



Spring and
Summer 2008
General Interest and
Personal/Professional
Development Classes
(April - August)

Division of 
Lifelong Learning
737-7979
www.mun.ca/lifelonglearning

A group of colorful silhouettes of people in various poses, representing diversity and community.

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LANGUAGES

Please refer to the following guide to determine the class level that best describes your ability. If, after consulting the guide, you're still uncertain about which level is best for you, please call us, **737-7979**. We'll be pleased to help you with your selection.

Guide to Selecting Your Class Level

Level 1 - The Basics

You have no knowledge of the language.

Level 2 - Beyond the Basics

You've a basic vocabulary and understand some spoken language as long as it is slow and simple, but forming sentences is difficult.

Level 3 - Intermediate

Your vocabulary is broadening, you can form sentences and you understand the gist of conversation at normal speed if it is about familiar topics.

Level 4 - Beyond Intermediate

You speak with some fluency although you are aware of making numerous mistakes. You understand the spoken language well enough to pick up parts of sentences even when the topic is unfamiliar.

Level 5 - Advanced

You've good basic fluency and understand the spoken language well at a basic level even if the topic is unfamiliar, but would like to improve your ability to carry on more complex conversations.

American Sign Language (ASL)

ASL, Level 1

Developed for the non-signer, you will learn the basics of ASL; specifically, vocabulary and conversational skills including introductions, and asking and responding to questions. *Your facilitator for this class is t.b.a.*

- Thu., Apr. 24 – June 26 (10 classes),
7 – 9:30 p.m. \$199 (doesn't include text).

ASL, Level 2

To get the full benefit of this class, it is recommended that you have completed ASL, Level 1, or have equivalent knowledge of the language.

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. *Your facilitator for this class is t.b.a.*

- Tue., Apr. 22 – June 24 (10 classes),
7 – 9:30 p.m. \$199 (doesn't include text).

French

Note: *French classes all begin in the same week and are of the same duration (10 weeks). You are welcome to transfer to a different level in the first week in order to best fit your skill level. Please consult our customer service representative for details.*

French Level 1:

The Basics **Available in 2 sections!**

For the true beginner! Emphasis is on developing conversational skills in a relaxed, non-competitive atmosphere. If you have little or no knowledge of spoken French, this class is for you. By the end of level one you will have some basic vocabulary and will be able to understand, ask and answer questions using simple sentences.

SECTION 1

- Thu., Apr. 24 – June 26 (10 classes),
7 – 9:30 p.m. \$199 (doesn't include text).
*Your facilitator for this class is **Ruth Roy**. Ruth has taught French to a wide range of pupils, from primary students in the K-12 system to private- and public-sector employees.*

SECTION 2

- Wed., Apr. 23 – June 25 (10 classes),
7 – 9:30 p.m. \$199 (doesn't include text).
*Your facilitator for this class is **Marc Thoms**. Marc is a professionally trained teacher. He is fluently bilingual.*

French GERMAN Japanese

French GERMAN Japanese

SPANISH

Conversational Language Proficiency Assessment

Complete and pass* a 10-minute, oral proficiency assessment (exam) for any level of conversational French, and earn a letter of proficiency for that level. Complete and pass proficiency assessments for all five levels of French, and earn a Certificate of Proficiency in Conversational French. Note: Assessments are an optional service (\$15) and are not a requirement of participation in the Division's conversational French language classes. Please contact our customer service personnel for details.

* grade of 70 per cent or higher

French Level 2: Beyond the Basics

To get the full benefit of this class, it is recommended that you have completed French, Level 1, or have equivalent knowledge of the language.

By the end of this class you will be able to use complete sentences with three complements, as well as direct- and indirect-object complements. These skills will enable you to formulate and respond to simple questions. Your facilitator for this class is **Ruth Roy**. See *French Level 1 (Section 1) for bio*.

- Wed., Apr. 23 – June 25 (10 classes),
7 – 9:30 p.m. \$199 (doesn't include text).

French Level 3: Intermediate French

To get the full benefit of this class, it is recommended that you have completed French, Level 2, or have equivalent knowledge of the language.

In level three you will continue to develop basic grammar, including the past tense, as a basis for simple conversations in everyday situations. Your facilitator for this class is **Mark Thoms**. See *French, Level 1 (Section 2) for bio*.

- Tue., Apr. 22 – June 24 (10 classes),
7 – 9:30 p.m. \$199 (doesn't include text).

French Level 4: Beyond Intermediate French

To get the full benefit of this class, it is recommended that you have completed French, Level 3, or have equivalent knowledge of the language.

Level four will continue with basic grammar

as a basis for simple conversations. Some of the topics will include: asking questions, giving directions, reading timetables, music, role plays, round-table discussion, grammar exercises and a glimpse into Francophone culture used to facilitate conversation and vocabulary building. Your facilitator for this class is **Marie-Beth Wright**. Marie-Beth has been teaching core and immersion French for more than 15 years. She also has bilingual experience within the Federal Public Service.

- Wed., Apr. 23 – June 25 (10 classes),
7 – 9:30 p.m. \$199 (doesn't include text).

Italian

Italian Level 1: The Basics

Planning a trip to Italy? Why not make it more enjoyable by learning some common Italian expressions? In this relaxed, encouraging beginners course, you'll learn the basic vocabulary, dialogue and pronunciation you need to conduct rudimentary communications in Italian. In the process, you'll also learn about Italian culture. Your facilitator for this class is **Dr. Christina Fabretto** BA, MA. Dr. Fabretto is a graduate of the prestigious *Universita' di Venezia*.

- Wed., Apr. 16 – June 18 (10 classes),
7 – 9:30 p.m. \$199 (doesn't include text).

Spanish

Spanish Level 1: The Basics

If a visit to a Spanish-speaking country is in your cards, this class is just what you've been looking for. It is intended for people

Language texts, where required, may be purchased from Memorial University's bookstore, 2nd. level, Smallwood Centre (UC).

who have little or no knowledge of the Spanish language, who want to correct that shortfall as quickly and painlessly as possible. Level one will have you rapidly building basic fluency and comprehension. *Your facilitator for this class is **Edgar Duarte** Spanish is Edgar's native language. He has worked as a Spanish instructor and interpreter in St. John's and Montreal.*

- Tue., Apr. 22 – June 24 (10 classes),
7 – 9:30 p.m. \$199 (doesn't include text).

Spanish Level 2: Building on the Basics

To get the full benefit of this class, it is recommended that you have completed Spanish, Level 1, or have equivalent knowledge of the language.

Build on your conversational abilities using situational dialogue, a powerful tool for increasing your fluency and comprehension. *Your facilitator for this class is **Edgar Duarte**. See Spanish, Level 1, above, for bio.*

- Thu., Apr. 24 – June 26 (10 classes),
7 – 9:30 p.m. \$199 (doesn't include text).

CULINARY

The ABCs of Wine

Registrants must be legal drinking age. Through sampling and discussion, you'll find out what impact soil, climate, weather and the vine have on the wine-making process, and the role of the winemaker in putting that diversity into order. You'll also find out why wines taste the way they do, get tips on buying wine and ordering wine in a restaurant, learn how to establish your own wine cellar and acquire some insights into matching wine with food. *Your facilitator for this class is **Tom Beckett**. Tom is author of "Beckett on Wine". He was inducted into the Opimian Wine Society hall of fame in 2003.*

- Tue., May 27 and June 3 (2 classes),
7:30 – 10 p.m. \$99 (includes wine).

The Valleys of Chile

Registrants must be legal drinking age. Why do wines from different regions of a country vary from one another? As you know from ABCs of Wine, or your own knowledge of wines, a variety of elements including climate, soil, vineyard management and vinification techniques determine the features of wine. Delve into the unique world of Chilean wines! You'll taste a total of six wines, three red and three white, representing the different valleys in this bountiful and beautiful South American country. *Your facilitator for this class is **Tom Beckett**. See*

ABCs of Wine for bio.

- Tue., Apr. 22 (1 class), 7:30 – 10 p.m.
\$79 (includes wine).



Comparative Wine Tasting: The Classic Reds

Registrants must be legal drinking age.

Join a group of fellow wine lovers and a seasoned wine connoisseur for a fun, informative and flavourful foray into the world of red wines. Discover how to distinguish a Chilean Carménère from a French Pinot Noir. Take this opportunity to educate your palate and to become a more savvy red wine consumer. (You'll garner indispensable tips for choosing the best wines at optimal prices). Eight classic red-wine varietals will be tasted and discussed. *Your facilitator for this class is **Tom Beckett**. See ABCs of Wine for bio.*

- Tue., June 10 (1 class), 7:30 – 10 p.m.
\$79 (includes wine).

Wine Tasting Dinner

Registrants must be legal drinking age.

Enjoy an evening of great wine and palate pleasing foods. Chef Darryl Haynes' special menu (see below) is complemented by the perfect wines, chosen by wine authority,

Wine Tasting Dinner menu

Appetizer

Basil chicken and spinach salad with toasted almonds, drizzled in seasoned oil and vinegar.

Entree

Prime rib with Yorkshire pudding au jus.

Dessert

New York style cheesecake with berry sauce.

Tom Beckett. The dinner will feature six wines and a port; an experience that will enchant the food and wine lover in you. *Your facilitators for this event are **Chef Darryl Haynes and Tom Beckett**. Chef Haynes is an accomplished commercial chef. He has been cooking and/or teaching cooking for more than 15 years. See *ABCs of Wine for Beckett bio*.*

- Fri., June 27, 7 – 10 p.m. \$119 (includes taxi to and from the dinner*).

* Taxi service is limited to the St. John's and Mount Pearl city limits. For departure points outside these areas, please contact the Division.

The Taste, History and Mystique of Single-malt Scotch

Registrants must be legal drinking age.

A "nosing" comparison and discussion of various single-malt Scotch whiskies representing various traditional geographic Scotch single-malt whisky production regions in Scotland. You'll learn to fully enjoy and appreciate the most complex and culturally entwined "spirit-of-all-spirits". Find out why single-malts differ in taste (six samples are provided), why single-malts are more expensive, how long single-malts can be stored, if aged Scotch is always better, and what cask strength means. *Your facilitator for this class is **Tom Beckett**. See *ABCs of Wine for bio*.*

- Tue., June 17, 7:30 – 10 p.m. \$99 (includes samplings as well as taxi to and from the nosing session*).

* Taxi service is limited to the St. John's and Mount Pearl city limits. For departure points outside these areas, please contact the Division.

Hot off the Grill: Tips 'n Techniques for the BBQ Junkie

Great experience! Great food! Great fun! You'll pick up a heaping helping of BBQ tips and techniques for the grilling of steaks, seafood and vegetables. And as a class, you get to eat everything that comes off the "barbie". *Your facilitator for this class is **Chef Roary MacPherson**. Chef MacPherson is a certified, award-winning chef de cuisine. He is also the Fairmont Newfoundland hotel's executive chef.*

- Sat., June 14 and 21 (2 classes), 1 – 4:30 p.m. \$119 (includes food and materials).

Incredible Edibles for Your Summer Soirées

Treat your guests to an array of servings perfect for summertime get-togethers.

Whether you're planning a post-rehearsal wedding party or having a few friends over "just because", this is the perfect primer for preparing unique appetizers and hors d'oeuvres as well as refreshing drinks that everyone will love. *Your facilitator for this class is **Chef Roary MacPherson**. See *Hot Off the Grill, previous page, for bio*.*

- Sat., June 7 (1 class), 1 – 4:30 p.m. \$69 (includes food and materials).

MUSIC

I've Always Wanted to Sing!

"There's no such thing as not being able to carry a tune." That's the philosophy anchoring this enormously popular class. By practising in small groups, in a comfortable atmosphere, you'll receive the encouragement you need to develop your basic singing skills and the belief in yourself to use them. *Your facilitator for this sing-fest is **Michele Lear**, B.A., B.Ed., M.A.*

- Tue., Apr. 15 – June 3 (8 classes), 7 – 8:15 p.m. \$99.



Keep on Singing!

To get the full benefit of this class, it is recommended that you have participated in I've Always Wanted to Sing or have equivalent singing experience.

Once you start singing, it's hard to stop, so DON'T! Build on the singing skills and confidence you acquired in *I've Always Wanted to Sing!* (or through equivalent experience). Again, practising in small groups in a comfortable atmosphere, you'll continue developing your singing skills while building confidence in your performance. *Your facilitator for this sing-fest is **Michele Lear**, B.A., B.Ed., M.A.*

- Tue., Apr. 15 – June 3 (8 classes), 8:30 – 9:45 p.m. \$99.

Introductory Guitar

No music background or guitar playing experience required!

The perfect starting point for the aspiring guitar player. Chording is taught through an easy-to-learn, step-by-step approach, using examples from popular songs. Before you know it, you'll have mastered the basics of playing the guitar. *Your facilitator for this "strum-along" is Ian Murphy. Ian has been teaching guitar for eight years. He has a wide range of playing experiences involving a variety of styles. Ian is also a singer/songwriter for the rock band, So Says Jane.*

- Thu., Apr. 17 – June 19 (10 classes), 6:45 – 7:45 p.m. \$149.

Intermediate Guitar: Building on the Basics

To get the full enjoyment of this course, it's recommended that you have participated in our Introductory Guitar class or have equivalent experience.

Building on the skills you acquired in our Introductory Guitar class, you'll strengthen your capabilities in the area of bar chords, finger picking and playing melodic lines.



We're looking for facilitators with a passion for life-long learning and exciting course ideas.

If you have expertise in a field with broad educational appeal, and if you understand what it means to teach in a life-long learning context, we'd like to hear from you! Please forward your résumé, with references, to:

Div. of Lifelong Learning
Rm. FM1000, Phelan Road
Memorial University
St. John's, NL, Canada
A1C 5S7
lifelong.learning@mun.ca

Please mark the envelope or subject line "Facilitators". No phone inquiries please.

Your facilitator for this class is Ian Murphy. See Introductory Guitar for bio.

- Thu., Apr. 17 – June 19 (10 classes), 8 – 9 p.m. \$145.

NEWFOUNDLAND TRADITIONAL CULTURE

Traditional Newfoundland Rug Hooking

Learn the traditional Grenfell Mission style of rug hooking. Transform burlap and wool into a work of art. You'll be provided with a 14" x 14" wooden frame covered with burlap to create your rug. You will discuss patterns, colours and wool with your instructor during the first class, then spend the next four weeks working on the details and improving your technique. *Your facilitator for this class is Bruce Simms. Bruce is a textile artist whose work has been critiqued by the Craft Council. Bruce also won a 2007 Arts and Letters Award for his rug entitled "Homestead."*

- Wed., Apr. 16 – May 14 (5 classes), 7 – 9:30 p.m. \$159.

Knitting

Knitting is making a resurgence in Newfoundland today, not only for its functionality but also for its ability to counter stress and promote relaxation. You'll be introduced to all the basics of knitting, as well as purling, choosing a pattern and selecting the appropriate yarn. *Your facilitator for this class is Robin Dooley. Robin has been knitting for more than three decades and is a quality control advisor with NONIA, an organization synonymous with knitting in Newfoundland and Labrador.*

- Tue., Apr. 15 – May 6 (4 classes), 7 – 9:30 p.m. \$89 (materials extra).

Traditional Knots and Splicing

Knot-tying and splicing (rope and twine) were core competencies of our sea-going forebearers and are living artefacts of our marine heritage. This course is an opportunity to live the experience of our ancestors while gaining skills that still have their uses today. Join long-time sea captain, Jan Negrijn, in a nautical setting (the rigging room at the Marine Institute) for an experience that promises to be fun, informative and evocative of special memories. *Your facilitator for this class is Captain Jan Negrijn. See Sand, Sea and Sky, for bio.*

- Sat., June 14 (1 class), 9 a.m. – 4 p.m. \$99.

Two August tour dates available!

Sand, Sea and Sky: An Exploration of Newfoundland's Unique Coastal Marine Ecosystem



A captivating, one-day, marine ecotourism excursion you won't want to miss!

Situated in the beautiful and historic surroundings of Petley and Ireland's Eye, in the sheltered beauty of Smith Sound.

Just \$129! *

Aboard the Coastal Explorer, a working marine science vessel, fully-equipped and safety-certified for tours, and captained by the highly experienced seafarer and devoted marine ecologist, Captain Jan Negrijn.

This one-day excursion is your opportunity to observe first-hand the beauty and diversity of our unique coastal marine ecosystem. Clear, pristine waters, invigorating sea breezes, rugged coastal cliffs and beautiful sandy beaches provide the setting for your hands-on exploration of what has sustained Newfoundland and its people for generations. Get your hands dirty (or at least wet) and your mind opened! *Your facilitator for this class is **Captain Jan Negrijn**. Captain Negrijn's passion for the sea and natural history fuels his pursuit of teaching people of all ages about Newfoundland's majestic natural environment. Among other roles, he has worked as a commercial fisherman, post-secondary instructor, program developer, tour guide, television host, researcher and laboratory technician; all in the area of marine ecology. He also holds national accreditation as a Certified Heritage Interpreter in the natural heritage category.*

- **Tour One:** Sat., Aug. 2, 9 a.m. – 4 p.m.
- **Tour Two:** Sat., Aug. 9, 9 a.m. – 4 p.m.

** Includes your boat tour, lunch, and participation in a variety of marine research activities. (Does not include transportation to or from tour site.)*

WRITING



Introduction to Blogging

(with Geoff Meeker)

Blogging is, in essence, maintaining a diary. But this diary is online and has none of the hush-hush characteristics of its paper-and-ink cousin. Quite the

contrary! It's your voice to the world, your pulpit and soapbox, where you share your thoughts, insights and images, post links, and get feedback from other bloggers. It's easy to participate once you have a few basics, and who better to learn those basics from than popular local blogger, Geoff Meeker. With a little help and guidance from Geoff, you'll soon be on your way to authoring your own blog. *Your facilitator for this course is **Geoff Meeker**.*

*Geoff is a former journalist and managing editor, and is now an independent communications consultant. He writes the **Meeker on Media** blog, which has been hosted on The Telegram's website since June 2007.*

- Wed., May 7 – 28 (4 classes), 7 – 9:30 p.m. \$159.

Writing for the Web

Please see page 27.

Factual and Technical Report Writing

Please see page 27.



Creative Writing, Level 1

If you enjoy writing poetry or fiction, have a desire to enhance your knowledge of writing or are looking for a writing class that focuses on the practice of writing, this class will be of benefit to you. The class includes writing exercises, group discussion, suggested readings and individualized critiques of participants' work. In addition, any topics, concerns, problems or questions relevant to writing in general can be addressed. *Your facilitator for this class is Ed Kavanagh. In addition to being an award-winning writer, Ed has worked as an actor, director, musician, teacher, university lecturer and editor.*

- Tue., Apr. 22 – June 10 (8 classes),
7 – 9:30 p.m. \$189.

Writing Children's Literature

This course may be used by members of the Association of Early Childhood Educators of Newfoundland and Labrador to satisfy continuing education requirements.

An in-depth look at the craft of writing inviting children's literature. You are encouraged to bring your own stories to class for workshopping. The class is primarily concerned with general children's stories and picture books, but some attention will also be paid to young adult novels. There will be a strong emphasis on technique. Editing and the submission of completed work will also be covered. Both fiction and non-fiction work is welcomed. *Your facilitator for this class is Ed Kavanagh. See Creative Writing, Level 1, for bio.*

- Sat., May 24 – June 14 (4 classes),
1 – 3:30 p.m. \$145.

Writing Right

This class may be used towards our Certificate in Leadership. See page 23 for details.

VISUAL ARTS

Drawing and Painting

Drawing for Beginners

An introduction to drawing that makes a beginner's first lines fun and rewarding. Starting with the basics of observation and drawing, you'll use pencil and graphite stick to learn new ways of seeing and recording visual information. You'll discover that drawing is a form of expression in which everyone can participate. Topics include loosening-up exercises, shading techniques, sight measuring, negative space and perspective. *Your facilitator for this class is Annette Manning BFA. Annette is an award-winning artist and a former artist in residence at The Rooms.*

- Tue., Apr. 15 – May 13 (5 classes),
7 – 9:30 p.m. \$159 (materials extra).

Drawing Fundamentals

To get the full benefit of this class, it is recommended that you have completed Drawing for Beginners or have equivalent drawing experience.

Drawing is one of the cornerstones of art training and is fundamental to further explorations in the visual arts. In this course, you'll learn the essentials of drawing (through observation) as you practise and develop a personal drawing style. You'll be introduced to composition and more complex rendering techniques such as fabric, glass and metal. Using pencil and graphite stick on paper, you'll work through a succession of in-class and take-home assignments. *Your facilitator for this class is Julie Whalen. Julie studied art at Sheridan College and classical animation at Algonquin College. She's worked as an art teacher, portraitist, caricaturist and as an animator.*

- Thu., Apr. 17 – May 15 (5 classes),
7 – 9:30 p.m. \$159 (materials extra).

Drawing Skills Development

To get the full benefit of this class, it is recommended that you have completed Drawing Fundamentals or have equivalent drawing experience.

Strengthen and refine your drawing skills through experimentation with media including drawing in colour. You will build your knowledge of line, form, light, shadow and personal expression through a series of projects using conte, pencils, watercolour pencils and pastels. You will work from pictures and still-life. Your creative expression will be enhanced through group discussion and personal critiques. *Your facilitator for this class is Julie Whalen. See Drawing*



Fundamentals for bio.

- Thu., May 29 – June 26 (5 classes),
7 – 9:30 p.m. \$159 (materials extra).

The Art of Drawing Animals: Construction, Action Analysis and Caricature

To get the full benefit of this class, it is recommended that you have completed Drawing for Beginners or have equivalent drawing experience.

Draw realistic looking pictures and caricatures of our feathered and furry friends! By studying proportions and learning the techniques of drawing the unique features of animals, you will be equipped with the skills to achieve an accurate likeness of your pet or other animals. Learn how to share your subject's true warmth, innocence and charm through your own drawings. *Your facilitator for this class is Julie Whalen. See Drawing Fundamentals, left, for bio.*

- Sat., May 24 – June 28 (5 classes).
2 – 4:30 p.m. \$159 (materials extra).
Note: No class on June 21.

Ferryland Lighthouse Painters Workshop with Gerry Squires

Your day will include a tasty picnic lunch provided by Lighthouse Picnics.

Join nationally acclaimed painter and Order of Canada recipient, Gerry Squires, at the historic Ferryland lighthouse, for a special day of painting. The Ferryland Downs have been a focal point of much of Gerry's work; as such, the day is sure to be a singular creative experience. *Your facilitator for this class is Gerry Squires. Gerry is a member of the Order of Canada and a member of the Royal Canadian Academy of the Arts.*

- Sat., June 21 (1 class), 9 a.m. – 4 p.m.
\$129.

Life Drawing and Painting with Gerry Squires

To get the full benefit of this class, it is recommended that you have completed Drawing for Beginners or have equivalent drawing experience.

Making art is more than technique. Making art means learning to "see" and to portray what is there. In this intensive, two-week-end offering, drawing will be your focal point for exploring techniques to strengthen your artistic work and as a basis for discussing the nature of art and the artistic life. You'll develop skills—through demonstrations and in-class work (using a model)—that will transfer to any medium. *Your facilitator for this class is Gerry Squires. See Ferryland Lighthouse Painters Workshop for bio.*

- Sat./Sun., May 24/25 and May 31/June 1 (2 weekends), 9 a.m. – 4 p.m. each day.
\$295 (includes model's fees).



Painting with Acrylics, Level 1

To get the full benefit of this class, it is recommended that you have completed Drawing for Beginners or have equivalent drawing experience.

The technical fundamentals of working with acrylics is the starting point for your relationship with the medium: colour theory and mixing, paint application, canvas preparation and paint effects. Through demonstration, discussion and individual practice using still life and photographic sources, you'll build your confidence and personal expression while learning to apply to your work the principles of colour, texture, shape, composition and light. *Your facilitator for this class is Kathleen Murphy, B.Ed. Kathleen is an acrylics artist whose work has been shown in private and public exhibitions as well as the local media. Kathleen is an active member of the NL and Labrador Art Association.*

- Mon., Apr. 14 – May 12 (5 classes)
7 – 9:30 p.m. \$159 (materials extra).

Painting with Acrylics, Level 2

To get the full benefit of this class, it is recommended that you have completed Painting with Acrylics, Level 1, or have equivalent painting experience.

Building on the skills acquired in Painting with Acrylics, Level 1, you'll use a variety of subject matter to help you develop your technical skills, your creative expression and your mastery of the medium. *Your facilitator for this class is Kathleen Murphy. See Painting with Acrylics, Level 1, above, for bio.*

- Mon., May 26 – June 30 (5 classes),
7 – 9:30 p.m., \$159 (materials extra).
Note: No class June 23.



Photography

A word about our photography courses:

If you:

- want to learn how to use your (digital) camera to take better photographs,
- where the emphasis is on composition, lighting and camera features, and
- your class instruction takes place in a photography studio environment with no computer usage...

...we recommend our Basic Digital Photography course.

If you:

- have existing digital images that you want to enhance,
- where your primary interest is on photo editing (not photography), and
- your class instruction takes place in a computer lab using photo editing software...

...we recommend our Editing Your Digital Photos class. See page 18.

Basic Digital Photography

We recommend you have a digital camera exceeding three million pixels, with adjustable shutter speed and lens aperture settings. You should also have the manual for your camera and a tripod.

Basic Digital Photography is the perfect class if you've just acquired a digital camera or if you own one but are having trouble figuring it out. Our highly accomplished instructor will assist you in learning to use your digital camera equipment, as well as introduce you to simple picture-taking techniques and image management software allowing you to create, store and share your beautiful images and prints. *Your facilitator for this class is **Robert Young**. Robert is owner/operator of Celebrity Studios and is an accomplished commercial photographer. He's been teaching photography for the Division for eight years.*

- Tue., May 6 – June 10 (6 classes), 7 – 9:30 p.m. \$189.

HOME AND GARDEN

Designing Gardens: The Basics

Creating a garden plan is an essential first step for landscape designers and homeowners. You'll begin with an introduction to garden design and the variety of garden layouts available to inspire you: formal, country, heritage, rock, perennial beds, and low-maintenance models. *Your facilitator for this class is **Peter Dawson**. Peter has developed and taught numerous classes in landscaping, gardening and turf management.*

- Sun., May 25 (1 class), 1 – 4 p.m. \$39.

Greenhouse Gardening

A greenhouse adds a whole new dimension to your gardening, including an extended growing season and greater diversity in the types of plants you can grow. In this information-packed session, Peter Dawson will take you on an outside-in look at the types of greenhouses available, how to select a model that suits your needs, choosing the best setting for your facility, what municipal regulations (if any) apply, plant selection, growing tips and techniques, sanitation and cleaning, ventilation and everything in between! *Your facilitator for this class is **Peter Dawson**. See *Designing Gardens for bio.**

- Sun., Apr. 27 (1 class), 1 – 4 p.m. \$39.



HEALTH AND WELLNESS

Smoking Cessation Seminar

For your comfort, please bring to class a small pillow and/or yoga mat.

Your health is your most precious asset. Becoming a non-smoker is a tremendous step towards good health. This seminar involves hypnosis and will help you recognize and understand the importance of a healthy lifestyle. You'll look at smoking habits and the trigger points that cause you to smoke. By keeping an open mind, you'll be able to look at the addiction of smoking in both a physical and mental context. The likelihood is, you'll leave the seminar without the withdrawal, anxiety, tension or irritability often associated with quitting. *Your facilitator for this class is Gary Summers. Gary is a trained physiologist and a practicing stress management and relaxation counsellor.*

- Wed., May 7 (1 class), 7 – 9:30 p.m.
\$69 (includes take-home CD).

Weight-loss Seminar

For your comfort, please bring to class a small pillow and/or yoga mat.

You CAN lose weight! This seminar uses hypnosis to help you change your eating habits. Improve your health by giving yourself a trimmer body. By dealing with eating on a subconscious level you are able to reprogram yourself for success. Whether you want to lose weight or maintain your present condition, this seminar helps you deal with the issue of using food as a crutch. *Your facilitator for this class is Gary Summers. See Smoking Cessation seminar for bio.*

- Wed., June 11 (1 class), 7 – 9:30 p.m.
\$69 (includes take-home CD).

MARINE SKILLS

Coastal Navigation, Level 1

Newfoundland's coastline is one of spectacular beauty but it is also one of treacherous shoals, reefs and outcroppings. As a responsible mariner, you cannot enjoy the beauty of the setting without also being alert to the hazards that lurk there. Coastal Navigation, Level 1, will equip you with the understanding and skills you need to navigate the island's coastal waters safely. Topics include navigational charts and publications, position and direction on the earth's surface, the magnetic compass, ship position and tracking, aids to navigation, rules of the road, and basic route planning. This course can be used toward certification upgrading with the Professional Fish

Harvesters Certification Board. *Your facilitator for this class is Captain Jan Negrijn. See Sand, Sea and Sky, page 9, for bio.*

- Sat./Sun., Apr. 12/13 and 26/27
(2 weekends), 9 a.m. – 4 p.m. \$199

BoatPRO

An excellent preparation course for the Pleasure Craft Operator Card (PCOC) exam which all operators of power driven pleasure craft will be required to have passed by 2009.

Learn the basics of legal and safe boating practices to standards prescribed by Transport Canada. Topics covered include the types and characteristics of boats, mandatory and suggested on-board safety equipment, emergency equipment and procedures, boat maintenance, weather tips and more. *Your facilitator for the seminar is Captain Jan Negrijn. See Sand, Sea and Sky, page 9, for bio.*

- Sat., May 10, 9 a.m. – 4 p.m. and
Sun., May 11, 9 a.m. – noon. \$79.

Two August tour dates available!

Sand, Sea and Sky: An Exploration of Newfoundland's Unique Coastal Marine Ecosystem

See page 9.

Traditional Knots and Splicing

See page 8.

FAB@50+



A specially priced selection of fun, informative day-time classes for learners 50 years of age and older.

All Fab@50+ classes are facilitated by Student Connections, specially trained and certified university and college students, funded under a Government of Canada youth employment strategy.

Fab@50+ Computer Club

Come and learn how fun your computer can be! In this course, you will be introduced to some of today's most frequently visited websites; e.g., Facebook and YouTube, and to such popular online services as eBay, online games and online shopping. This "club" is a great opportunity to share your computer-related discoveries and activities, and to learn from your fellow participants.

- Wed., Apr. 23 – May 14 (4 classes),
2 – 4:30 p.m. \$109.

Computer Basics for the Absolute Beginner

Using a combination of theory and hands on exercises, you'll gain the knowledge and confidence you need to operate a computer. Simple, easy-to-follow instructions in a relaxed encouraging setting, ensures your success. You'll cover the basics of computers, including Windows, word processing, managing files, keyboarding, and an introduction to the Internet.

- Tue., Apr. 22 – May 20 (5 classes),
2 – 4:30 p.m. \$139 (includes manual).

Beyond Computer Basics

Once you've conquered the very basics of using a computer, it's time to take the next step up. Topics include the control panel—what you can and should not adjust—creating shortcuts, installing and removing software, backing up files, essential system maintenance and the printing of files.

- Tue., May 27 – June 24 (5 classes),
2 – 4:30 p.m. \$139.

Introduction to the Internet and E-Mail

Learn to navigate the World Wide Web with confidence! You'll learn how to use the web to stay in contact with family and friends, do online banking, book vacations, keep up on current events and lots more! You'll also learn how to set up a Web-based e-mail account and use it to send and view documents and pictures.

- Thu., Apr. 24 – May 22 (5 classes),
2 – 4:30 p.m. \$139.

Introduction to Digital Cameras and Photo Management

Join us for a simple, easy-to-follow introduction to using your digital camera. We'll then show you how to transfer, organize and manage digital photographs on your computer. From there, you'll learn how to do some basic manipulation of your images, such as cropping (making a certain part of your photo the main subject area), converting them to black-and-white, removing red-

eye, creating photo collages and slideshows, and using printing options.

- Thu., May 29 – June 26 (5 classes),
2 – 4:30 p.m. \$139.

JUST FOR THE FUN OF IT

Learn to Play Bridge

Bridge is one of the great card games! It can offer you immense challenge and enjoyment for the rest of your life. This course is ideal for the complete beginner; i.e., one who knows nothing—or almost nothing—about bridge. By the end of the six sessions, you'll understand the card play involved and be well on your way to becoming a viable Bridge player. *Your facilitator for this "rubber" is Randy Bennett. Randy has played and competed at provincial, national and international levels. He's qualified to represent Canada at a number of world championships, placing first in the pairs event in Yokohama, Japan.*

- Tue., Apr. 15 – May 20 (6 classes),
7 – 9 p.m. \$129.

Developing Your Bridge Play

To get the full benefit of this class, it is recommended that you have completed Learn to Play Bridge or have equivalent bridge playing experience.

Become a more accomplished bridge player! Working from your basic understanding of the game, you'll develop your skills by playing under the tutelage of an international Bridge champ. *Your facilitator for this class is Randy Bennett. See Learn to Play Bridge for bio.*

- Thu., Apr. 17 – May 22 (6 classes),
7 – 9 p.m. \$129.

Two August tour dates available!

Sand, Sea and Sky: An Exploration of Newfoundland's Unique Coastal Marine Ecosystem

See page 9.

We're waiting to
hear from you!
Call today!
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KIDS ON CAMPUS

AGES 9 – 12

Sketching and Cartooning

Introduce your child to the world of creating art with the help of a cartoonist! Using a variety of drawing materials, your child will learn basic drawing skills and techniques with specific emphasis on the importance of line, shape, value, texture, composition and perspective. These skills will then be used to create cartoons and simple animation pieces. *Your facilitator for this class is Julie Whalen. See Drawing Fundamentals, page 10, for bio.*

- Sat., Apr. 19 – June 14 (8 classes), 11:15 a.m. – 12:45 p.m. \$89.

Note: No class May 17.

Watercolour and Painting Techniques

To get the most out of this class, it is recommended that your child have completed Sketching and Cartooning or has equivalent drawing experience.

Your budding young artist will explore his or

her creative talents while expanding their artistic knowledge. The focus for this class will be on watercolour, particularly as the medium relates to the concepts of colour theory. Your child's skills will be further developed through learning to paint with gouache. *Your facilitator for this class is Julie Whalen. See Drawing Fundamentals, page 10, for bio.*

- Sat., Apr. 19 – June 14 (8 classes), 9:30 – 11 a.m. \$89.

Note: No class May 17.

Robotics

Now including new Lego Mindstorm NXT robotics kits featuring humanoid, animal and vehicle robots that see, hear, think and feel!

If you like LEGO, you'll love our Robotics class! Build robots and then link the machines to a computer and control them with software you've written yourself. *Your facilitator for this class is t.b.a.*

- Sat., Apr. 19 – May 31 (6 classes), 9 a.m. – noon, \$139.

Note: No class May 17.

Get set for summer fun!

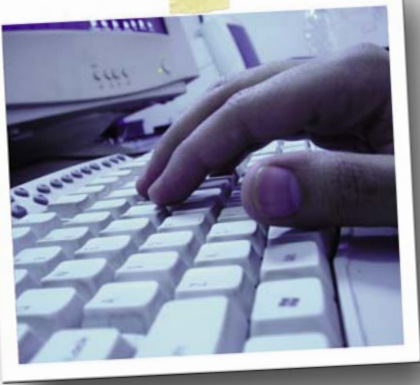
Kids on Campus Summer Youth Camps

Ages 5–8 and 9–12 • June 30 – Aug. 29

From inner space to outer space, from whistles and bells to magic spells, our camps will keep your kids learning (while having fun!) all summer long.

Watch our website for details!
www.mun.ca/lifelonglearning

This summer, featuring an expanded French program! "Plus de français plus de amusement!"



COMPUTER TECHNOLOGIES

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Computer Basics

Computer Basics for the Absolute Beginner

Are you a newcomer to the world of computers? This is the class for you! Get acquainted with your PC inside and out. You'll learn the basics of Microsoft Windows, e-mail and file management; find out how to customize your desktop and manage menus, practise mouse and keyboard skills, and be introduced to a variety of popular computer programs. *Facilitation for this class is provided by Student Connections. See Fab@50+, page 13, for facilitation information.*

- Mon., Apr. 21 – June 2 (6 classes), 7 – 9:30 p.m. \$199 (includes text).
Note: No class May 19.

Buying a Computer? Here's What You Need to Know

Thinking of buying a new or used computer but don't know what to look for or where to

begin? Choosing the right computer for you doesn't need to be a daunting task. Save time and money by learning exactly what you need and want in a computer, along with what you don't need. Become an informed computer purchaser! *Facilitation for this class is provided by Student Connections. See Fab@50+, page 13, for facilitation information.*

- Mon., Apr. 14 (1 class), 7 – 9:30 p.m. \$39.

Mastering Keyboarding Skills

To get the full benefit of this class, it is recommended that you have completed MS Windows XP: The Basics or have equivalent experience.

Keyboarding is a fundamental skill in personal and workplace computing. You'll be pleased to find out how easy it is to improve the speed and accuracy of your typing using the touch-type method. After all, what organization or office setting doesn't have a computer in it these days? And what about all those papers you're going to write for school? Once you're comfortable with the keyboard, drills are introduced to rev up your speed. *Your facilitator for this class is Kathleen Murphy. Kathleen has more than 20 years of experience teaching a wide variety of office skills.*

- Thu., Apr. 17 – June 5 (8 classes), 7 – 9 p.m. \$129 (includes manual).

Operating Systems

Available in 2 sections!

MS Windows XP: The Basics

Windows XP is a cornerstone class for all other computer technology classes appearing in this brochure.

Windows XP is an operating system that manages your computer's basic functions and supports the programs you use. This class will cover XP's basic, most commonly used features. Topics include the desktop, display and system settings, help desk and mobile settings, network resources and managing files and folders. *Your facilitator for this class is Shannon Curnew B.Eng., M.Sc. Shannon is an experienced computer technology labs and tutorials instructor.*

SECTION 1

- Wed., Apr. 16 (1 class), 7 – 10 p.m. \$49.

SECTION 2

- Wed., June 4 (1 class), 7 – 10 p.m. \$49.

Book your seat today!

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Become a certified Cisco network associate

Cisco Networking Academy Program

Cisco's Certified Network Associate (CCNA) is an e-learning model that delivers web-based educational content, online testing, student performance tracking, hands-on labs and instructor-led training and support.

Lifelong Learning, **the province's only authorized Cisco Systems Regional Networking Academy**, offers four networking courses using a combination of lectures and hands-on training and laboratories. You can prepare for an exciting career integrating networks using industry-leading technology. This program gives you the technical knowledge and advanced networking skills required to prepare for and write the Cisco certified network associate exam leading to the nationally recognized computer-networking designation of Cisco Certified Network Associate (**CCNA**).

Upon completion of the four courses, Lifelong Learning will also issue a professional certificate in Cisco networking.

SPRING 2008 COURSE LISTING

Networking Systems 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.

- Thu., May 1 – June 26, (9 classes), 7 – 10 p.m. \$560 (includes online materials).

Networking Systems 2

Prerequisite: Networking Systems 1

This course focuses on initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Participants will develop skills and will configure a router, manage Cisco IOS software, configure routing protocol on routers, and set the access lists to control the access to the routers.

- Tue., May 13 – Jun. 17 (6 classes), 7 – 10 p.m. plus Sat., May 31, 9 a.m. – noon and Sat., June 14, 9 a.m. – 4 p.m. \$560 (includes online materials).

The facilitator for our Cisco networking courses is Rob Ryan, B.Ed., M.Ed., CCNA, CCNP and CCAI. Rob has the most comprehensive set of Cisco certifications in the province. He also has many years of experience teaching electronic accounting.

FALL 2008 COURSE LISTING

Networking Systems 3

Prerequisite: Networking Systems 2

Focuses on advanced IP addressing techniques: Variable length subnet masking (VLSM), intermediate routing protocols such as RIP v2, single-area OSPF, and EIGRP; command-line interface configuration of switches, eEthernet switching, virtual LANs (VLANs), spanning tree protocol (STP) and VLAN trunking protocol (VTP).

- Date(s)/Time(s) **t.b.a.** \$560 (includes online materials)

Networking Systems 4

Prerequisite: Networking Systems 3

This course focuses on the following topics: advanced IP addressing techniques, network address translation (NAT), port address translation (PAT), dynamic host configuration protocol (DHCP), WAN technology and terminology, PPP, ISDN, DDR, frame relay and network management 1.

- Date(s)/Time(s) **t.b.a.** \$280 (includes online materials)



**For more information or to register:
Tel.: 737.2367 • E-mail: lifelong.learning@mun.ca**



PC Maintenance and Troubleshooting

Cleaning, Uncluttering and Flattening Your Hard Drive

To get the full benefit of this class, it is recommended that you have completed MS Windows XP: The Basics or have equivalent experience.

Ever noticed that the speed of your computer seems sluggish or that your system takes a long time to complete a process? It may be that your hard drive needs to be cleaned and/or serviced. There are established ways to improve your hard drive performance and they're easier to do than you think. Whether you want to wipe your computer clean or just need to freshen it up a bit, this class goes over the maintenance functions of your computer. You'll also find out how to remove spyware, adware and how to protect your computer from viruses. *Your facilitator for this class is Rob Ryan. See Cisco Networking Academy, page 17, for bio.*

- Thu., Apr. 17 and 24 (2 classes)
7 - 9:30 p.m. \$99.

Media Wares

Editing Your Digital Photos

Learn to crop photos (make a part of your picture the main subject area), remove red eye, create photo collages and slide shows, apply custom printing options and convert your images to black-and-white or sepia tone. *Facilitation for this class is provided by Student Connections. See page 13, for facilitation details.*

- Tue., Apr. 22 (1 class), 7 - 9:30 p.m. \$39.

E-Mail Management

Microsoft Outlook 2003

Available in 2 sections!

Integrating Your E-mail, Contacts and Calendar Services

To get the full benefit of this class, it is recommended that you have completed MS Windows XP: The Basics or have equivalent computing experience.

Outlook is not just for e-mail! It is also a powerful scheduling and contact management program. This class will teach you all the major components of Outlook. You will manage and organize e-mail messages efficiently, store and categorize contact information, schedule meetings and appointments, and keep track of your to-do list. *Your facilitator for this class is Shannon Curnew. See Windows XP: The Basics, page 16, for bio.*

SECTION 1

- Tue., Apr. 29 (1 class), 7 - 10 p.m. \$49.

SECTION 2

- Mon., May 26 (1 class), 7 - 10 p.m. \$49.

Word Processing

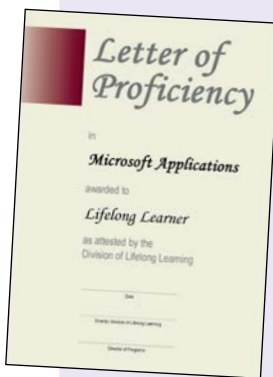
Microsoft Word, Level 1

Introduction to Word Processing

To get the full benefit of this class, it is recommended that you have completed MS Windows XP: The Basics or have equivalent experience.

Word processing is more than typing text

Earn a Letter of Proficiency in Microsoft Office applications



Many employers want or expect their staff to be able to use Microsoft's suite of Office tools.

By the completion of our certificate, you'll be able to demonstrate basic competency in the XP operating environment, word processing, spreadsheet operations, multimedia presentation development and database management.

Letter of Proficiency requirements

CORE COURSES (five)

- Access, Level 1
- Excel, Level 1
- PowerPoint, Level 1
- Windows XP
- Word, Level 1

ELECTIVES (any two)

- Access, Level 2
- Excel, Level 2
- Keyboarding Skills
- PowerPoint, Level 2

Ask one of our customer service reps for details!

and saving files. It's about working smarter to create great looking documents in shorter periods of time; a goal made achievable through Microsoft Word, one of the most popular and widely used word processing applications in the world today. You'll begin with a familiarization with the Word screen and many of its windows. From there you'll move to formatting text and documents, printing documents and using several of Word's more powerful productivity tools. *Your facilitator for this class is Shannon Curnew. See Windows XP: The Basics, page 16, for bio.*

- Tue., May 6 – 20 (3 classes),
9 a.m. – 4 p.m. \$229 (includes text).

Basic MS Word

To get the full benefit of this class, it is recommended that you have completed MS Windows XP: The Basics or have equivalent experience.

Do you find yourself in a situation where you absolutely have to be up-and-running with Word, where you don't have the luxury of exploring and practising the basics of the application? Then you need this, the express version of MS Word; five hours of "what you need to know, to be good to go"! *Your facilitator for this class is Shannon Curnew. See Windows XP: The Basics, page 16, for bio.*

- Tue., Apr. 15 – 22 (2 classes),
7 – 9:30 p.m. \$79.

Database Development and Management

Microsoft Access, Level 1 Database Development and Administration, Level 1

To get the full benefit of this class, it is recommended that you have completed MS Windows XP: The Basics or have equivalent experience.

Databases are a powerful way to organize and associate pieces of information. In this class, you will appreciate the usefulness of databases by constructing a database of your own. Following your introduction to the basic commands, functions and capabilities of Access you'll go on to plan and create your database (manually and using a wizard), import data, use a switchboard, and backup, maintain and repair your database. *Your facilitator for this class is Rob Ryan. See Cisco Networking Academy, page 17, for bio.*

- Tue., Apr. 15 – 29 (3 classes),
9 a.m. – 4 p.m. \$229 (includes text).

Microsoft Access, Level 2 Database Development and Administration, Level 2

To get the full benefit of this class, it is recommended that you have completed Microsoft Access, Level 1, or have equivalent database experience.

Enhance your ability to create and use Access databases. You will acquire advanced skills in designing queries, forms and reports, creating basic macros and Visual Basic modules, and maximizing your database's operational efficiency. *Your facilitator for this class is Rob Ryan. See Cisco Networking Academy, page 17, for bio.*

- Mon., June 2 – 16 (3 classes),
9 a.m. – 4 p.m., \$229 (includes text).



Spreadsheets

Microsoft Excel, Level 1 Fundamentals of Spreadsheets

To get the full benefit of this class, it is recommended that you have completed MS Windows XP: The Basics or have equivalent computing experience.

Spreadsheets have become one of the most popular applications for businesses and just about any other type of organization with a need to store and communicate data effectively. You'll become comfortable with entering data in a worksheet, navigating a worksheet, formatting and customizing the worksheet, creating and applying simple formulas, performing basic charting, and printing Excel documents. *Your facilitator for this class is Rob Ryan. See Cisco Networking Academy, page 17, for bio.*

- Mon., Apr. 14 – 28 (3 classes),
9 a.m. – 4 p.m. \$229 (includes text).

737-7979

Microsoft Excel, Level 2

Advanced Spreadsheet Features

To get the full benefit of this class, it is recommended that you have completed Microsoft Excel, Level 1, or have equivalent spreadsheet experience.

Advance your spreadsheet application skills! You'll begin with a review of the basic spreadsheet operations then move to more advanced topics such as employing custom cell formats; using statistical, math, financial and other functions; employing lists of data, the Internet and drawing tools; and customizing charts. *Your facilitator for this class is Rob Ryan. See Cisco Networking Academy, page 17, for bio.*

- Mon., May 5 – 26 (3 classes),
9 a.m. – 4 p.m. \$229 (includes text).
Note: No class May 19.

Electronic Accounting

Simply Accounting 2005, Level 1

To get the full benefit of this class, it is recommended that you have basic accounting or bookkeeping experience and have completed MS Windows XP: The Basics or have equivalent experience.

The perfect accounting software for your fast-moving, small- to medium-sized business; easy to use yet powerful enough to

keep up with all of your accounting needs. You will take a practical approach to learning the software by setting up a company and its accounts, populating the accounts and manipulating the accounts' data. Simply Accounting integrates easily with Microsoft Excel, Word and Internet applications, giving you the flexibility to produce powerful reports and presentations. *Your facilitator for this class is Rob Ryan. See Cisco Networking Academy, page 17, for bio.*

- Fri., May 23 – June 6 (3 classes),
9 a.m. – 4 p.m., \$229 (includes text).

Simply Accounting 2005, Level 2

To get the full benefit of this class, it is recommended that you have completed Simply Accounting, Level 2, or have equivalent experience.

Expanding on the skills gained in *Simply Accounting 2005, Level 1*, you'll learn to manage the wider scope of transactions usually encountered in bookkeeping including payroll, inventory and services, projects, accounts receivable and accounts payable. *Your facilitator for this class is Rob Ryan. See Cisco Networking Academy, page 17, for bio.*

- Fri., June 13 – 27 (3 classes),
9 a.m. – 4 p.m., \$229 (includes text).



Personal and professional development has never been so convenient.

Now, through the Division's **distance education service**, you have access to more than 300 non-credit personal and professional development courses. It's learning you do at your own pace, in your own space, wherever you have access to the Internet. Choose from subject areas such as information technology, negotiating

and team-building skills, project management and office procedures. The courses are rich in content with lots of activity-based learning. **And no formal admission to Memorial is required.** Make the connection. Call today, **737-7979**, or click the online courses link on our home page.

Non-credit distance education courses. Become@home.

Presentation Skills

Microsoft PowerPoint, Level 1

Creating Dynamic

Multimedia Presentations

To get the full benefit of this class, it is recommended that you have completed MS Windows XP: The Basics or have equivalent experience.

When properly incorporated into presentations, visual aids can have tremendous audience impact. PowerPoint, one of the most frequently used presentation packages, is simple to learn and can return big communication results. In this introductory course you will be introduced to some guiding design principles. You'll go on to 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. *Your facilitator for this class is Shannon Curnew. See Windows XP: The Basics, page 16, for bio.*

- Wed., June 11 – 18 (2 classes)
9 a.m. – 4 p.m. \$199 (includes text).

Website Development and Online Security

Planning a Successful Website: An Essential First Step

Is your business using the Internet to its greatest advantage? Is your website attracting customers or turning them off? What do you need to know before you start to create a website? This workshop will teach you the basics of planning your web venture. Establishing a plan will allow you to utilize proven techniques and knowledge to ensure your website conveys your information as effectively as possible. *Facilitation for this class is provided by Student Connections. Please see page 13 for facilitation details.*

- Wed., Apr. 16 (1 class), 7 – 9:30 p.m. \$39.

Building Your Own Website Using Joomla!

Using Joomla!, a free template-based web development software, you will learn to create, modify, update and publish your very own professional-looking website. You'll be shown how to download and install new site templates, customize your colours, images and content; and extend the functionality by adding extensions such as calendars, image galleries, shopping carts, newsletters and more! Come discover how easy and

cost effective it can be to have a polished online presence. *Facilitation for this class is provided by Student Connections. Please see page 13 for facilitation details.*

- Wed., Apr. 23 – 30 (2 classes),
7 – 9:30 p.m. \$69.

Microsoft FrontPage 2003

Building Your Own Website with FrontPage

To participate in this class, it is recommended that you have completed MS Windows XP: The Basics, or have equivalent experience.

Working in a hands-on environment, you will be creating and editing your own web page, working with graphics, creating links between files, maintaining your site, and adding special effects. You will continue to learn more complex features of FrontPage, which will give you the flexibility to go further with the customization of your website. *Facilitation for this class is provided by Student Connections. Please see page 13 for facilitation details.*

- Tue., May 13 – June 10 (5 classes),
7 – 9:30 p.m. \$179 (includes text).

Driving Traffic to Your Website: Search Engine Optimization

Search engine optimization increases the volume of traffic to your website. You'll learn about Meta tags and other techniques to publicize and market your website, so as to bring it to the top of the results list when using search engines. The higher your website ranks in the search, the greater the chance your site will be visited! You will also learn how to determine who is visiting your site by tracking online clients. These are important tools that can make a big difference in the success of your website! *Facilitation for this class is provided by Student Connections. Please see page 13 for facilitation details.*

- Wed., May 7 – 14 (2 classes), 7 – 9:30 p.m.
\$69.

Online Security: Protecting Yourself from Internet Threats

The internet can be a daunting place if you don't know how to protect yourself. This workshop will teach you about current internet-based security threats such as viruses, pop-ups, spyware and phishing, and what you can do to eliminate or limit them. You'll also get a lesson on security for the wireless internet connection, technology that is becoming increasingly popular amongst casual users. *Facilitation for this class is provided by Student Connections. Please see page 13 for facilitation details.*

- Wed., May 21 (1 class), 7 – 9:30 p.m. \$39.

www.mun.ca/lifelonglearning

SKILLS FOR THE WORKPLACE

Competing for Employees in Boom Times: Attracting and Retaining Top Talent

How do you attract and retain a new generation with a different approach to life than the boomers leaving the workforce? How do management behaviours and practices affect recruitment and retention outcomes? How can you gather competitive intelligence and develop strategies and tactics to be ahead of the game? How do you implement your strategy? Join us for a two-day interactive workshop to discuss these topics and many others. *Your facilitator for this class is Heather Duggan. Heather has broad international experience in strategic human resources management. She specializes in change management looking for ways to increase both employee satisfaction and bottom line productivity. Heather holds a*

M.Sc. in Organization Development (Pepperdine University, California) and a B.A. (Memorial University).

- Tue./Wed., May 27 – 28 (2 classes), 9 a.m. – 4 p.m. \$199.

Delivering Quality Client Service

What is it that clients really want? A fast response? Instant information? Friendly conversation? All of these and more! When clients are pleased, they're likely to be repeat customers. But if they think they haven't been treated well, they'll tell everyone who'll listen about their bad experience. In this session you will learn to identify your service expectations based on your personal service preferences and identify behaviours that lead to or hinder a quality service experience. You will participate in interactive activities that cover key service topics and learn how to be good to a client as well as be a good client. *Your facilitator for this class is Denise Ryan. Denise is an experienced facilitator/coach in workplace training*

continued on page 24

Ask about our contract training services.



"We highly recommend this avenue of training to companies who support and encourage the professional development of their employees."

Shirley Smith
Manager, Human Resources
G.J. Cahill and Company Limited



Dan Dillon Dip.B.Mgmt.,
B.Ed. (Post-secondary),
M.Ed. (in progress)
ddillon@mun.ca
(709) 737-4389


"Providing our clients with excellent customer service is of paramount interest to me."

A learning culture = continuous growth and development

Today's organizations understand the value of learning as a means of enhancing core competencies, they understand the value of developing a learning culture for continuous growth and improvement, they understand that continuous learning is simply good business. At Memorial University's Division of Lifelong Learning we have more than 40 years of experience providing timely, effective staff development and training

services to individuals and organizations throughout the province. By drawing on the resources and expertise of the university, we're able to design, develop and deliver the continuing education products and services your people need to be their best. Call Dan Dillon, our Business Development Officer, and find out what we can do to help make your staff development and training initiatives a success.

Certificate in Leadership



For the influencers in your organization and those who aspire.

Core Requirements (mandatory)

Effective Leadership

Leadership can be demonstrated by individuals at all levels in an organization. It's about helping others to realize their potential, and perhaps, to go beyond. Discussions will include what it takes to lead in difficult times and the leader's role in communicating, setting direction, managing change, strategic thinking, improving organizational performance, coaching, motivating and inspiring. **Ted Lomond.** *Ted is president of a local consulting service. He has held a number of public leadership positions.*

- Fri., June 13 (1 class), 9 a.m. – 4 p.m. \$139.

Project Management

The success of any project depends on the effectiveness of how it is managed. In Project Management, 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. **Ted Lomond.** *See above for bio.*

- Tue., May 13 and 20 (2 classes), 9 a.m. – 4 p.m. \$209 (includes materials).

Time Management: Getting the Most Out of Your Day

Not enough time in the day? In reality, you have more than you think; you just don't use it well or in a way that suits your style! Learn to set realistic objectives then how to prioritize them; how to work through others, to develop short- and long-term plans and how to deal with time-wasters. **Don Crickard.** *Don is founder and operator of Crickard Communications Inc.*

- Tue., June 24 (1 class) 9 a.m. – 4 p.m. \$139.

Electives (any two)

High-Impact Presentation Skills

Everything you need to know to deliver a solid presentation with clarity and confidence. You'll learn how to organize your thoughts and information, build credibility, prepare eye-catching visuals and present with power. **Don Crickard.** *See Time Management, left, for bio.*

- Thu., May 29 (1 class), 9 a.m. – 4 p.m. \$139.

Stepping Up To Supervisor

Making the transition from working beside fellow employees to supervising them can be both exciting and challenging for everyone involved. It's a different working relationship requiring a different set of skills. This class will identify those skills you need to function effectively in a supervisory role. **Ted Lomond.** *See left for bio.*

- Thu., Apr. 24 (1 class), 9 a.m. – 4 p.m. \$139.

Communicating with Difficult People

Difficult personalities are a fact of life. We find them in the workplace and in our personal lives. Topics include the nature of conflict and its impacts in the workplace, personality insights, work/personal styles, conflict management styles and understanding which style to use, communications process, active listening skills, as well as agreeing and constructive disagreement. **Don Crickard.** *See left for bio.*

- Tue./Wed., June 3 and 4 (2 classes), 9 a.m. – 4 p.m. \$199.

Writing Right

If you can't remember the difference between a conjunction and a preposition, this is the class for you! The class examines the mechanics of grammar, teaches you how to produce well-constructed sentences and introduces you to techniques for writing effective paragraphs. **Yvonne Hann.** *Yvonne is a PhD candidate (Arts) specializing in British renaissance drama.*

- Thu., June 19 (1 class) 9 a.m. – 4 p.m. \$139.

- No formal admission to Memorial required.
- No prerequisites required.
- Complete all requirements and receive a certificate of completion.
- COURSES MAY BE DONE INDIVIDUALLY, I.E., NOT AS PART OF THE CERTIFICATE.



programs. She holds a masters degree in training and HR management from the University of Leicester, UK, and has trained across the country on such topics as client service excellence as well as diversity in the workplace.

- Wed., Apr. 30 (1 class), 9 a.m. – 4 p.m. \$139.

Basic Accounting

This accounting skills course will assist the small office/home office business owner. In the course, you will explore the basic concepts and procedures that are required by government, bankers, and business owners. Topics include: balance sheets, income statements, ledger transactions, trial balances, and closing entries. *Your facilitator for this class is Rob Ryan. In addition to being a highly-skilled IT specialist, Rob has many years of experience teaching accounting and computerized accounting.*

- Wed., Apr. 16 – May 21 (6 classes) 7 – 10 p.m. \$169 (does not include text).

Speaking of Which... The Art of Public Speaking

How many times have you said to yourself, "I'd love to be able to make a presentation like that"? The likelihood is, you can. In this workshop you will focus on some time-tested, easy-to-apply-strategies that will help you develop public speaking competencies. In this interactive course, you will learn tips on how to research and present your material; ways to avoid succumbing to the fear and nervousness that overwhelms so many presenters and you will have opportunities, in a supportive environment to practice the art of speaking in public. *Your facilitator for this class is Don Crickard. Don is the founder and operator of Crickard Communications Inc.*

- Mon., Apr. 28 – May 12 (3 classes), 7 – 10 p.m. \$149.

Math Skills Assessment

If you've been away from math for a while or if you're currently struggling with the subject and need help, a math skills assessment is a good place to begin. Knowing where you're starting from is crucial to reaching your goals. With our Math Skills Assessment class, you'll receive an individualized assessment of your current math skills. The assessment will include diagnostic testing and a follow-up session to discuss materials and programs available to help you achieve your learning objectives.

Facilitated by Memorial's Math Learning Centre.

- Sessions by appointment only, \$55 (per session).

Change Management

Please see page 25.

Communicating with Difficult People

Please see page 23.

Communication at Work

Please see page 25.

Conflict Resolution

Please see page 25.

Customer Service: Keep Your Customers Coming Back

Please see page 25.

Customer Relations Management

This class is applicable to our new Certificate in Sales. Please see page 28 for details.

Effective Leadership

Please see page 23.

Factual and Technical Report Writing

This class is applicable to our new Certificate in Business Writing. Please see page 27 for details.





Certificate in Workplace Communications for Administrative Professionals

Communication at Work

Your ability to communicate effectively determines whether you can earn the respect and exert the influence required to get things done for yourself and your organization. Everyone has a predominant communication style that both helps and hinders interpersonal relationships. Most often communication fails because what was said is not what was heard. Effective listening, non-verbal communication and the importance of a positive attitude will be examined. You will leave with tips to overcome barriers to communication and keys to performance and personal well-being. **Doreen Whalen.** *Doreen has been facilitating workshops and seminars in office procedures, time management and communications for more than 25 years.*

- Tue./Wed., June 24 and 25 (2 classes), 9 a.m. – 4 p.m. \$199.

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. **Heather White:** *Heather runs a private consulting practice and is a sessional lecturer at Memorial. She has held a variety of roles in staff development, employee assistance and change initiatives and management.*

- Mon., May 5 (1 class), 9 a.m. – 4 p.m. \$139.

Conflict Resolution

Conflict is a normal part of our lives. Whether in our work or home, we encounter it regularly. Learning to manage the stress related to conflict is important to managing the conflict situation. It is equally important to develop tools and techniques that help us respond to conflicts in a manner that makes it a constructive rather than a destructive force in our lives. This class will help participants understand the dynamics of conflict and develop conflict resolution skills that can make a difference on a daily basis. **Heather White.** *See above for bio.*

- Mon./Tue., May 26 and 27 (2 classes), 9 a.m. – 4 p.m. \$199.

- **No formal admission to university required.**
- **No prerequisites required.**
- **Complete all five classes and receive a certificate of completion.**
- **COURSES MAY BE DONE INDIVIDUALLY; I.E., NOT AS PART OF THE CERTIFICATE.**

Customer Service: Keep Your Customers Coming Back

However they approach you—by phone, in person, by fax, e-mail or the Internet—your customers are the most important factor in your plans for success. The good news is, there are many things you can do to create and maintain strong customer relationships. In this must-not-miss workshop, you'll learn why building and maintaining customer relationships is so crucial and what you can do to secure your customers' loyalty. **Don Crickard.** *See "Speaking of Which..." left, for bio.*

- Thu. June 12 (1 class), 9 a.m. – 4:30 p.m. \$139 (includes text).

Stress Management

Stress is an important part of our lives. Stress only becomes a problem when it gets out of control. This seminar will show you effective methods of reducing stress to a level where you can perform most effectively. Topics include recognizing and responding to stressors, creating a positive lifestyle and altering negative behaviours. You'll acquire strategies to boost your self-confidence and help you feel more motivated and energized. **Gary Summers:** *Gary is a trained physiologist and a practicing stress management and relaxation counsellor.*

- Thu., May 8 (1 class), 9 a.m. – 4 p.m. \$139 (includes print materials and CD)

Fundamentals of Selling

This class is applicable to our new Certificate in Sales. Please see page 28 for details.

High-Impact Presentation Skills

Please see page 23.

Project Management

Please see page 23.

Stepping Up To Supervisor

Please see page 23.

Stress Management

Please see page 25.

Time Management: Getting the Most Out of Your Day

Please see page 23.

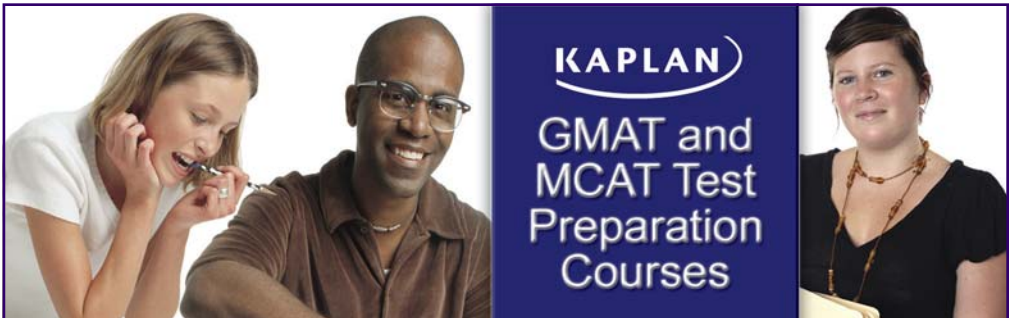
Writing for the Web

Please see page 27.

Writing Right

Please see page 23.

**Tell your friends
and colleagues
about our classes
and programs.**



Available this spring on the St. John's campus of Memorial University

GMAT-test Prep Course

Thu., May 15, 6 - 9 p.m. and May 22 - July 10, 6 - 8:30 p.m.
\$1497.96 (includes HST)

The most complete and proven preparation in an interactive groupsetting. Learn exclusive GMAT strategies and methods through 9 class sessions focused on the highest-yield areas of the exam. Your expert teacher will guide you through all of the content and strategy you need to score high on the GMAT, including the most challenging concepts. Kaplan's GMAT Test Prep Course will help you get the score you need to get into your target MBA program.

For more information or to register...

Please call **1.800.527.8378** or see www.kaptest.ca/gmat (Click on GMAT Classroom Programs --> Find Schedules and Locations (be sure to include postal code information)).
Course code is GMME8002.

MCAT-test Prep Course

May 29 - Aug. 3
\$1684 (includes HST)

Master the new computer-based MCAT and learn exclusive Kaplan strategies in classes structured to earn you more points in less time! Kaplan students receive unlimited access to all 8 AAMC exams including full Kaplan explanations for every right and wrong answer, plus 11 additional Kaplan full-length exams in the computer interface.

For more information or to register...

Please call **1.800.527.8378** or see www.kaptest.ca/mcat (Click on MCAT Classroom Programs --> Find Schedules and Locations (be sure to include postal code information)).
Course code is MCME8001.

YOURS SINCERELY



Certificate in Business Writing

Note: Classes may be done individually; i.e., not as part of the certificate.

For persons interested in improving their business writing competencies.

Core Requirements

Writing Right (1 day)
See page 23 for details.

Business Writing Fundamentals *Scheduled for Fall Semester 2008*

The basic standards for appropriate and concise e-mail communications will be discussed, the elements of routine report writing will be reviewed and tips for developing a clear style when writing for diverse cultures will be presented. Exercises will be incorporated and feedback provided.

Factual and Technical Report Writing

An overview of factual and technical report writing. You'll learn the importance of maintaining a clear focus, the proper utilization of visuals and the elements of the final document design. *Your facilitator for this class is Diana Quinton B.Comm., ABC. Diana is a communications practitioner with 20 years experience in marketing and communications.*

- Tue., June 3 (1 class), 9 a.m. – 4 p.m. \$139.

- **No formal admission to Memorial required.**
- **No prerequisites required.**
- **Complete all requirements and receive a certificate of completion.**

Electives (2 of 3)

Writing for the Web

Beth Ryan will show you why web users' habits should dictate how you present ideas and information on your website. How do people read differently online? How do you transform a print document into engaging web content? How can you captivate a visitor with a short attention span? Beth will show you how chunking, bulleting, linking and cutting text can help you communicate your messages effectively and keep people coming back to your website. *Your facilitator for this class is Beth Ryan. Beth is an award-winning fiction writer. Her writing experience, combined with training on web writing and web usability issues, has helped Beth master the art of creating accessible and engaging website content.*

- Mon., June 16 (1 class), 9 a.m. – 4 p.m. \$139.

Developing a Proposal

Scheduled for Fall Semester 2008

Producing a strong, winning proposal requires that you recognize the funding organizations' goals and how your objectives and their objectives intersect. With those understandings in mind, you'll move to create a plan, conduct necessary research and construct a document that presents itself purposefully.

An Introduction to Writing for the Public Relations Industry

Scheduled for Fall Semester 2008

This hands-on workshop will introduce the basic concepts of writing public relations messages for a variety of situations and audiences. The course will provide opportunities for participants to take an idea from the drawing board to the final product.



Certificate in Sales

Note: Classes may be done individually; i.e., not as part of the certificate.

For persons interested in acquiring a general understanding of strategic sales techniques and their complementary communications strategies.

Certificate Requirements

Fundamentals of Selling

This course focuses on identifying target markets, preparing for the sale, effective deal making and follow-up services. Effective sales strategies will be discussed and the importance of high ethical standards in relationship building and closing the deal will be emphasized. **Gary Summers:** *Gary has spent nearly 30 years in Sales and Marketing and has consistently exceeded his sales quotas and has won many awards for sales excellence. Let Gary help you understand his philosophy of how to rise to the top of the sales profession by applying proven techniques that work.*

- Mon./Tue., Apr. 28 and 29 (2 classes), 9 a.m. – 4 p.m. \$199

Customer Relations Management

Successful sales and strong customer relations go hand in hand. In this workshop you'll explore the importance of building and effectively managing relationships. This course will provide you with a greater understanding of the customer dynamic and with tips and techniques for delivering exceptional service. You will become more cognizant of the varying needs and styles of customers and will learn to develop a winning customer management strategy. *Your facilitator for this course is Don Crickard. See Time Management, page 23, for bio.*

- Tue., Apr. 15, 9 a.m. – 4 p.m. \$139

Marketing (1 day)

Scheduled for Fall Semester 2008

In this course you'll learn the best practices in planning and implementing your marketing strategy. Basic marketing concepts, the importance of research, understanding customer demographics and branding will be discussed.

Communications for the Sales

Professional (2 days)

Scheduled for Fall Semester 2008

Through demonstration and practice, you will learn to apply your communication skills — verbally, through document writing and through professional presentations — towards the objectives of attracting the buyer, making the sale and closing the transaction.

Strategic Selling (1 day)

Scheduled for Fall Semester 2008

The pre-requisite for this class is Fundamentals of Selling.

- **No formal admission to Memorial required.**
- **No prerequisites required.**
- **Complete all requirements and receive a certificate of completion.**

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www.mun.ca/lifelonglearning



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Certificate Programs*

- **short**
(8 - 10 courses)
- **accessible**
courses available part-time, full-time; on campus days and evenings as well as by distance (*some restrictions may apply*).
- **relevant**
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Choose from certificates in:

Business Administration

Career Development

Criminology

Library Studies

Newfoundland Studies

Public Administration

Available this spring . . .

- Career Development (CADV) 1000 - Theories of Career Development
- Library Studies (LS) 1604 - Adult Services

For more information, please call our program developer, 737-7979.

* In order to do certificate program courses, you must be admitted to Memorial.

REGISTRATION INFORMATION

JUNE 1 - AUG. 31

Mon. - Fri., 8:30 a.m. - 4 p.m.

SEPT. 1 - MAY 31

Mon. - Fri., 8:30 a.m. - 4:30 p.m.

By Phone

Call us at 737-7979. Provide our friendly customer service representative with your registration information as well as your credit card number and card expiry date.

By Web

- Go to www.mun.ca/lifelonglearning
- Click on the "Classes" icon on our home page.
- In the new window that opens, click on the appropriate semester folder.
- Find the course for which you wish to register and follow the web form registration instructions.
- Your registration will be confirmed the next business day and a confirmation of registration issued.

In Person

We'd love to meet you. We're located in Room 1000 of the Facilities Management Building (Bldg. #25 on the campus map). Our office hours are:

By Fax

Complete the registration form (below) and fax it to us at (709) **737-8486**.

Write Us

Complete the registration form (below) and mail it to us at:

Division of Lifelong Learning
Room FM1000, Phelan Rd.
Memorial University
St. John's, NL A1C 5S7

Note:

- All registrations must be accompanied by payment in full.
- Corporate registrations (by purchase order) must be accompanied by copy of the PO or a letter of permission to invoice.
- Fax registration (by credit card or purchase order only).
- Post-dated cheques will not be accepted.
- Please do not send cash in the mail.

General Interest and Professional Development Classes Registration Form

Name: _____

Address: _____ Postal Code: _____

Tel.: (H) _____ (W) _____ (Cell) _____

E-mail: _____

Please enrol me in the following class(es):

1. _____
2. _____
3. _____

Cheque / M.O. Visa MasterCard P.O.

P.O. Number: _____

Card Number: _____ Expiry Date: _____

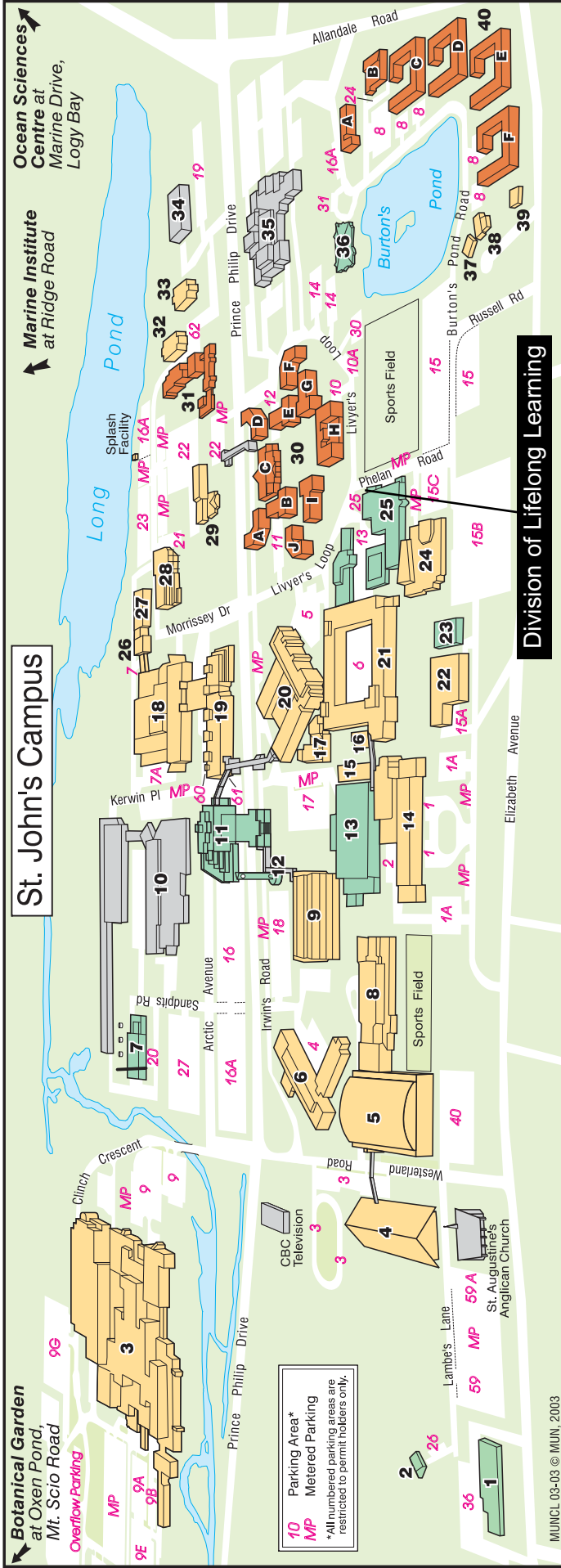
Cardholder: _____ Signature: _____

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 709-737-3074

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 less 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, you are not entitled to a credit note. 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 special circumstances should make a request to the Division of Lifelong Learning with supporting documentation.



- 1 Printing Services (PS)
 - 2 Alumni House (LL)
 - 3 Health Sciences Centre (H)
 - 4 The Works - Aquarena (AQ)
 - 5 The Works - Field House (FH)
 - 6 Education (ED)
 - 7 Utilities Annex
 - 8 Physical Education and Athletics (PE)
 - 9 Queen Elizabeth II Library (L)
 - 10 NRC - Institute for Marine Dynamics
 - 11 Smallwood Centre (SC)
 - 12 Memorial Tower (MT)
 - 13 Inco Innovation Centre (under const.)
 - 14 Arts and Administration (A)
 - 15 Psychology Annex (PA)
 - 16 Computing Services (CS)
 - 17 Biotechnology (BT)
 - 18 Engineering and Applied Sciences (EN)
 - 19 Earth Sciences (ER)
 - 20 Chemistry-Physics (C)
 - 21 Science (SN)
 - 22 Mathematics (HH)
 - 23 Facilities Management Storage
 - 24 Music (MU)
 - 25 Facilities Management (FM)
 - 26 Centrifuge Centre (CF)
 - 27 C-CORE (K)
 - 28 Business Administration (BN)
 - 29 St. John's College (J)
 - 30 Paton College Residences
 - 31 Coughlan House (CL)
 - 32 Spencer Hall (SP)
 - 33 Feild Hall (GH)
 - 34 Queen's College (QC)
 - 35 St. John's Arts and Culture Centre
 - 36 Child Care Centre (CC)
 - 37 6 Clarke Place (CM)
 - 38 Ocean Sciences Ctr. Office (CK)
 - 39 202 Elizabeth Avenue (CE)
 - 40 Burton's Pond Apartments
- Room number prefixes for each building are shown in parentheses, i.e. Science (SN)

New for Spring and Summer 2008...

The Valleys of Chile

Wine appreciation class focusing on Chilean reds and whites.

Incredible Edibles for Your Summer Soirees

Chef Roary MacPherson's back!

Sand, Sea and Sky

An exciting new eco-tourism offering taking place in Smith Sound, facilitated by Cpt. Jan Negrijn.

Intro to Blogging

Well know blogger, Geoff Meeker, shows the way.

The Art of Drawing Animals

Artist and award-winning "Sassytuna" website co-creator, Julie Whalen, draws the line.

Competing for Employees in Boom Times

Very timely given today's labour market situation.

and other notables...

Cisco Networking Courses

Now available in a non-credit format. No admission to MUN required.

KAPLAN GMAT- and MCAT-test Preparation Courses

Solid preparation tools for these career-defining exams.

Kids on Campus Summer Youth Camps

June 30 - August 29
Ages 5 - 8 and 9 - 12

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