61LC Fri Jun1 9am-4pm (C) ●

EXCEL 2007 (COMP-9501)

Learn how to create, edit, save and print simple spreadsheets.

Fee: \$225 + HST (includes text)

60LC Thu Jun7 9am-4pm (C) ●

EXCEL 2007 LEVEL II (COMP-9556)

You will be shown Excel's database capabilities, create templates, calculate advanced formulas, and create and customize charts.

Fee: \$225 + HST (includes text)

60LC Thu May31 9am-4pm (C) ●

EXCEL 2007 LEVEL III (COMP-9557)

Become an expert. Learn how to use some data tools, prepare online documents, collaborate with others, create/modify PivotTables or Pivot Charts and use the analysis tools.

Fee: \$225 + HST (includes text)

60LC Thu Jun14 9am-4pm (C) ●

EXCEL 2010 (COMP-9602)

Learn how to create, edit, save and print simple spreadsheets!

Fee: \$225 + HST (includes text)

60LC Thu May24 9am-4pm (C) ●

61LC Fri Jun1 9am-4pm (C) ●

62LC Fri Jun8 9am-4pm (C) ●

EXCEL 2010 LEVEL II (COMP-9603)

You will be shown Excel's database capabilities, create templates, calculate advanced formulas, and create and

customize charts.

Fee: \$225 + HST (includes text)

60LC Fri Jun8 9am-4pm (C) ●

INTRODUCTION TO SHAREPOINT (COMP-9612)

SharePoint 2010 is an introduction course to becoming a SharePoint contributor. In this course, you will gain an understanding of what SharePoint 2010 is, and how you can use it to improve office efficiency and effectiveness. Broaden avenues of communication through shared processes, information, allowing for increased productivity in your organization on projects. **Note:** Course is online, self study. Continuous registration during the dates listed below.

Fee: \$119 + HST

65LC May1-Aug31 ■

MS OFFICE UPGRADES (COMP-9615)

Upgrading to MS Office 2010? Discover the common elements within each program that assist in helping you identify and find features quickly and easily. *For in-depth training on any specific programs (Excel, Word, Access) please see our other Microsoft offerings.*

Fee: \$119 + HST

60LC Fri Jun22 9am-12pm (C) ●

MS PROJECT ADVANCED (COMP-9510)

This workshop offers advanced techniques for increased productivity and success. Focus will be on advanced scheduling techniques, advanced resource planning, and the establishments of an effective project control system. *It is recommended that those considering this workshop either first take the Microsoft Project Basics session or be familiar with Microsoft Project and scheduling techniques.*

Fee: \$259 + HST (includes text)

60LC Fri Jun29 9am-4pm (C) ●

MS PROJECT BASICS (COMP-9511)

Microsoft Project is a valuable tool for building project schedules. The use of this application takes the hassle of calculating timelines out of your hands and engages users to be on top of the project schedule. Too often tough, Microsoft Project is purchased and tried without understanding schedule fundamentals. 'In A Day' you will have a good understanding of the concepts and will have created a simple project to reinforce your learning. *It is recommended that participants have knowledge of project management concepts prior to attending.*

Fee: \$259 + HST (includes text)

60LC Fri May18 9am-4pm (C) ●

MS VISIO LEVEL I (COMP-9568)

Diagrams and charts play an essential role in making complex data easy to comprehend. Make complex text and tables into Visio diagrams that communicate information at a glance.

Fee: \$225 + HST

60LC Fri Jun1 9am-4pm (C) ●

OUTLOOK 2010 (COMP-9609)

This workshop will show you how to send emails, attachments and set up distribution lists. It will also show you all of the other great tools to get you using more than 10% of what Outlook has to offer.

Fee: \$236.50 + HST (includes text)

60LC Fri Jun15 9am-4pm (C) ●

POWERPOINT 2010 (COMP-9608)

This workshop shows students how to create, modify, format, present and print a presentation. Hands-on exercises will enable students to gain practical skills needed to use PowerPoint.

Fee: \$236.50 + HST (includes text)

60LC Thu May24 9am-4pm (C) ●

WINDOWS 7 OPERATING SYSTEM (COMP-9576)

Need to get up to speed on how to use Vista? Learn how to use the task bar interface, find and create files, file naming conversations, accessing the streamlined start menu and using Windows Slip and side bars.

Fee: \$225 + HST (includes text)

60LC Fri Jun15 9am-4pm (C) ●

WORD 2007 (COMP-9503)

Learn how to create and save documents, use templates, and apply styles and other formatting techniques. You will also learn about the advanced features such as creating tables, inserting pictures/images as well as importing objects.

Fee: \$225 + HST (includes text)

60LC Thu Jun21 9am-4pm (C) ●

WORD 2010 (COMP-9607)

Learn how to create and save documents, use templates, and apply styles and other formatting techniques. You will also learn about the advanced features such as creating tables, inserting pictures/images as well as importing objects.

Fee: \$225 + HST (includes text)

60LC Fri May25 9am-4pm (C) ●

Web Development & Interest

InaDaY

DREAMWEAVER LEVEL I (COMP-9475)

Learn to create and publish a website using this sophisticated software. Create templates for a consistent look across multiple pages, insert images, add and customize links.

Fee: \$249 + HST

60LC Sat Jun9 9am-4pm (C) ●

INTRO TO GOOGLE ADWORDS (COMP-9575)

Learn about Google's Search Engine Response Pages and AdSense network ad placements. This includes the costs involved, how to start your account, create campaigns, run ads, select your keywords, run A-B Splits and manage your project for best results. This is an introductory course. *A free Gmail account is required for you to take part in the "hands on" portion of the class-bring your Gmail username and password with you to class.*

Fee: \$99 + HST

60LC Thu Jun7 6-9pm (C) ■

SEARCH ENGINE OPTIMIZATION (INFO-9013)

This workshop is designed to help you get your website more exposure when potential clients use any search engine. Discover tips and techniques to get you website more visible on the net!

Fee: \$265 + HST

60LC Thu May31 9am-4pm (C) ■

SOCIAL MEDIA MARKETING FOR SMALL BUSINESS (MKTG-9021)

This workshop provides an introduction to social media, emphasizing the impact of new technologies on small businesses. This one day introductory course is designed to simplify and demonstrate the many new channels of marketing, advertising and communication that make up Social Media and Web 2.0. Students will learn about online social networks, consumer generated content, blogs/microblogs, brand monitoring and optimizing their organization's website for social media.

Fee: \$265 + HST

60LC Sat Jun16 9am-4pm (C) ■

IN A DAY

Arts & Lifestyle

A WRITER'S WORKSHOP (COMM-9139)

Have you ever wanted to know more about the writing industry? Agents? Publishers? E-publishing? Self-publishing? How to make your work stronger? How to present your work for an editor so your manuscript will make it out of the slush pile? Young Adult author **Barbara Haworth-Attard**, author of fifteen books and participant in short story anthologies, will answer all your questions about the writing industry in this workshop set in a discussion format. *Bring your coffee, bring your lunch and bring a notebook to take down tips to help you get published. Also bring a two page sample of your work for a peer critique hour at the end of the day.*

Fee: \$92 + HST
 60LC Fri Jun22 9am-4pm (C) ●

COLOURED PENCIL WORKSHOP (ARTS-9133)

Coloured pencils are a spontaneous and easily transported medium. They offer the beginning, as well as the experienced artist, a variety of applications. They blend well with other media (airbrush, watercolour, acrylic, ink and solvents). **Beth Stewart** will make you aware of the different types of coloured pencils available and the variety of drawing surfaces they can be used upon. A series of coloured pencil exercises will be completed to highlight various tips and techniques. *Call 519-452-4441 for supply list. Bring boxed lunch.*

Fee: \$92 + MF + HST
 60LC Sat Jun23 9am-4pm (C) ●

CULINARY ADVENTURE – SAVOUR ELGIN A TASTE EXPERIENCE (FDMG- 9181)

This course is in partnership with Savour Elgin, a program with a goal to promote and enhance culinary tourism in Elgin County & St. Thomas. Join us for this one day adventure bus tour to sample some of Elgin County. The Savour Elgin trail is a route through Elgin County that visits some of the best restaurants, farms, wineries, and other culinary attractions that focus on food and drink that's local and unique to Elgin County and St. Thomas. *Lunch fee to be paid by participant to allow for individual selection.*

Fee: \$139 + HST
 60LC Wed Jul18 8:30am-5:30pm (C) ●

ITALIAN COOKING (FDMG-9186)

Buon Appetito! Come and find out what makes Italians so passionate about their food. Combined with the right sauce this meal will be complete with the addition

JAMS, PRESERVES & CHUTNEYS (FDMG-9131)

Summer will soon be here and with that an abundance of fresh local produce. The perfect time to learn how to preserve!

Fee: \$87 + \$45 MF + HST (includes jars)
 60LC Sat Jun9 10am-3pm (C) ●

MAKING ETHICAL DECISIONS (RECN-9126)

Determine if there are legal or ethical implications and then apply the NCCP ethical decision-making framework to respond to an ethical situation adapted to the context, and produce a response that is consistent with the NCCP Code of Ethics.

Fee: \$48.10 + \$25 MF + HST
 60LC Fri Apr27 6-10pm (C) ●

MULTI MEDIA WORKSHOP (ARTS-9182)

Come join **Jen Hamilton** and discover the wonderful world of mixed media! Learn how to apply several different techniques together such as drawing, painting, collage; printmaking and textiles in order to create works of art that are both well executed and interesting. The instructor will guide you through the process of working with both dry and wet mediums, as well as encourage you to experiment with non traditional methods of image making.

Fee: \$92 + MF + HST
 60LC Sat Jul21 9:30am-4:30pm (C) ●

PHYSICAL THEATRE CREATION (THEA-9015)

A workshop designed for all types. **Gil Garratt** introduces the participants to a series of physical exercises that result in "telling a story through movement." Learn to use your physical imagination. Students will create theatre with body and voice that is beyond their expectations. Yes, even if you think you are not fit, or have special challenges, this workshop is still for you.

Fee: \$177 + HST
 60GC Fri Jun1 10am-5pm (C) ●

SMART SERVE (BEVR-9005)

Understand and implement the skills of responsible service while promoting food and non alcoholic beverages.

Fee: \$57 + \$26.50 MF + HST
 60LC Wed Jul18 7-10pm (C) ●

SUMMER COCKTAILS & CANAPÉS (FDMG-9194)

Getting tired of barbecuing all summer long? Why not host a backyard cocktail party? When we add some fun summer cocktails to the mix, the party is complete.

Fee: \$77 + \$40 MF + HST
 60LC Sat Jul14 12-4pm (C) ●

THE FRENCH LAUNDRY AT HOME (FDMG-9198)

By introducing you to new techniques, our goal is to introduce you to a new way of cooking. Plating styles will be introduced as well as wine pairing.

Fee: \$87 + \$50MF + HST (wine pairing included)
 60LC Sat Jun16 10am-3pm (C) ●