

Part Time Studies at the Perth Campus!

Sign up for one of the following
Continuing Education Courses:

Career
Facilitation in the Workplace
Conflict Resolution
Starting a Small Business

Computers
Computer & Internet Basics
Microsoft Word 2007 Level 1
PowerPoint 2007 Level 1
Photo Safari

Textiles
Intro to Quilting
Big Block Basic

Eco-Perth Workshops
Composting
Canning
Herbs: Nutritious & Delicious
Fascinating Ferments

Trades
Woodworking for Women
Pre-Master Electrician

Health and Safety
Independent Living & Injury
Prevention for Seniors
Babysitting
First Aid, CPR & AED

Register in Person or by Phone!

7 Craig St Perth ON - 613-267-2859

Email: perth@algonquincollege.com

www.algonquincollege.com/perth

Part Time Studies at Algonquin in Perth Fall 2009

STANDARD FIRST AID + CPR-C AND AED TRAINING

This course covers immediately life-threatening emergencies and how to care for the victim until advanced care arrives. Topics include hyperventilation, asthma, anaphylaxis, angina, heart attack, stroke, transient ischemic attacks, and deadly bleeding. Hands-on practice is provided with professional equipment and constructive feedback from the facilitator. Manual included. Delivered in partnership with Open Door Development. *Minimum age: 16*

Saturday and Sunday, 8:30 – 4:30 August 22 & 23; offered again November 21 & 22. \$130.00 Room 6

BABYSITTING

A great way to begin your career as a professional babysitter, learn business skills, appropriate activities for children of all ages and stages, first aid skills for emergencies and much more. A great addition to your resume, this course will prepare you to meet babysitting challenges head-on and provide active care for children that will have parents calling you back again and again. Manual included. Delivered in partnership with Open Door Development. *Age range: 11 – 15*

Saturday, December 5, 8:30 – 4:30 \$40.00 Room 6

FACILITATION IN THE WORKPLACE

Facilitation can be a powerful tool in the workplace, empowering those in positions of leadership to provide constructive environments and experiences that lead to staff and company growth. Workshop content includes understanding group dynamics, how to have a 'tuned-in radar', and how to structure every-day challenges in the workplace so that they build staff connectivity and team effectiveness. These skills are also effective for working with difficult staff and helping to turn unproductive staff into contributing members of the team. Participants will also explore some of the common destructive habits found in leaders that, if present, will be counterproductive to their facilitation efforts. Identifying and learning how to replace these destructive habits will result in an ultimately more effective workplace facilitator. This is an excellent workshop for those who wish to encourage a productive workplace in such a way that the staff can say with pride "we did this!" Delivered in partnership with Open Door Development.

Tuesdays, Sept. 15 – Oct. 13, 6:00 – 9:00 \$160.00 Room 17

CONFLICT RESOLUTION

Through group discussion and hands-on challenges, individuals will explore their current conflict resolution style and the strengths/weaknesses associated with it. Four steps and the basic concepts for working through conflict will provide a foundation to build on as real-life situations are put through the model and participants learn to adapt to the twists and turns that come up along the way. Peer mediation skills are practiced so that participants can also be a part of helping others who are in conflict.

Participants will also explore the intricacies of long-term conflict resolution. These skills work through the 'boiling down' of complex situations, understanding the psychology behind our behaviour, and the exploration of 'generational conflict' when conflict or its consequences have been inherited by people who were not involved in the original incidents. Delivered in partnership with Open Door Development.

Tuesdays , Oct. 20 – Nov. 17, 6:00 – 9:00 \$160.00 Room 17

About Open Door Development:

Open Door Development exists to provide opportunities for personal and professional development. We believe that all human beings have the potential for growth and are worth being invested in, therefore all programs are tailored according to the needs and goals of the participants so that they get the most out of their course or workshop.

Our training is interactive and engaging with professional and creative tools that provide hands-on opportunities. Many participants are pleasantly surprised to discover how much fun they had while learning in-depth skills that help themselves or their workplace. Because course material is presented frankly with openness and the ability to address real-life situations, participants leave with effective tools in their back pockets that really work.

Our Objectives:

- To see participants empowered as they grow in their knowledge and skills
 - To be a company known for authenticity, frankness, and relevance in addressing real-life situations
 - To be a company known for its creative and engaging programming
 - To provide diverse growth opportunities through a variety of programs and workshops
 - To encourage team and community development
 - To make program options available to people of all educational and financial backgrounds
 - To make program options accessible to populations both urban and rural
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BASIC PHOTO SAFARI

In this 2-day workshop, participants will learn how to use a variety of functions on their digital cameras and photography basics, including lens dynamics, focal length, aperture, depth of field, shutter speed, camera modes and scene selections. During a walking “photo safari” through the historic town of Perth, participants will use techniques they have learned to take photos. Returning to campus, participants will learn basic digital photography workflow, including downloading, sorting, enhancing and preparing pictures for printing or e-mail. Participants must bring their own cameras and cords for downloading and a memory stick (flash drive) for taking photos home. Instructor: Ray Pilon

Saturday and Sunday, 9:00 – 4:00 Sept. 26 and 27 \$100 Room 18

About Ray Pilon:

Ray is a seasoned professional photographer and photography instructor with over 30 years experience in photography for magazines, catalogs, product imaging, portraits, events and activities. You can see his portfolio online at RayPilon.com

ECO-PERTH WORKSHOPS

Choose just one or sign up for all 4 of these 3-hour practical sessions delivered in partnership with Eco-Perth. Each session is \$35 plus materials fees.

Saturday, September 26:

9-12 Kristine Swaren – Herbs: Nutritious and Delicious

1:30-4:30 Coral Sproule - Fascinating Ferments

Saturday, October 24:

9-12 Phyllis James - Canning

1-4 Sebastien Bacharach - Fall Composting

Herbs: Nutritious & Delicious

Chocolate mint cookies, lemon balm tea, basil-parsley pesto, tarragon vinegar, honey-thyme cough syrup... there are so many tasty ways to save herbs for winter use - and improve your health at the same time! We'll discuss both cultivated and wild herbs, and how to dry, freeze or extract their goodness - or just keep them growing on the windowsill all winter. Hands-on preparation and herbal magic too!

About Kristine Swaren

Kristine Swaren loves sharing her passion for growing your own health.

Herbs, both wild and garden varieties, have been her focus for over 30 years of organic gardening in city and country settings. She now grows food and medicine at Blue Chicory Garden near Lanark.

Fascinating Ferments

Come explore the wild world of fermented foods, while we journey through the cultural enrichment and historical background of live traditional fermented foods. Make your own sauerkraut and other delicious ferments using few tools and even fewer ingredients. Prepare foods for storage and digestability using tried and tested age old recipes that require only human power. Learn how you and your friends and family can experience the health benefits of such fermented foods as kimchi, yogourt, sourdough, tempeh, pickles, kefir, and the mysterious(and powerful!) kombucha mushroom.

About Coral Sproule

Coral Sproule of Queen Beet Farm has lived and breathed(eaten) authentic, sustainable, and just food for nearly 10 years. She has extensive experience at an organic food co-operative and on several Organic farms. She now brings her practice to the Lanark county area where she runs a small scale mixed vegetable farm, and helps operate a multi-farm Community Supported Agriculture program. Along the way Coral has gained great experience in the realm of traditional food fermentation, and has been eager to share her knowledge and passion on the subject with this community.

Fall Composting

Learn how to prepare composting for the Winter. During this workshop you will learn how to build a compost pile with your Fall garden scraps. You will also learn how to create a worm composting system to recycle food waste, produce rich organic castings (compost) for the garden, and potentially reduce your garbage bill. This course will teach you how to setup and maintain a worm bin. Worms will be available for sale during the workshop.

About Sebastien Bacharach

Sebastien is a certified compost educator and has over five years experience teaching organic gardening, composting and sustainable living practices to adults and children. Leading hands-on workshops, field trips, classes and presentations.

Canning

This will be a hands-on application of the principles involved in storing summer produce to be enjoyed on cold winter days. Learn how to safely preserve the harvest at its nutritional best without additives. Allows the use of produce to make those family favourites as well as possible gift items.

About Phyllis James

Phyllis is a retired family studies teacher and has been a member of the Perth Farmers' Market since 1993. As a child she was taught to preserve the harvest and have continued to can, preserve and freeze summer abundance for winter use.

WOMEN BUILDING TABLES -- AN INTRODUCTION TO WOODWORKING

Put on your work boots ladies! Join us and invest in some woodworking skills. Acquire basic knowledge of wood, joinery, and the safe use of hand and power tools. Through instruction and hands on experience, discover the satisfaction of turning rough lumber into something useful and aesthetically appealing. *Work boots and safety goggles required. All other tools and materials will be supplied.*

Instructor: Tamar Brasset

Tuesdays, Sept. 15 – December 1, 6:00 – 9:00 \$280.00 Room 22

About Tamar Brasset

Tamar is a graduate of the Heritage Carpentry program who has put her skills to good use working in the carpentry trade and developing her expertise in joinery.

INTRODUCTION TO QUILTING

Participants will learn the fundamentals of quilting. Topics covered include the tools required, methods of cutting, piecing, and fabric arrangement. Participants learn by doing, completing a wall hanging or table topper approximately 24 inches square. Half-square triangle methods are introduced and colour design theory is considered in the construction of a sampler. This is a fun way to learn quilting basics. Some experience with a sewing machine is helpful. Participants must bring their own sewing machines, scissors, and materials. Instructor: Susan Curtis

Tuesdays, Sept. 15 – Oct. 20, 6:00 – 9:00 \$160.00 Room 9

BIG BLOCK BASIC

In this course, participants complete a bed-sized quilt using half-square triangles and big blocks. Using graph paper and pencils, students learn colour placement and design theory. This beautiful quilt is a heritage classic and fun to make. Skill level required: beginner. Participants must bring their own sewing machines, scissors, and materials. Instructor: Susan Curtis

Tuesdays, Oct. 27 – Dec. 1, 6:00 – 9:00 \$160.00 Room 9

About Susan Curtis:

Susan began quilting in the early 70's and continues to experiment with fibre art. Her work has been displayed internationally and she teaches from her home studio in Almonte, as well as Algonquin College. Her creations include logo quilts for large corporations and landscape art. She is an avid knitter, crocheter, and enjoys motorized sports of all kinds. Susan obtained her Certificate in Fibre Arts - Quilting from St. Lawrence College, and has attended Sheridan College, and Sir Sandford Fleming School of Arts. She also has an MBA from Queen's. She is an enthusiast who enjoys sharing her fabric skills and encourages others to explore their creativity.

PRE-MASTER ELECTRICIAN COURSE

This course helps participants to prepare to write the Master Electrician exam by expanding upon their current knowledge and skills. It is designed for those who are qualified to be licensed (electricians, P. Eng, CET, C-Tech). This course will follow the Electrical Safety Authority outline which reviews portions of the Electrical Safety Code, the Ontario Building Code, legislation, electrical calculations and common trade and business practices.

Thursdays, Sept. 17 – December 3, 6:00 – 9:00 \$500.00 DATES SUBJECT TO CHANGE Room 17

STARTING A SMALL BUSINESS

Developing a well-planned small business may be your best personal investment and source of sustainable income. This introductory course provides participants with the skills to research, analyze, evaluate and describe a small business concept in a standard business plan format. At the end of the course, successful participants will have produced a document which helps them and others to see the value and the carefully charted direction for a new business. Instructor: Jim Davis

Thursdays, Sept. 17 – December 3, 6:00 – 9:00 \$200 Room 19

About Jim Davis

Jim holds bachelor's degrees in both Science and Education. After several years working with large companies in business contracting, he started his own business which grew to employ 30 people. He brings to his teaching solid experience in strategic business planning, development and implementation.

WORD 2007 – LEVEL 1

In this course, Word basics are presented including: document navigation, editing techniques, character and paragraph formatting, tabs, basic tables, using Word timesavers, controlling page appearance and printing. Participants should be comfortable using a computer prior to taking this course. Participants must bring a memory stick (flash drive) to store files. Instructor: Jennifer DeBruin

Tuesdays, Sept. 15 – October 20, 6:00 – 9:00 \$160.00 Room 18

POWERPOINT 2007 – LEVEL 1

In this course, PowerPoint basics are presented including beginning a presentation, drawing tools, clip art and WordArt, organizational charts, templates and slide master, slide shows, and making presentations available on the web. Participants should be comfortable using a computer prior to taking this course. Participants must bring a memory stick (flash drive) to store files. Instructor: Jennifer DeBruin

Tuesdays, Oct. 27 – Dec. 1, 6:00 – 9:00 \$160.00 Room 18

About Jennifer DeBruin

Jennifer is a marketing and communications specialist who trains business leaders and community groups throughout Eastern Ontario in business communications, marketing, office administration and computer use through training workshops and consulting services.

COMPUTER AND INTERNET BASICS

You have the hardware and the connections all set up, but you aren't sure how to start making use of your system. This course will teach you the basics of navigating through Windows, opening and saving files, creating folders, and using e-mail and the world wide web safely for work, communication, or entertainment. Participants must bring a memory stick (flash drive) to store files. Instructor: Cathy McLaren

Thursdays, Sept. 17 – Nov. 5, 6:00 – 9:00 \$160.00 Room 18

About Cathy McLaren

Cathy is a graduate of the Algonquin College Perth campus Office Administration Executive program who has been working as an office administrator and executive assistant since graduating. She specializes in web searching and web transactions.