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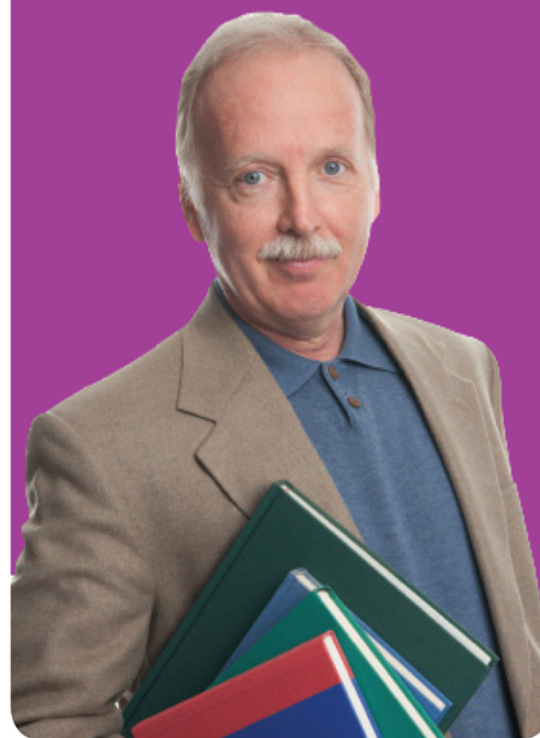
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## Small classes, facilitated by experts

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**Privacy of Information:** All registration information received by the Division of Lifelong Learning will be used solely for the administration and management of the Lifelong Learning program. Personal information is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is used for the purposes of administration, program planning and human resource management. Questions about this collection and use of personal information may be directed to the assistant director at 709 864 3074.

**Refund/Credit Policy:** Registrants must notify the Division of Lifelong Learning two business days prior to the class start date to be entitled to a credit note valued at 90 per cent of the class fee. If you notify us fewer than two business days prior to the class start date, you are entitled to a credit note valued at 50 per cent of the class fee. If you notify us after the class has started, regretfully, we're unable to offer you any credit. In the event a class is cancelled by Lifelong Learning, the division will make every reasonable effort to notify registrants of that cancellation two days in advance of the commencement date/time of the cancelled class. Where classes are cancelled by the division, registrants will receive a full refund of their registration fee. Participants who withdraw due to unusual circumstances should submit a request for special consideration, with supporting documentation, to the division.

# COMPUTER TECHNOLOGIES

## Computer Basics, Level 1

This is an uncomplicated introduction to the world of computers in a no-stress environment. Learn the language and the skills needed to use your personal computer. This course covers a variety of topics that start with turning on the system, proper mouse technique, how to personalize your computer and some basic word-editing tips.

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Tue., Jan. 24 - Feb. 14, 9 a.m. - 12 p.m. (4 classes), \$149.  
Facilitator: Darryl Jackman.

## Introduction to the Internet and Email

Basic knowledge of computers is required. You'll soon be on your way to navigating the World Wide Web with confidence! You will learn the use of a search engine to find your interests, complete online banking and keep up with current events. You'll also learn how to send and receive email to keep in touch with family and friends.

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Tue., Jan. 24 - Feb 14, 1 - 4 p.m. (4 classes), \$149.  
Facilitator: Darryl Jackman.

## Windows 7

This course will provide you with the basic skills needed to get started in this new operating system. You will work with the various features tools, and options available in Windows 7. You will become familiar with the environment, learn to customize, manage folders and files, and work with simple tools and browse the Internet using Internet Explorer 8.

.....  
Mon., Jan. 23, 5:30 - 8 p.m. (1 class), \$69.  
Facilitator: Ryan Hayward.

## Microsoft Word 2007, Level 1

Create and edit documents; save, open or close documents; apply formatting options; set tabs and indents; change the view mode, manipulate the text using features such as copy and paste, and preview and print documents. Designed for those of you who require the skills necessary to create, edit, format and print basic Word 2007 documents.

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Tue., Mar. 6 - Mar. 13, 9 a.m. - 4 p.m. (2 classes), \$209.  
Facilitator: Darryl Jackman.

## Microsoft Word 2007, Level 2

Microsoft Word Level 2 teaches the intermediate skills that can be combined with basic skills to create more complex documents. You will look at features such as inserting pictures or shapes, setting up columns of information, saving repetitive pieces of text or graphics for easy access at a later date and using styles and templates to produce professional-looking business documents.

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Tue., Mar. 20 - Mar. 27, 9 a.m. - 4 p.m. (2 classes), \$209.  
Facilitator: Darryl Jackman.

## Microsoft Word 2007, Level 3

Microsoft Word Level 3 teaches intermediate to advanced skills to create a variety of complex documents. You will look at features such as automating tasks using merge features, referencing sources used in a document, organizing information by sorting or outlining, protecting documents or collaborating on documents with others.

.....  
Tue., Apr. 3, 9 a.m. - 4 p.m. & Tue., Apr. 10, 9 a.m. - 12 p.m. (1.5 classes), \$199.  
Facilitator: Darryl Jackman.

## Microsoft Excel 2007, Level 1

Work with worksheets and workbooks to analyze data using a variety of features to create, modify and format common business reports such as budgets, inventory reports, invoices and charts. This course is designed for those who desire the skills necessary to create, edit, format and print basic worksheets plus manage and audit numerical reports.

.....  
Wed., Jan. 25 - Feb. 1, 9 a.m. - 4 p.m. & Wed., Feb. 8, 9 a.m. - 12 p.m. (2.5 classes) \$235.  
Facilitator: Darryl Jackman.

## Microsoft Excel 2007, Level 2

Apply basic skills along with intermediate and advanced functions to manage and audit numerical reports. You will work with various functions to perform specific types of calculations, customize charts, work with pictures and shapes in a worksheet, customize formatting for specific types of data and explore various features for managing different types of lists using a table or database format.

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Wed., Feb. 22 - Feb. 29, 9 a.m. - 4 p.m. & Wed., Mar. 7, 9 a.m. - 12 p.m. (2.5 classes), \$235.  
Facilitator: Darryl Jackman.

## Microsoft Excel 2007, Level 3

Level 3 teaches some of the advanced features to help you work with different types of reports. You will look at some productivity tools to increase data entry, features to enable collaboration with others, and use various commands to analyze large numerical reports.

.....  
Wed., Mar. 21, 9 a.m. - 4 p.m. & Wed., Mar. 28, 9 a.m. - 12 p.m. (1.5 classes), \$199.  
Facilitator: Darryl Jackman.

**Microsoft PowerPoint 2007, Level 1**

Visual aids can have tremendous audience impact when properly incorporated into presentations. You will be introduced to some guiding design principles and learn how to work with slides, how to incorporate visual elements such as graphics and tables, and how to weave the pieces together to create a compelling and dynamic presentation.

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 Thu., Apr. 5, 9 a.m. - 4 p.m. (1 class), \$179.  
 Facilitator: Darryl Jackman.

**Microsoft PowerPoint 2007, Level 2**

Microsoft PowerPoint 2007 Level 2 introduces students to intermediate skills for information workers using a presentation program. You will learn how to work with slide masters for a consistent look in the presentation, set up animation schemes or customized animation for specific objects, create speaker notes or handouts, run or customize the slide show, use data from other sources in PowerPoint or export from PowerPoint to Word and collaborate with others on presentations.

.....  
 Thu., Apr. 12, 9 a.m. - 4 p.m. (1 class), \$179.  
 Facilitator: Darryl Jackman.

**Microsoft Office 2010: Transition from Office 2003**

In this transition course, students will work with the new and updated features of Office 2010. It is specifically designed for users with prior experience in Office 2003. Students will learn to identify the features that are common to all applications in the Microsoft Office suite. They will also modify documents in Word 2010, present data in Excel 2010, create PowerPoint 2010 presentations, work with databases in Access 2010, manage tasks in Outlook 2010 and share files in Office 2010.

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 Thu., Jan. 26, 9 a.m. - 4 p.m. & Thu., Feb. 2, 9 a.m. - 12 p.m. (1.5 classes), \$199. Facilitator: Darryl Jackman.

**Migrating to Office 2007**

This class introduces you to the new and enhanced features available in four Microsoft® Office 2007 system applications: Word, Excel, PowerPoint and Outlook. You will learn about the results-oriented interface of the Microsoft® Office 2007 environment and use the tools available in Word, Excel, PowerPoint and Outlook 2007 to create, finalize and secure professional-looking documents.

.....  
 Thu., Feb. 16 - Feb 23, 9 a.m. - 4 p.m. (2 classes), \$209.  
 Facilitator: Darryl Jackman.

**Microsoft Access 2007, Level 1**

Create simple databases, create and modify database objects including tables, forms, reports and queries. You will use a

variety of commands, functions, and Microsoft Office Access 2007 capabilities. This course is designed for computer users who are new to database programs.

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 Mon., Jan. 23 - Feb 6, 9 a.m. - 4 p.m. (3 classes), \$245.  
 Facilitator: Rob Ryan.

**Microsoft Access 2007, Level 2**

You will learn to use some advanced commands to work with forms, reports, designing tables, manipulating queries, as well as using subforms or subreports. It is designed for computer users who are familiar with Access and now want to explore some of the intermediate to advanced skill sets.

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 Mon., Feb. 20 - Mar. 5, 9 a.m. - 4 p.m. (3 classes) \$245.  
 Facilitator: Rob Ryan.

**Microsoft Access 2007, Level 3**

This class will take a case study approach and is designed for those of you who have completed Microsoft Access, Level 2. You will learn the more complex concepts of creating an Access 2007 database. You will begin with the creation of a database to the final product that an end-user will operate. This will involve creating multiple tables, queries, forms, reports, and macros to make a production-ready database application. There will be no formal evaluation; however, this course will provide experience that could be used to write a Microsoft certified exam in Access 2007.

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 Mon., Mar. 26 - Apr. 2, 9 a.m. - 4 p.m. (2 classes), \$209.  
 Facilitator: Rob Ryan.

**LUNCH & LEARN****Microsoft Excel 2007**

Join us for a Lunch Hour of Brain Power where you can learn some useful tips and tricks for Microsoft Excel 2007. This session will review several topics of popular interest including: formulas, page layout, printing and charts! There will also be time provided for questions and answers, and a chance to explore some of your challenges with Microsoft Excel, 2007. Come check it out! We look forward to meeting you there.

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 Tue., Feb. 28, 12 - 1 p.m. (1 class), \$19.  
 Facilitator: Rob Ryan.

**Simply Accounting 2011, Level 1**

The perfect accounting software for fast-moving, small- to medium-size businesses. You will begin with a company file and enter transactions for general ledger, accounts receivables, accounts payable, inventory and managing capital expenses. This course will review some accounting fundamentals.

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 Fri., Jan. 27 - Feb. 3 & Fri., Feb. 10, 9 a.m.- 12 p.m.  
 (2.5 classes), \$235.  
 Facilitator: Rob Ryan.

**Simply Accounting 2011, Level 2**

The objective is to introduce some of the more advanced functions and capabilities of Simply Accounting. You will manage the wider scope of transactions encountered in bookkeeping including payroll, inventory and services, projects, accounts receivable and accounts payable.

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 Fri., Feb 24 – Mar. 2, 9 a.m. – 4 p.m. & Fri., Mar. 9, 9 a.m.  
 – 12 p.m. (2.5 classes), \$235.  
 Facilitator: Rob Ryan.

**Simply Accounting 2011, Level 3**

Note: This course is designed for computer users who are already familiar with accounting, and have work experience in the basic operations of Simply Accounting Premium and/or have completed Sage Simply Accounting Premium 2011 Level 2. This class will take a case study approach and is designed for those of you who have completed Simply Accounting, Level 2. Simply Accounting Premium 2011 Level 3 will introduce you to the advanced functions and capabilities of Simply Accounting including setting up data files and customized settings; security, budgets, projects and backups; additional payroll features; and reports, records and importing data.

.....  
 Fri., Mar. 23 - Mar. 30, 9 a.m. - 4 p.m. (2 classes) \$209.  
 Facilitator: Rob Ryan.

**Basic Web Design**

If you are thinking about starting your own website, then this is the class for you. Topics include choosing a hosting company, proper page flow, colour choice, bandwidth as well as the lingo and terminology used in starting a website and for continuing on to the final product.

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 Tue., Feb. 21, 7 - 10 p.m. (1 class) \$79.  
 Facilitator: Ryan Hayward.

**Adobe InDesign CS3, Level 1**

InDesign is a powerful and intuitive desktop publishing tool. Create documents of many types, from single-page advertisements and flyers, to complex multi-page colour publications. Familiarize yourself with print layout and design,

learn about the tools and features available and work with some of the tools and features to create eye-catching printed documents.

.....  
 Mon., Jan 30 - Feb. 13, 5:30 - 8:30 p.m. (3 classes) \$299.  
 Facilitator: Tammy Perry.

**Adobe InDesign CS3, Level 2**

Use advanced InDesign techniques to enhance the look and functionality of your documents and to design and create content for large documents destined for print or to be accessed globally in XML or PDF formats.

.....  
 Mon., Feb 27 - Mar. 12, 5:30 - 8:30 p.m. (3 classes) \$299.  
 Facilitator: Tammy Perry.

**CCNA 1: Networking 1**

An introduction to networking - topics include: network terminology, network protocols, local-area networks (LANs), wide-area networks (WANs), open system interconnection (OSI) model, cabling, cabling tools, routers, router programming, Ethernet, Internet protocol (IP) addressing, and network standards.

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 Thu., Jan. 26 - Mar. 8, 7-10 p.m. & Sat., Mar. 31, 9 a.m.-4  
 p.m. (8 classes), \$599.  
 Facilitator: Rob Ryan.

**CCNA 2: Networking 2**

Prerequisite: CCNA Level 1 With an introduction to networking, your focus will turn to initial router configuration, Cisco IOS software management, routing protocol configuration, TCP/IP, VLSM and CIDR. Your skills will be put to work configuring a router, managing the Cisco IOS software, configure routing protocols on routers, and setting access lists to control access to the routers.

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 Wed., Jan. 25 – Mar. 7, 7-10 p.m. & Sat., Mar. 24, 9 a.m. –  
 4 p.m. (8 classes), \$599.  
 Facilitator: Rob Ryan.

**CCNA 3: Networking 3****OFFERED BY DISTANCE ONLY**

Prerequisite: Cisco Level 2 with a focus on LAN switching and wireless technologies, you'll develop skills in troubleshooting common network problems, interpreting network diagrams, performing initial switch configuration, configuring, verifying and troubleshooting VLANs, managing IOS configuration files and identifying the basic parameters for configuring a wireless network.

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 \$599. Facilitator: Rob Ryan.

## KIDS@MUN

### WRITING

#### Creative Writing Level 2 (ages 11+)

Creative Writing Level 1 recommended. Build upon the writing skills you learned in Level 1 and become more creative in your storytelling! You will focus on developing a story from various points of view including changing the way a story is told (i.e. as a fairy tale, science fiction, using cartooning, songwriting, regular narrative). This is a fun and supportive class with a focus on helping you discover and develop your unique voice.

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Sat., Feb. 18 - Mar. 17, 1:30 - 3:30 p.m. (5 classes) \$69.  
Facilitator: Jacque Fleming.

### ART

#### Sketching & Cartooning (ages 9-12)

Your budding artist will use a variety of drawing materials while learning basic drawing skills and techniques with specific emphasis on the importance of line, shape, value, texture, composition and perspective. Your child will then use their newly acquired skills to create cartoons and simple animation pieces.

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Sat., Feb. 25 - Mar. 31, 12:30 - 2:30 p.m. (6 classes) \$99.  
Facilitator: Wallace Ryan.

#### Drawing and Painting (ages 5-8)

Your child will create works of art that are sure to become instant family treasures. By working with watercolour, pencil, pastels and everything in-between, your child will have an opportunity to express his or her creative side in a variety of media and approaches.

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Sat., Feb. 25 - Mar. 31, 10 a.m. - 12 p.m. (6 classes) \$99.  
Facilitator: Wallace Ryan.

### ROBOTICS

#### Underwater Robotics

Prerequisites: Robotics Level 2 or Level 3. In this interactive class, you will design, build and test an underwater remotely-operated vehicle (ROV). You will learn technical skills and develop your ability to problem solve, think critically and work as part of a team. The ROV will then be entered in a regional competition at The Marine Institute, and will perform a pre-determined underwater task. Your mentor and instructor, Megan Ivany, will guide you through all aspects of underwater robotics. The competition will connect you with employers and professionals and will expose you to ocean-related career opportunities!

Note: The Underwater Robotics class is designed for students in Grades 7, 8, and 9 (Scout division).

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Sat., Jan. 28 - Mar. 24, 1 - 4 p.m. (9 classes) \$199.  
Facilitator: Megan Ivany.

#### Robotics, Level 1 (ages 9-12)

If you like LEGO, you'll love our Robotics class! Using LEGO's Mindstorm NXT robotics kit, you'll build a robot, link the robot to a computer and control it with software you've written yourself!

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Sat., Jan. 28 - Mar. 3, 9 - 12 p.m. (6 classes) \$159.  
Facilitator: Josh Penny.

### SPECIAL INTEREST

#### Home Alone ... With Confidence (ages 12 plus)

Learn what to do and what not to do when home alone for the first time. Your children will learn how to answer phones and doors, make good decisions, identify trouble situations, receive tips on first aid, and much more. Mom and Dad, you will feel confident about leaving them alone!

.....  
Wed., Feb. 8, 5:30 - 7 p.m. (1 class) \$10.  
Facilitator: Kevin Foley.



## PERSONAL ENRICHMENT

## CORRECTIONS: A LECTURE SERIES

Register for all four for only \$185

Facilitator: Cindy Whitten.

## Understanding Prison Subcultures

Discover what goes on behind prison walls. Explore how and why subcultures are formed and the purpose of prison subcultures, the issues of contraband, drugs, gangs and violence inside prisons due to formed subcultures and the effects of institutionalization on criminals.

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Wed., Feb. 29, 7 - 9 p.m. (1 class) \$49.

## Offender Rehabilitation

An integrated and multi-faceted approach is required to reduce re-offending. This involves offenders, the Canadian Justice System, government and non-governmental organizations, the community, and families of offenders. Join us and discover how offenders can positively be reintegrated into society. You will explore topics including: risk areas associated with criminal offence cycles and recidivism, programs offered to address issues inside prison and in the community, agencies that assist corrections in offender rehabilitation and the assessment tools which help determine an offender's risk.

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Wed., Mar. 7, 7 - 9 p.m. (1 class) \$49.

## Corrections in the Criminal Justice System

In this session you will learn about the correction's role in the Canadian Justice System (CJS). Explore the many facets of the Canadian Justice System including how public safety is protected from those who violate the law, how the system works including the interplay with police and the courts and affiliates with the justice system such as The Department of Public Safety and Review Agencies.

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Wed., Mar. 14, 7 - 9 p.m. (1 class) \$49.

## Provincial Prisons vs. Federal Prisons

In this session you will gain an understanding of differences between the provincial and federal correctional systems. Topics include a review of: Canada's Criminal Code for differentiating provincial and federal sentences for inmates, prison life in both types of institutions, remand vs. detention institutions and inmate access to prison services.

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Wed., Mar. 21, 7 - 9 p.m. (1 class) \$49.

## GLOBAL CINEMA SERIES

In partnership with the Faculty of Arts  
Register for all five for only \$35

**The Wave (Die Welle, 2008)**

At times only loosely based on Morton Rhue's novel *The Wave* (1981), a fictionalized account of true events taking place in the US in the 1960s, this movie of the same name is set in contemporary Germany. Here we find the popular high school teacher Reiner Wenger (Jürgen Vogel, *Good Bye Lenin*) grudgingly in charge of teaching a weeklong project on autocracy. Surprised by his students' unquestioned belief that fascism could not possibly ever take place in present-day, post-Holocaust Germany, Reiner starts an experiment to prove his students wrong. The viewer then accompanies the class in their terrifying metamorphosis from a bunch of bored teenagers into a disciplined, cohesive and effective community replete with uniforms, creed and a *Führer*. Nominated for the Grand Jury Prize at the Sundance Film Festival, Dennis Gansel's movie most affectively demonstrates the continued attraction fascist ideology and aesthetics continue to exert. Director: Dennis Gansel.

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Tue., Jan. 31, 7 - 9 p.m. (1 class) \$8.

Facilitator: Dr. Maria Mayr

**Of Gods and Men (Des hommes et des dieux, 2010)**

*Of Gods and Men* (2010), a French export by director Xavier Beauvois, is a gorgeous film set in the mid 1990's, when an outbreak of fundamentalist Islamic violence swept across Algeria, disrupting the lives of nine Roman Catholic monks in pursuit of peace and spiritual contemplation. Religious fanaticism is clearly the enemy of quiet contemplation and it takes resolute men such as these monks to hold the courage of their convictions. The movie is powerful and spellbinding and richly deserves the many honours it received, including the Grand Prix at Cannes. Director: Xavier Beauvois.

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Tue., Feb. 14, 7 - 9 p.m. (1 class) \$8.

Facilitator: Dr. Anne Graham

**Character (Karakter 1997)**

The Dutch movie *Karakter* or *Character* (1997) won the academy award for best foreign picture in 1998. Set in Rotterdam of the 1920s, Mike van Diem turns a story about the feelings of spite and revenge that grow up between a father and the son he had out of wedlock into a dark and bitter, but visually stunning film in which every scene

reminds us of a Dutch masterpiece. There is also a Dickensian quality in the sheer detail with which the narrative unfolds, while the impersonal corporate structures remind us of Kafka. The film is very moving and briskly paced. Director: Mike van Diem.

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Tue., Feb. 28, 7 - 9 p.m. (1 class) \$8.

Facilitator: Dr. John Buffinga

### ***The Edge (Kray, 2010)***

Set on the eponymous edge of the Soviet Union in a labour camp for former POWs sent to this camp upon their return to the motherland, *The Edge* centres on the character of Ignat (Vladimir Mashkov), a disgraced train engineer, whose steamy passion is directed at women and trains alike in this drama which takes place in 1945 following the Soviet victory over Nazi Germany. Director Alexey Uchitel (*The Stroll, Dreaming of Space*) returns to some of his themes from previous films, including deception and love on the periphery of the Soviet Union, teaming up with Mashkov (*The Thief, Tycoon*) in this Golden Globe nominated film that was also the Russian submission for best foreign film at last year's Oscars. Director: Aleksei Uchitel.

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Tue., Mar. 13, 7 - 9 p.m. (1 class) \$8.

Facilitator: Alec Brookes

### ***A Woman in Berlin (Anonyma - Eine Frau in Berlin, 2008)***

*A Woman in Berlin* by German director Max von Färberböck is the 2008 movie adaptation of a diary written in 1945 and first published in 1959 by a woman who called herself Anonyma, about the rape of German women by conquering Soviet armies in the final weeks of the Second World War. While the publication of the book in 1959 caused outrage in both Germany and Russia, the reception of the movie in 2008 was such that it was no longer considered unthinkable that German women cooperated somewhat with the Russians and where it was no longer necessary to uphold the honor of the Soviet army. Nina Hoss plays the lead brilliantly but with characteristic restraint.

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Tue., Mar. 27, 7 - 9 p.m. (1 class) \$8.

Facilitator: Dr. John Buffinga

## FAMILY AND PARENTING

### **Reading Strategies for Children: A Guide for Parents**

You will learn reading strategies that will enable you to help your child become a better reader. You will learn sounding out strategies and how to integrate them in to your child's reading and spelling homework. You will be provided with ideas for activities and materials that are motivating and easy to make.

A student workbook, word lists and other informational material is included. (please note that this class focuses on reading in the English language for children in primary and early elementary levels).

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Wed., Feb. 22, 7 - 9 p.m. (1 class) \$55.

Facilitator: Diane Goosney.

## SPECIAL INTEREST

### **Espresso for Everyone**

Coffee culture has been growing by leaps and bounds in the past 20 years. Cafés are on every street corner and home espresso machines are *de rigueur*. Despite this, many people can't tell frothy milk foam from creamy crema or a latte from a cappuccino. This course offers an opportunity for everyone from café staff and restaurateurs to home baristas and coffee lovers to learn the finer points of espresso beverages and how to make them. Areas of instruction will include: understanding roasts, the importance of the grind, milk steaming techniques and how to run shots. This course will provide you with hands-on experience using a professional espresso equipment in a café setting. Instructor: Rob Collins, Owner and Barista of Hava Java.

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Thu, Feb. 23, 7:30 - 9 p.m., (1 class) \$49.

Facilitator: Rob Collins.

## OPERA AT THE MET

### REGISTER FOR ALL THREE FOR \$129

They say it ain't over til the fat lady sings but don't take their word for it - find out for yourself! Join us on campus for an introduction to opera. Then as a class you will attend The Met Live in HD opera production below at Empire Studio 12. Learn about the socio-cultural context in which the opera was composed and performed, as well as key moments to watch and listen for in the production. A background in music is not necessary.

### **Opera at the MET (*Faust* - New Production)**

Gounod's *Faust*, with Jonas Kaufmann in the title role, René Pape as the devil, and Marina Poplavskaya as Marguerite, Gounod's classic retelling of the Faust legend couldn't be better served. Tony Award-winning director Des McAnuff updates the story to the first half of the 20th century with a production that won praise in London last season. Yannick Nézet-Séguin conducts on the heels of his Don Carlo success.

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Thu., Feb. 2, 7 - 8:30 p.m. (1 class) \$49 (includes ticket).

Show at Empire Studios: Feb. 6.

Facilitator: Maya Mohan.

### Opera at the MET (*The Enchanted Island* - New Production )

In one extraordinary new work, lovers of Baroque opera have it all: the world's best singers, glorious music of the Baroque masters, and a story drawn from Shakespeare. In *The Enchanted Island*, the lovers from Shakespeare's *A Midsummer Night's Dream* are shipwrecked on his other-worldly island of *The Tempest*. Inspired by the musical pastiches and masques of the 18th century, the work showcases arias and ensembles by Handel, Vivaldi, Rameau, and others, and a new libretto by Jeremy Sams. Eminent conductor William Christie leads an all-star cast with David Daniels (Prospero) and Joyce DiDonato (Sycorax) as the formidable foes, Plácido Domingo as Neptune, Danielle de Niese as Ariel, and Luca Pisaroni as Caliban. Lisette Oropesa and Anthony Roth Costanzo play Miranda and Ferdinand. The dazzling production is directed and designed by Phelim McDermott and Julian Crouch (Satyagraha and the Met's 125 anniversary gala).

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 Thu., Mar. 1, 7 - 8:30 p.m. (1 class), \$49 (includes ticket).  
 Show at Empire Theatres: Mar. 5  
 Facilitator: Maya Mohan.

### Opera at the MET (*La Traviata* - Live )

Verdi's *La Traviata*, Anna Netrebko opens the Met season with her portrayal of the ill-fated queen driven insane by her unfaithful king. She sings one of opera's greatest mad scenes in this Met premiere production by David McVicar. Ekaterina Gubanova is her rival, Jane Seymour, Ildar Abdrazakov sings Henry VIII, and Marco Armiliato conducts.

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 Thu., Apr. 12, 7 - 8:30 p.m. (1 class), \$49 (includes ticket).  
 Show at Empire Theatres: Apr. 14  
 Facilitator: Maya Mohan.

## ART

### Art History, Level 2: A More Intimate Look at the Masters

Participate in a deeper exploration of the works created by the masters featured in Level 1 plus other great artists. Discussions will include a look at how their art was influenced by social attitudes towards such things as nudity, feminism - even the larger issue of what is real" art - and how those influences were given expression in their work."

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 Wed., Mar. 7 - Mar. 28, 7 - 9:15 p.m. (4 classes), \$119.  
 Facilitator: Beth Pratt.

### Wood Carving

Basic drawing skills recommended. Wood carving is an ancient art that is still very much embraced today. Course instruction will focus on high/low relief and 3D carvings for

beginners to advanced students. Along the way, learn aspects of carving history, wood types, tools and tool maintenance, wood cuts, finishing and different carving styles.

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 Sat., Feb. 4 - Mar. 24, 10 a.m. - 12:30 p.m. (8 classes),  
 \$199. Materials fee: \$25.  
 Facilitator: Helger Eckenweber.

### Art & Your World

Please note prior of knowledge of art is not required. Many times, the experience of engaging with a work of art begins with the buying of the admission ticket and ends as we leave the venue and go on with life. However, now and then an encounter with a work of art lingers in the mind and memory. Sometimes it soothes, sometimes torments and on a rare occasion even changes us. We may even feel that our own response is felt by all. In this course, you will explore multiple perspectives of art, discover what can be learned from engagement with works of art including community building and critical thinking skills. This course will include an evening at Mary Walsh's *Dancing with Rage* which is being held at the LSPU Hall on Feb. 16.

**Show description:** RCA Theatre Company in Partnership with Theatre Passe Muraille presents: *Dancing With Rage*. Written and performed by Mary Walsh; Directed by Karen Carpenter. Mary Walsh unleashes her rage to do battle on a grand scale! A woman who starts to go blind, finally starts to see. A mother who travels across the country to find her lost child, rediscovers the child she has always had. A little girl who is always searching for her place in the world, finds that she's already there. *Dancing with Rage* follows all their stories summoning the help of some familiar faces - Marg Delahuntey, a Warrior Princess, Dakey Dunn, Miss Eulalia Turpin, Mom Reardon, Connie Bloor and many more, new and constantly emerging characters. Mary will navigate the rage brought on by pop culture, politics and capitalism. *Dancing with Rage* will always be up to the minute by constantly incorporating current events into every performance.

.....  
 Thu., Feb. 9 - Feb. 23, 7 - 9:30 p.m. (3 classes), \$99. (Fee includes ticket price).  
 Facilitator: Florence Sampson.

# CONVERSATIONAL LANGUAGES

## American Sign Language (ASL), Level 1

Learn ASL vocabulary including making introductions and asking and responding to questions.

.....  
Tue., Jan. 24 - Mar. 13, 7 - 9 p.m. (8 classes), \$175.

Facilitator: Judy Shea.

## American Sign Language (ASL), Level 2

ASL Level 1 recommended. Expand your conversational skills using turn-talking techniques and through the discussion of culturally appropriate topics. Learn to relate simple experiences and events and continue to practice facial symbols to convey grammatical information.

.....  
Thu., Jan. 26 - Mar. 15, 7 - 9 p.m. (8 classes), \$175.

Facilitator: Louise Skirving.

## American Sign Language (ASL), Level 5

ASL classes are limited to 15 participants. ASL, Level 4 recommended. Further develop conversational competency and fluency through communication and interaction.

.....  
Wed., Jan 25 - Mar 14, 7 - 9 p.m. (8 classes), \$175.

Facilitator: Louise Skirving.

## FRENCH

### French, Level 1A

Emphasis is on developing conversational skills in a relaxed, non-competitive atmosphere. Upon completion of Level 1A, you will have some basic vocabulary and will be able to ask and answer questions using simple sentences. Topics include: the alphabet, counting, introductions, greetings, the family tree and responding to questions. You will concentrate on the present tense of basic verbs, vocabulary for everyday situations and basic sentence structure.

.....  
Wed., Feb. 1 - Mar. 21, 7 - 9 p.m. (8 classes), \$175.

Facilitator: Ruth Roy.

### French, Level 1B

In addition to building on skills developed in Level 1A, you will learn to describe people, seasons, countries and daily activities. You will also begin to learn about the difference between formal and informal levels of the French language while acquiring some idiomatic expressions. You will be introduced to various cultural aspects of the francophone world including food, music, film, holidays and customs. You will review the present tense of verbs and learn about the future tense.

.....  
Thu., Feb. 2 - Mar. 22, 7 - 9 p.m. (8 classes), \$175.

Facilitator: Ruth Roy.

### French, Level 2A

In this level you will participate, with some assistance, in basic conversation. You will review and build on your previously acquired skills while developing your ability to interact and communicate in a range of contexts. You will develop language tools to deal with life real-life scenarios including basic conversation on current events, time, counting, dates, travel arrangements, reservations and ordering at a restaurant.

.....  
Mon., Jan. 30 - Mar. 19, 7 - 9 p.m. (8 classes), \$175.

Facilitator: TBA.

### French, Level 2B

In this level, you will be introduced to past and future tenses (including *le passé composé* and *l'imparfait* and the ability to differentiate between the *futur simple* and the *futur proche*). You will develop the ability to talk about actions in the past which have been completed and not completed; talk about habits in the past and describe a situation; talk about past events; use the *futur simple* in various contexts and discuss projects or plans in the future.

.....  
Tue., Feb. 7 - Mar 27, 7 - 9 p.m. (8 classes), \$175.

Facilitator: Frank Gough.

### French, Level 3

French Level 2B recommended. This course will review the past and future tenses in further detail. Emphasis will be on everyday conversational situations. This class will be held in an encouraging atmosphere allowing you to improve your conversational skills and vocabulary building.

.....  
Tue., Jan. 31 - Mar. 20, 7 - 9 p.m. (8 classes), \$175.

Facilitator: Ruth Roy.

### Visit French Destinations Vicariously! (European and Canadian)

During this interactive and engaging session, Marie-Beth will introduce you to Quebec, Acadian, and European (France, Belgium etc.) geography and history. The special emphasis will be on taking you to some of Canadian-French and European-French *must see* sites. The session will be conducted in French.

.....  
Mon., Feb. 6, 7 - 8:30 p.m. (1 class), \$19.

Facilitator: Marie-Beth Wright.



## LUNCH & LEARN

Facilitator: Marie-Beth Wright

### French Destinations Vicariously! (Canadian & European)

During this interactive and engaging session, Marie-Beth will introduce you to Quebec, Acadian, and European (France, Belgium etc.) geography and history. The special emphasis will be on taking you to some of Canadian-French and European-French *must see* sites. The session will be conducted in French.

.....

Mon., Feb. 6, 12:30 - 2 p.m. (1 class), \$19.

### French Music and Culture

In this interactive session you will be introduced to the sights and sounds of French music, woven with highlights of the culture. This session will be conducted in French.

.....

Mon., Feb. 13, 12:30 - 2 p.m. (1 class), \$19.

### Business French

An interactive session with a focus on *Business French*! You should have some basic French knowledge to be ready to learn common French business words and terms. You will learn and practice basic telephone skills and general business interactions (e.g. greetings and introductions). This session also addresses typical correspondences such as memo's and letters.

.....

Mon., Feb. 20, 12:30 - 2 p.m. (1 class), \$19.

### Travelling in French

Learn the grammar and build the vocabulary to enable you to travel with basic French language skills. You will learn about introducing/explaining yourself, making reservations, the language of restaurants and asking for directions and understanding the response. The session will include common vocabulary related to travel by air and train. This session will be conducted in French so you should have some basic knowledge of the language.

.....

Fri., Feb. 24, 12:30 - 2 p.m. (1 class), \$19.

### French Music and Culture

In this interactive session you will be introduced to the sights and sounds of French music, woven with highlights of the culture. This session will be conducted in French.

.....

Mon., Feb. 13, 7 - 8:30 p.m. (1 class), \$19.

Facilitator: Marie-Beth Wright.

### Business French

An interactive session with a focus on *Business French*! You should have some basic French knowledge to be ready to learn common French business words and terms. You will learn and practice basic telephone skills and general business interactions (e.g. greetings and introductions). This session also addresses typical correspondences such as memos and letters.

.....

Mon., Feb. 20, 7 - 8:30 p.m. (1 class), \$19.

Facilitator: Marie-Beth Wright.

### Travelling in French

Learn the grammar and build the vocabulary to enable you to travel with basic French language skills. You will learn about introducing/explaining yourself, making reservations, the language of restaurants and asking for directions and understanding the response. The session will include common vocabulary related to travel by air and train. This session will be conducted in French so you should have some basic knowledge of the language.

.....

Wed., Feb. 29, 7 - 8:30 p.m., (1 class), \$19.

Facilitator: Marie-Beth Wright.



IRISH



LUNCH & LEARN

Facilitator: Muireann Ciobhain

**Taste of Ireland: Irish Nicknames**

What's in a name? Irish nicknames have been derived from sources including physical attributes, occupations, place of birth, songs, poems and many more. Join Muireann to discover the meanings of Irish names and nicknames. You will even have a chance to translate your own name into Gaelic and make up your own nickname!

.....  
 Mon., Mar. 5, 7 - 8:30 p.m. (1 class), \$19.  
 Facilitator: Muireann Ciobhain.

**Taste of Ireland: Irish Sayings & Proverbs**

If you want to know Ireland a little better, knowing some famous Irish sayings and proverbs is a fun way to impress your friends! The old Irish sayings are woven throughout everyday conversations among native Irish speakers. Join Muireann to learn some more and have a saying for every occasion!

.....  
 Mon., Mar. 12, 7 - 8:30 p.m. (1 class), \$19.  
 Facilitator: Muireann Ciobhain.

**Taste of Ireland: Irish Tunes**

Are you an aspiring balladeer? Ever thought of singing in Gaelic? Learn about the different styles of singing in Gaelic and learn a few songs in Gaelic that set you apart from the rest up the next kitchen party you go to. Join Muireann for this introduction to Irish songs, no previous singing experience nor knowledge of Gaelic is necessary!

.....  
 Mon., Mar. 19, 7 - 8:30 p.m. (1 class), \$19.  
 Facilitator: Muireann Ciobhain.

**Taste of Ireland: Irish Dancing**

This session is an introduction to *Céilí* (group) dancing. *Céilí* dancing is the old school dance of the dance halls in Ireland. Join us for some fun, group dancing. No previous dance ability required. It's as easy as *hAaon, Dó, Trí* (one, two, three).

.....  
 Mon., Mar. 26, 7 - 8:30 p.m. (1 class), \$19.  
 Facilitator: Muireann Ciobhain.

**Taste of Ireland: Irish Nicknames**

What's in a name? Irish nicknames have been derived from sources including physical attributes, occupations, place of birth, songs, poems and many more. Join Muireann to discover the meanings of Irish names and nicknames. You will even have a chance to translate your own name into Gaelic and make up your own nickname!

.....  
 Thu., Mar. 8, 12:30 - 2:00 p.m. (1 class), \$19.

**Taste of Ireland: Irish Sayings & Proverbs**

If you want to know Ireland a little better, knowing some famous Irish sayings and proverbs is a fun way to impress your friends! The old Irish sayings are woven throughout everyday conversations among native Irish speakers. Join Muireann to learn some more and have a saying for every occasion!

.....  
 Thu., Mar. 15, 12:30 - 2:00 p.m. (1 class), \$19.

**Taste of Ireland: Irish Dancing**

This session is an introduction to *Céilí* (group) dancing. *Céilí* dancing is the old school dance of the dance halls in Ireland. Join us for some fun, group dancing. No previous dance ability required. It's as easy as *hAaon, Dó, Trí* (one, two, three).

.....  
 Thu., Mar. 29, 12:30 - 2:00 p.m. (1 class), \$19.

**Taste of Ireland: Irish Tunes**

Are you an aspiring balladeer? Ever thought of singing in Gaelic? Learn about the different styles of singing in Gaelic and learn a few songs in Gaelic that set you apart from the rest up the next kitchen party you go to. Join Muireann for this introduction to Irish songs, no previous singing experience nor knowledge of Gaelic is necessary!

.....  
 Thu., Apr. 5, 12:30 - 2:00 p.m. (1 class), \$19.

## GERMAN

**German, Level 1**

Interested in learning German to travel, for work, or for personal reasons? This interactive and practical beginner course will introduce the basics of German in an encouraging and fun atmosphere. Topics will include pronunciation, comprehension and simple sentence structure.

.....  
Thu., Feb. 26 - Mar. 15, 7 - 9 p.m. (8 classes), \$175.  
Facilitator: Kathrin Ballerstaedt Gill.

**German, Level 3**

Expand on your German of previous classes. You will already have some proficiency, and in this class you will further develop your knowledge in German. Focus will be on practicing conversational skills. We will read easy news articles, texts of literature or song lyrics and revise important grammar throughout the course.

.....  
Tue., Jan. 24 - Mar. 13, 7 - 9 p.m. (8 classes), \$175.  
Facilitator: Kathrin Ballerstaedt Gill.

## ITALIAN

**Italian, Level 1**

You will learn basic vocabulary, dialogue and pronunciation to conduct rudimentary communications in Italian. Learn about Italian culture along the way.

.....  
Mon., Feb. 6 - Apr. 2, 7 - 9 p.m., (8 classes), \$175.  
Facilitator: Daria Gallardi.

**Italian, Level 2**

Italian Level 1 recommended. *Ciao!* Expand your Italian conversation skills learned in Level 1. You will continue to develop your Italian vocabulary, advance your conversational skills through stimulating activities, and will be introduced to the past tense and some new grammatical structures.

.....  
Thu., Feb. 9 - Apr. 5, 7 - 9 p.m. (8 classes - no class Feb. 16), \$175.  
Facilitator: Daria Gallardi.

**Italian Culture and Food**

You will learn about the culture of Italian food and wine, and the Mediterranean diet. You will learn how to prepare traditional dishes such as *spaghetti alla carbonara*, *otoletta alla Milanese* and *pizza*. Moreover, you will learn how to make *lasagna*, homemade pasta sauce (*ragù* and *alla Bolognese*) and Italian desserts such as *tiramisù* and *salame di cioccolato*. Also, you will learn about etiquette and table manners in Italy (always take a gift when invited to dinner!).

No skill in cooking or Italian is required. Note: This course is delivered in a classroom (not a kitchen) with illustrated step-by step recipes.

.....  
Mon., Mar. 5 - Apr. 9, 7 - 9 p.m. (6 classes), \$135.  
Facilitator: Francesca Boschetti.

**Italian Food and Wine (brown bag)**

Come and explore the culture of Italian food and wine! You will learn about the Mediterranean diet, the Italian wine regions and the most important regional specialties. Moreover, you will learn about etiquette and table manners in Italy (always take a gift when invited to dinner!). No skill in cooking or Italian is required. Note: This course is delivered in a classroom (not a kitchen) with illustrated step-by step recipes.

.....  
Tue., Mar. 6 - Mar. 27, 12:30 - 1:30 p.m. (4 classes), \$49.  
Facilitator: Francesca Boschetti.

## SPANISH

**Spanish, Level 1**

A beginner's class that introduces you to the basics of Spanish while quickly building fluency and comprehension. Topics will include alphabet, pronunciation and basic sentence structure. Small group conversation will highlight introductions, greetings and responding to simple questions.

.....  
Thu., Jan. 26 - Mar. 15, 7 - 9:30 p.m. (8 classes), \$209.  
Facilitator: Margarita Dawson.

**Spanish, Level 2**

Spanish, Level 1 recommended. In Level 2, you will build upon the basic fluency and comprehension acquired in Level 1, while improving your speaking and listening skills, especially in the context of simple conversations about people, places and daily situations.

.....  
Tue., Jan. 24 - Mar. 13, 7 - 9:30 p.m. (8 classes), \$209.  
Facilitator: Agathe Rakotojoelima.

**Spanish Culture**

You will explore the culture of Spain and enhance your enjoyment of the country and help your communication skills with the locals. You will investigate: the geography and history of the country; typical Spanish food and drinks; Cervantes' *Don Quijote*; the Spanish icons Picasso, Dalí, Miró and Velázquez; The Barcelona of Gaudí and Carlos Ruiz Zafón; Spanish cinema: Almódovar and Guillermo del Toro's *Pan's Labyrinth*; Al Ándalus: the Islamic Spain; Flamenco and Spanish contemporary music; La corrida de toros, and Spanish fiestas and holidays. You will get a taste of the Spanish language, familiarize with idiomatic ways and explore the

Spanish way of life. This course will have a mixture of English and Spanish and will be suitable for beginners, and for those who know Spanish and want the opportunity for more practice and vocabulary.

.....  
 Thu., Feb. 9 - Mar. 29,  
 7 - 9 p.m. (8 classes),  
 \$175. Facilitator:  
 Francesca Boschetti.



**LUNCH & LEARN**

**Bring your lunch and explore Spain!**

This course will introduce you to the culture of Spain and to the language. This course will offer a mixture of Spanish and English and it will be appropriate for those with no Spanish, while also enabling those with some Spanish to improve their fluency. You will be introduced to: the geography and history of Spain, typical Spanish food and drinks, the Spanish icons Picasso, Dalí, Miró and Velázquez, *la corrida de toros*, and Spanish fiestas and holidays.

.....  
 Wed., Feb. 1 - 22, 12:30 - 1:30 p.m.  
 (4 classes), \$49  
 Facilitator: Francesca Boschetti.

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# PROFESSIONAL DEVELOPMENT

## Nursing Leadership Development

This course is an introduction to the nursing leadership arena using an experiential learning approach. The Nursing Leadership Development course has four modules includes a mentorship component, is designed to be completed in 16 weeks, and is delivered in a self-study format. A final test comprises material from all four modules. An exam grade of 75 per cent or higher is required to be eligible for the course certificate.

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In-Province fee: \$275. Materials fee: \$59.

Out-of-Province fee: \$295. Materials fee: \$69.

## CERTIFICATE IN COURT ADMINISTRATION

### Caseflow Management

Effective and efficient caseflow management is the cornerstone to a modern and productive court system. This course examines the court's primary role in managing the progress of cases. Understanding and using administrative and statistical data that actively supports caseflow management can increase your court's performance in this area. Court performance standards are being widely used in other jurisdictions as benchmarks by which to examine a court's performance and to measure the public's trust and confidence in the court system.

.....

Tue., Jan. 31, 9 a.m. - 4 p.m. (1 class), \$199.

Facilitator: Pamela Ryder-Lahey.

### Court Process Re-engineering

Courts must strive for continual improvement in their business processes in order to meet the increasing demands for timely and effective justice. This course will help you understand the difference between task and process and teach you to apply that knowledge to court processes. You will use process mapping and cycle time management against court processes with a view to improving customer service while at the same time eliminating the seven wastes that result in poor service. A hands-on exercise will take a court process from the as is to the to be. In other words, processes will be examined as they are done today (as is) and how they could more efficiently be done in the future (to be).

.....

Tue., Feb. 21, 9 - 4 p.m. (1 class), \$199.

Facilitator: Pamela Ryder-Lahey.

## Meeting Minutes

Learn how to record minutes accurately while maintaining a balance between brevity and sufficient data so that readers are well-informed but not overloaded with information. Topics include: listening skills while recording, understanding quorum and parliamentary procedure, what happens after the meeting, creating a useful agenda, teleconferencing issues and much more.

.....

Wed., Feb. 15, 9 a.m. - 12 p.m. (1 class), \$99.

Facilitator: Carman Carroll.

### Meeting Minutes DISTANCE OFFERING THROUGH ELUMINATE LIVE

Thu., Feb. 23, 9 a.m. - 12 p.m. (1 class), \$99.

Facilitator: Carman Carroll.

## Records Management, Level 2: Records Retention and Disposal Plans

This one-day session will be of interest to those involved in managing, developing and implementing records retention and disposal plans. Records retention is one of the most important and yet most difficult records management functions. Properly executed retention plans provide significant benefits for private and public sector organizations. This session will explore legal, operational, fiscal, historical and other issues around records retention and disposal plans.

.....

Mon., Jan. 23, 9 a.m. - 4 p.m. (1 class), \$189.

Facilitator: Carman Carroll.

## Knowledge Translation for Healthcare Professionals

Reduced wait times. Increased bedside patient care. Use of iPads as medical devices. These are all examples of real healthcare strategies informed by academic research. But how do these ideas move into health practice and what are the challenges? Real world health care is complex and workers must consider their experience, institutional policies and organizational cultures in addition to using research findings. Knowledge translation provides a solution to understanding multiple forms of research and how they can be incorporated into health practice. In this course you will explore examples of successful research-based health care including CHIR's knowledge translation model, understand the complexities in linking evidence to practice, learn tips on how to navigate the complex environment and develop the ability to devise and implement a knowledge translation framework in your own organization.

.....

Mon./Tue., April 9 and 10 (2 classes), 9 a.m - 4 p.m. ,

\$245. Facilitator: David Yetman.

## PROFESSIONAL DESIGNATION PROGRAMS

### Payroll Fundamentals 1

The prerequisite for this course is Payroll Compliance Legislation. This course is the second requirement in the Canadian Payroll Association (CPA) new certification. Upon completion of Payroll Fundamentals 1, you will be able to: calculate regular individual pay; calculate non-regular individual pay; calculate termination payments; complete a record of employment (ROE); communicate all aspects of individual pay requirements to various stakeholders. Note: To enrol in a CPA payroll course, you must first register with and pay tuition fees to Memorial University, and then register with and pay a separate registration fee to the CPA for course materials and the final exam. To register with the CPA and to obtain a copy of the Canadian Payroll Manager (CPM) brochure and registration form, please visit the CPA website.

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Wed., Jan. 25 - Apr. 25, 7 - 10 p.m. (14 classes), \$379.  
Exam on Apr. 25. Facilitator: Debbie Slaney.

### Payroll Fundamentals 2

Please note: The prerequisite for this course is Payroll Fundamentals 1 and an introductory level, post-secondary accounting course. Upon completion of Payroll Fundamentals 2, you will be able to: calculate organizational remittances to federal, provincial and third party stakeholders; prepare accounting documentation for payroll; complete year end documentation; communicate all aspects of organizational remittances and accounting and year end requirements to internal, external and government stakeholders.

.....

Wed., Jan. 25 - Apr. 25, 7 - 10 p.m. (14 classes), \$379.  
Exam on Apr. 25. Facilitator: Rowena Kelloway.

### Risk Assessment (CRM 54)

This course may qualify as credit towards the Fellow Chartered Insurance Professional designation and the Canadian Risk Management designation. The major objective of this course is to provide students with a better understanding of the steps involved in identifying loss exposures using risk analysis tools, including risk transfer opportunities and risk control methods. Specific learning objectives for this course are as follows; understanding risk management and establishing a risk management program; understanding the risk management process using the six steps involved with identifying loss exposures; analyzing loss exposures; examining the feasibility of risk management techniques; selecting the appropriate risk management techniques; implementing the selected risk management techniques; and monitoring the results and revising the risk management program; assess property; general and management liabilities;



## LUNCH & LEARN

Facilitator: Kathy Hickman  
Register for all four for only \$199.

Join Kathy as she guides you through an understanding of these four critical components of achieving work-life balance: being proactive, delegating effectively, focusing on priorities, and managing your time. You will leave each session having spent time reflecting on your approach to managing your life, learning from others, and learning new strategies to improve your work-life balance. You will widen your professional network as you get to know other participants through the interactive, relaxed learning activities.

### Achieving Work-Life Balance Being Proactive

Be proactive, not reactive! Learn new strategies that will help you move forward and make things happen!

.....

Tue., Jan. 24, 12 - 2 p.m. (1 class), \$55.

### Achieving Work-Life Balance Delegating Effectively

Explore the benefits and barriers to delegation, the importance of authority and responsibility, as well as strategies and tools for implementing delegation.

.....

Tue., Feb. 7, 12 - 2 p.m. (1 class), \$55.

### Achieving Work-Life Balance Focusing on Priorities

Explore new ways to set realistic objectives and learn how to prioritize them.

.....

Tue., Mar. 13, 12 - 2 p.m. (1 class), \$55.

### Achieving Work-Life Balance Managing Your Time

Make your time work for you! Become familiar with tools and techniques to help effectively manage your time.

.....

Tue., Apr. 3, 12 - 2 p.m. (1 class), \$55.

personnel and net income loss exposures and understanding forecasting when treating these loss exposures; to develop an interest in, an appreciation of, and a positive attitude toward risk management and its specialization in the field of management.

.....  
 Thu., Jan. 26 - Apr. 19, 7 - 10 p.m. (13 classes), \$499.  
 Facilitator: Darrell Swain.

## CERTIFICATE IN BOOKKEEPING

### Requirements

#### Simply Accounting 2011, Level 1

The perfect accounting software for fast moving, small to medium size businesses. You will begin with a company file and enter transactions for general ledger, accounts receivables, accounts payable, inventory and managing capital expenses. This course will review some accounting fundamentals.

.....  
 Fri., Jan. 27 – Feb. 3, 9 a.m. - 4p.m. & Feb. 10, 9 a.m. - 12 p.m., (2.5 classes), \$235.  
 Facilitator: Rob Ryan.

#### Basic Accounting, Level 1

Acquire the accounting concepts and procedures you need to make informed operating decisions. Having that knowledge not only helps you manage your business, it balances your reliance on someone else's assessment of your company's financial condition. Among the topics you'll cover are balance sheets, income statements, ledger transactions, trial balances and closing entries.

.....  
 Thu. Jan. 26 - Feb. 9, 9 a.m. - 4 p.m. (3 classes), \$245.  
 Facilitator: Rob Ryan.

#### Basic Accounting, Level 2

Prerequisite: Basic Accounting, Level 1 or equivalent. With a basic understanding of accounting principles and procedures, you're now equipped to take a penetrating look at detailed financial statements; how to read them; the reporting conventions they follow and what they tell you and other stakeholders about your business.

.....  
 Thu., Feb. 23 - Mar. 8, 9 a.m. - 4 p.m. (3 classes), \$245.  
 Facilitator: Rob Ryan.

#### Simply Accounting 2011, Level 2

The objective is to introduce some of the more advanced functions and capabilities of Simply Accounting. You will manage the wider scope of transactions encountered in bookkeeping including payroll, inventory and services, projects, accounts receivable and accounts payable.

.....

Fri., Feb. 24 – Mar. 2, 9 a.m. – 4 p.m. & Mar. 9, 9 a.m. – 12 p.m. (2.5 classes), \$235. Facilitator: Rob Ryan.

### Introduction to Payroll Concepts – Offered fall 2012

#### Electives (one of two)

#### Microsoft Excel 2007, Level 1

Work with worksheets and workbooks to analyze data using a variety of features to create, modify and format common business reports such as budgets, inventory reports, invoices and charts. This course is designed for those who desire the skills necessary to create, edit, format and print basic worksheets plus manage and audit numerical reports.

.....  
 Wed., Jan. 25 – Feb. 1, 9 a.m. - 4 p.m. & Wed., Feb 8, 9 a.m. - 12 p.m. (2.5 classes), \$235. Facilitator: Darryl Jackman.

#### Migrating to Office 2007

This class introduces you to the new and enhanced features available in four Microsoft® Office 2007 system applications: Word, Excel, PowerPoint and Outlook. You will learn about the results-oriented interface of the Microsoft® Office 2007 environment and use the tools available in Word, Excel, PowerPoint and Outlook 2007 to create, finalize and secure professional-looking documents.

.....  
 Thu., Feb. 16 - Feb. 23, 9 a.m. - 4 p.m. (2 classes), \$209.  
 Facilitator: Darryl Jackman.

## CERTIFICATE IN BUSINESS WRITING

### Requirements

Basic Grammar – Offered fall 2012

Technical Writing – Offered spring 2012

#### Business Writing Fundamentals

Basic Grammar, is recommended. Being able to communicate effectively in writing is a critical business skill. Through exercises and discussion, you'll learn what's required to be an effective writer including knowing your audience and the importance of being concise. You'll also look at the basic standards for appropriate email communications, the elements of routine report writing and garner a number of tips for writing for diverse cultures.

.....  
 Wed., Mar. 14 - Fri., Mar. 16, 9 a.m. - 4 p.m.  
 (2 classes), \$229. Facilitator: Doreen Whalen.

#### Electives (two of three)

Basic Public Relations Writing – Offered fall 2012

**Basics of Editing (formally Writing for the Web)**

Do you need to produce professional documents that are error-free and well-written? This class will introduce you to a five-tiered editing system that will save you time and money and ensure you send a clear, polished message.

.....

Fri., Mar. 30, 9 a.m. - 4 p.m. (1 class), \$189.

Facilitator: Tamara Reynish.

**Developing a Proposal**

Producing a strong, winning proposal requires that you understand the sponsor's goals and objectives so that your proposition will intersect their needs. From there you'll move to tailoring a response, including conducting the necessary research. You'll finish by packaging and presenting a document that will be both compelling and true to purpose.

.....

Thu., Feb. 16, 9 a.m. - 4 p.m. & Fri., Feb. 17, 9 a.m. - 12 p.m.

(1.5 classes) \$209. Facilitator: Tamara Reynish.

## CERTIFICATE IN HUMAN RESOURCE ADMINISTRATION

**Successful Performance Appraisals – Offered fall 2012**

**Developing a Respectful Workplace – Offered fall 2012**

**Coaching for Peak Performance**

Do you know the four most effective coaching styles and when to apply them? Whether you work in a formalized coaching capacity or want to improve your ability to support other members of your team as a peer coach. This seminar will introduce you to the four coaching styles and help you determine which one is best for you. This skill is invaluable in supporting the developmental needs of all employees, from the inexperienced worker to the seasoned professional.

.....

Wed., Mar. 7, 9 a.m. - 4 p.m. (1 class), \$189.

Facilitator: Craig Matthews.

**Bridging the Generation Gap**

For the first time in history, four generations are working together, side by side. Each generation brings to the workplace varying beliefs, values and attitudes, hence the potential for generational clashes. Learn the various profiles of generational demographics within today's workplace, and use the knowledge to train, motivate, resolve conflicts and create new sets of shared values to create a positive workplace.

.....

Thu., Feb. 9, 9 a.m. - 4 p.m. (1 class), \$189.

Facilitator: Don Crickard.

**Diversity Awareness – Offered spring 2012**

**Hiring for Retention**

Handled strategically, recruitment and retention can contribute significantly to your company's operational and financial success. Join recruitment and retention specialists for a rewarding look at what it takes to hire the right people and keep them! You'll learn how to develop and implement strategic recruitment plans and how to bring them to life through effective advertising and interview techniques. You'll then learn how to keep those valuable assets in place through the implementation of appropriate support structures and the development of a succession plan.

.....

Wed., Jan. 25, 9 a.m. - 4 p.m. (1 class), \$189.

Facilitator: David Yetman.

**Knowledge Transfer**

There is an increased awareness regarding the importance of knowledge transfer within today's interconnected global economy. Effective knowledge transfer demands elements of effective communication, organizational knowledge and is a key component to successful human resource management. You will learn what knowledge transfer is, how to manage knowledge transfer, as well as evaluating potential barriers and strategies within your workplace that will allow you to apply and explore the context of knowledge, your organization's most valuable intangible asset.

.....

Mon., Apr. 2, 9 a.m. - 4 p.m. (1 class), \$189.

Facilitator: Cristina Fabretto.

## CERTIFICATE IN LEADERSHIP

**Effective Leadership**

Leadership is about helping others to realize their potential and, perhaps, to go beyond. It can be demonstrated by individuals at all levels of an organization. Discussions will focus on what it takes to be a leader - managing change, providing strategic thinking, setting direction, coaching, motivating, maximizing organizational performance and leading in difficult times.

.....

Mon., Feb. 27, 9 a.m. - 4 p.m. (1 class), \$189.

Facilitator: Ted Lomond.

**Effective Leadership DISTANCE OFFERING  
THROUGH ELLUMINATE LIVE**

Wed Apr 4 (1 class), 9 a.m. - 4 p.m. \$189.

Facilitator: Kathy Hickman.

**Project Management**

Project success depends on the effectiveness of how it is managed. In this class you'll be introduced to the principles and practices of effective project management including:

setting goals, assigning priorities to tasks, considering budgetary constraints, assessing performance at critical stages in the project, dealing with unanticipated situations and meeting deadlines.

.....  
Wed., Feb. 1 - Thu. Feb. 2, 9 a.m. - 4 p.m. (2 classes), \$245. Facilitator: Ted Lomond.

**Project Management DISTANCE OFFERING THROUGH ELLUMINATE LIVE**  
Thu., Mar. 22 - Fri., Mar. 23, 9 a.m. - 4 p.m. (2 classes), \$245. Facilitator: Kathy Hickman.

### Time Management: Getting the Most Out of Your Day

Not enough time in your day? In reality, you have more time than you think. Find out how to set realistic objectives then learn how to prioritize them, to work through others, to develop short- and long-term plans and to deal with time wasters.

.....  
Mon., Mar. 5, 9 a.m. - 4 p.m. (1 class), \$189.  
Facilitator: Don Crickard.

### Electives (any two)

#### Stepping up to Supervisor

Making the transition from working beside fellow employees to supervising them can be both exciting and challenging. It's a different working relationship requiring a different set of skills. This class will focus on the skills required to function in a supervisory role.

.....  
Thu., Jan. 26, 9 a.m. - 4 p.m. (1 class), \$189.  
Facilitator: Ted Lomond.

**Stepping up to Supervisor DISTANCE OFFERING THROUGH ELLUMINATE LIVE**  
Tue., Mar. 27, 9 a.m. - 4 p.m. (1 class), \$189.  
Facilitator: Kathy Hickman.

**High-Impact Presentation Skills – Offered spring 2012**  
**Basic Grammar – Offered spring 2012**

#### Communicating with Difficult People

Difficult personalities are a fact of life. We encounter them in the workplace as well as in our personal lives. Knowing how to communicate with difficult people is key to living and working with them. You'll learn the nature of conflict and its consequences for the people involved, gain insights into personality types, explore conflict management styles and implementation, examine the communications process and the importance of active listening skills.

.....  
Thu., Feb. 23 - Fri., Feb. 24, 9 a.m. - 4 p.m. (2 classes), \$229. Facilitator: Don Crickard.

## CERTIFICATE IN LEADING FOR SUCCESS

**Essentials of Delegation – Offered spring 2012**  
**Organizational Ethics – Offered fall 2012**  
**Mentoring – Offered spring 2012**

#### Motivating Employees

Leaders are judged by results. And results depend on your ability to get the most out of other people. Become the energizing leader people want to follow by developing and motivating individuals and employees to greater accomplishments. Topics will include: using praise effectively, developing productive team members and results, encouraging competency, accountability and results. In addition, this course would be of special interest to those who have completed or are working towards the Certificates in Leadership and Human Resource Administration.

.....  
Tue., Feb. 28, 9 a.m. - 4 p.m. (1 class), \$189.  
Facilitator: Kathy Hickman.

#### Bridging the Generation Gap (See page 18)

#### Influencing Others

Good communicators have the ability to influence others toward a common goal. Participants will learn about various strategies for influencing and negotiating with others, and will have the opportunity to apply several practical techniques enabling them to effectively persuade, build support for ideas, and develop more productive working relationships.

.....  
Tue., Mar. 20, 9 a.m. - 4 p.m. (1 class), \$189.  
Facilitator: Craig Matthews.

#### Electives

**Developing a Respectful Workplace – Offered fall 2012**  
**Diversity Awareness – Offered spring 2012**

## CERTIFICATE IN PRESENTATION SKILLS

#### Requirements

**Workplace Conversation Skills – Offered fall 2012**  
**Business Networking – Offered fall 2012**  
**High-Impact Presentations Skills – Offered spring 2012**

**Microsoft PowerPoint 2007, Level 1** (See page 5)

Electives

Microsoft PowerPoint 2007, Level 2 (See page 3)

Fearless and Fabulous Public Speaking – Offered fall 2012

SMARTBoard Training – Offered fall 2012

## CERTIFICATE IN TEAM EFFECTIVENESS

Requirements:

Working Well As a Team – Offered fall 2012

### Developing a Personal Leadership Plan

The workplace demands that all employees become effective and productive team members. Yet, how many of us know or take the time to discover what unique strengths and capabilities each of us brings to the team table? Discover your strengths through the lens of personality, thinking intentions, emotional intelligence and conflict management style.

.....

Fri., Mar. 9, 9 a.m. - 4 p.m. (1 class), \$189.

Facilitator: Craig Matthews.

### Coaching for Peak Performance (See page 19)

Electives (two of four)

Communicating with Difficult People (See page 20)

### Effective Leadership (See page 19)

### Change Management

Change is constant and the need for workplace change has never been greater. This class covers understanding resistance, stages of the change cycle, overcoming mistrust and miscommunication, change as an opportunity and moving from powerlessness to empowerment.

.....

Wed., Feb. 29, 9 a.m. - 4 p.m. (1 class), \$189.

Facilitator: Craig Matthews.

Conflict Resolution – Offered spring 2012

## CERTIFICATE IN UNDERSTANDING ORGANIZATIONAL CULTURES

### Strategic Planning

You will learn the concepts and processes of strategic planning, and understand why it is essential for the success of your organization. Discover how to set strategic objectives and action plans that will turn your visions into outcomes! Topics include the understanding of strategic planning from both an organizational and departmental perspective, analysis required for strategic planning, identifying and developing strategic choices for your organization and implementation of your plan.

.....

Wed., Mar. 28, 9 a.m. - 4 p.m. (1 class), \$189.

Facilitator: David Yetman.

Succession Planning – Offered fall 2012

### Organizational Behaviour: Human Relations at Work

You will gain an understanding of the function of human behavior in organizations. Explore behavioral influences that affect productivity, organizational effectiveness, and efficiency. Topics include perception; motivation; decision making; communication; leadership; job and organizational design; group behavior; and administrative processes, including organizational power and politics.

.....

Tue., Feb. 14, 9 a.m. - 4 p.m. (1 class), \$189.

Facilitator: Craig Matthews.

Creating Effective Work Groups – Offered fall 2012

### Mediating Workplace Conflict

Disputes between individuals at work can lead to grievances, absences and loss of valuable employees. Mediation helps people who don't see eye to eye to sort out their disputes as quickly as possible. In this workshop you will learn the nature of workplace disputes, learn skills to approach the situation and move people along to better solutions as well as identify when mediation is appropriate. Problem-solving activities will be incorporated.

.....

Thu., Mar. 1 - Fri., Mar. 2, 9 a.m. - 4 p.m. (2 classes), \$229. Facilitator: Andy Butt.

Organizational Ethics – Offered fall 2012

Electives (one of three)

Marketing – Offered fall 2012

Finance for the Non-Financial Manager – Offered fall 2012

Knowledge Transfer (See page 17)

## CERTIFICATE IN WORKPLACE COMMUNICATIONS

### Requirements

**Communications at Work – Offered spring 2012**

### Change Management

Change is constant and the need for workplace change has never been greater. This class covers understanding resistance, stages of the change cycle, overcoming mistrust and miscommunication, change as an opportunity and moving from powerlessness to empowerment.

.....  
Wed., Feb 29, 9 a.m. - 4 p.m. (1 class), \$179.  
Facilitator: Craig Matthews.

**Customer Service – Offered fall 2012**

**Conflict Resolution – Offered spring 2012**

**Stress Management – Offered fall 2012**

## ADVANCED CERTIFICATE IN WORKPLACE COMMUNICATIONS

### Perfecting Your Professional Presence (formally Workplace Etiquette)

In today's fast-paced dynamic work world, you increasingly interact with more people than ever before. Whether communicating in-person, via phone, or via technology, projecting a professional image is critical to your success and to your promotion in your work. This course will guide you to understand the various components that comprise your present day professional presence. Workplace practices, like all social norms, are changing and you will be offered insights into the best practices for being viewed as a competent professional today.

.....  
Fri., Feb. 10, 9 a.m. - 4 p.m. (1 class), \$189.  
Facilitator: Kathy Hickman.

**High-Impact Presentation Skills – Offered fall 2012**

### Project Management

Project success depends on the effectiveness of how it is managed. In this class you'll be introduced to the principles and practices of effective project management including: setting goals, assigning priorities to tasks, considering budgetary constraints, assessing performance at critical stages in the project, dealing with unanticipated situations and meeting deadlines.

.....  
Wed., Feb. 1 - Thu., Feb. 2, 9 a.m. - 4 p.m. (2 classes), \$239.  
Facilitator: Ted Lomond.

### Project Management

Section 2: DISTANCE OFFERING THROUGH ELLUMINATE LIVE

Thu., Mar. 22 - Fri., Mar. 23, 9 a.m. - 4 p.m. (2 classes), \$245. Facilitator: Kathy Hickman.

**Time Management: Getting the Most Out of Your Day** (See page 20 )

**Basic Grammar – Offered fall 2012**

## CERTIFICATE IN WORKPLACE CONFLICT RESOLUTION

### Requirements

**Negotiation in the Workplace – offered fall 2012**

**Communicating with Difficult People** (See page 20)

### Mediating Workplace Conflict

Disputes between individuals at work can lead to grievances, absences and loss of valuable employees. Mediation helps people who don't see eye to eye to sort out their disputes as quickly as possible. In this workshop you will learn the nature of workplace disputes, learn skills to approach the situation and move people along to better solutions as well as identify when mediation is appropriate. Problem-solving activities will be incorporated.

.....  
Thu., Mar. 1 - Fri., Mar. 2, 9 a.m. - 4 p.m. (2 classes), \$229. Facilitator: Andy Butt.

**Influencing Others** (See page 20)

**Developing a Respectful Workplace – Offered fall 2012**



## EARN A CERTIFICATE IN MICROSOFT OFFICE

### Microsoft Word 2007, Level 1

Create and edit documents; save, open or close documents; apply formatting options; set tabs and indents; change the view mode, manipulate the text using features such as copy and paste, and preview and print documents. Designed for those of you who require the skills necessary to create, edit, format and print basic Word 2007 documents.

.....  
Tue., Mar. 6 - Mar. 13, 9 a.m. - 4 p.m. (2 classes), \$209.  
Facilitator: Darryl Jackman.

### Microsoft Word 2007, Level 2

Microsoft Word Level 2 teaches the intermediate skills that can be combined with basic skills to create more complex documents. You will look at features such as inserting pictures or shapes, setting up columns of information, saving repetitive pieces of text or graphics for easy access at a later date and using styles and templates to produce professional-looking business documents.

.....  
Tue., Mar. 20 - Mar. 27, 9 a.m. - 4 p.m. (2 classes), \$209.  
Facilitator: Darryl Jackman.

### Microsoft Excel 2007, Level 1

Work with worksheets and workbooks to analyze data using a variety of features to create, modify and format common business reports such as budgets, inventory reports, invoices and charts. This course is designed for those who desire the skills necessary to create, edit, format and print basic worksheets plus manage and audit numerical reports.

.....  
Wed., Jan. 25 - Feb. 1, 9 a.m. - 4 p.m. & Wed., Feb. 8, 9 a.m. - 12 p.m. (2.5 classes) \$235.  
Facilitator: Darryl Jackman.

### Microsoft Excel 2007, Level 2

Apply basic skills along with intermediate and advanced functions to manage and audit numerical reports. You will work with various functions to perform specific types of calculations, customize charts, work with pictures and shapes in a worksheet, customize formatting for specific types of data and explore various features for managing different types of lists using a table or database format.

.....  
Wed., Feb. 22 - Feb. 29, 9 a.m. - 4 p.m. & Wed., Mar. 7, 9 a.m. - 12 p.m. (2.5 classes), \$235.  
Facilitator: Darryl Jackman.

### Microsoft Access 2007, Level 1

Create simple databases, create and modify database objects including tables, forms, reports and queries. You

will use a variety of commands, functions, and Microsoft Office Access 2007 capabilities. This course is designed for computer users who are new to database programs.

.....  
Mon., Jan. 23 - Feb 6, 9 a.m. - 4 p.m. (3 classes), \$245.  
Facilitator: Rob Ryan.

### Microsoft Access 2007, Level 2

You will learn to use some advanced commands to work with forms, reports, designing tables, manipulating queries, as well as using subforms or subreports. It is designed for computer users who are familiar with Access and now want to explore some of the intermediate to advanced skill sets.

.....  
Mon., Feb. 20 - Mar. 5, 9 a.m. - 4 p.m. (3 classes) \$245.  
Facilitator: Rob Ryan.

### Microsoft PowerPoint 2007, Level 1

Visual aids can have tremendous audience impact when properly incorporated into presentations. You will be introduced to some guiding design principles and learn how to work with slides, how to incorporate visual elements such as graphics and tables, and how to weave the pieces together to create a compelling and dynamic presentation.

.....  
Thu., Apr. 5, 9 a.m. - 4 p.m. (1 class), \$179.  
Facilitator: Darryl Jackman.

### Electives (select 1 of 2)

#### Microsoft Access 2007, Level 2

You will learn to use some advanced commands to work with forms, reports, designing tables, manipulating queries, as well as using subforms or subreports. It is designed for computer users who are familiar with Access and now want to explore some of the intermediate to advanced skill sets.

.....  
Mon., Feb. 20 - Mar. 5, 9 a.m. - 4 p.m. (3 classes) \$245.  
Facilitator: Rob Ryan.

#### Microsoft Word 2007, Level 3

Microsoft Word Level 3 teaches intermediate to advanced skills to create a variety of complex documents. You will look at features such as automating tasks using merge features, referencing sources used in a document, organizing information by sorting or outlining, protecting documents or collaborating on documents with others.

.....  
Tue., Apr. 3, 9 a.m. - 4 p.m. & Tue., Apr. 10, 9 a.m. - 12 p.m. (1.5 classes), \$199.

## Classes you won't want to miss this winter!

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January

- Microsoft Excel, Level 1, pg. 2
- Knowledge Translation for Healthcare Professionals, pg. 14
- Underwater Robotics, pg. 5

February

- Perfecting Your Professional Presence, pg. 20
- Court Process Re-engineering, pg. 14
- Art and Your World, pg. 8

March

- Italian Culture and Food, pg. 12
- Developing a Personal Leadership Plan, pg. 19
- Corrections in the Criminal Justice System, pg. 6

April

- Knowledge Transfer, pg. 17
- Achieving Work-Life Balance, pg. 15
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