Continuing Education

VANIER

CÉGEP/COLLEGE

Personal & Professional Development

Non-credit courses

Autumn 2017

www.vaniercollege.qc.ca/ppd

Evening & Weekend courses

In the constantly evolving world, lifelong learning is the key to career development and advancement, and to enhanced productivity. Whether you are a professional wanting to upgrade your skills or learn new ones, an unemployed worker seeking to add to your job qualifications, or a business aiming to improve the skills and efficiency of your employees, we have a selection of courses and training activities for individuals and businesses that will benefit you and your organization.

The following pages contain descriptions of all of our current programs and courses. If you have any questions about our courses, or would like advice on the most appropriate course to take, please contact us.

Information

Register online at www.vaniercollege.qc.ca/ppd
By phone: 514-744-7500 x 6066
In person: Room E-115, Monday to Friday, 8:30 am to 4:30 pm

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Vanier College Business and Industry Training Services

Whether you're looking for a half-day workshop or a multi-year employee development program, Vanier College's Business and Industry Training Services can meet your needs. Our staff has worked with different public and private organizations so we understand the business environment as well as training and education.

Do you need more accessible, flexible solutions? Affordable, top-qualitytraining? Traditional face-to-face or webcast sessions? Autonomous or hybrid e-learning solutions? We have done all of this, and each solution begins by building key relationships and understanding your industry, priority and needs.

Computers and Technologies

Computers for Beginners

Are you new to computers? Do you wonder what they do and why you would want to use one? This class will introduce you to computers and Microsoft Windows. You'll learn how to install programs, create folders, copy files, surf the Internet, read your emails, and much more. If you wanted to learn the basics but never had the chance, then this class is definitely for you!

Saturday, 9:30 am – 12:30 pm
September 16 to November 11 (no class October 7)

24 hours / $255 / ages 16+

Microsoft Excel for Beginners

This course is recommended for individuals who are new to Microsoft Excel and spreadsheets. This course will provide an introduction to spreadsheets, their practical uses, time saving features and tips for using Excel effectively. Students will learn how to use all the formatting tools to design, create and enhance spreadsheets. There will be hands-on exercises to practice at the end of each class

Tuesday, 6:30 pm – 9:30 pm
September 12 to October 10

15 hours / $195 / ages 16+

Microsoft Excel - Intermediate I

The Intermediate Excel course is designed for individuals who have taken our Introduction course or already work with Excel and have basic spreadsheet skills. The course will provide the skills to create and use functions to create versatile worksheets. Participants will learn the best ways to create and control formulas and produce them into meaningful, flexible and dynamic reports. This course aims to teach the users how to apply Microsoft Excel's different features in and transfer it to their own work environment efficiently.

Tuesday, 6:30 pm – 9:30 pm
October 17 to November 14

15 hours / $195 / ages 16+

Microsoft Excel - Intermediate II

The Intermediate Excel course is designed for individuals who have taken our Intermediate I course or already have an intermediate knowledge of Excel. In this course, users will learn more advanced features of excel such as creating custom lists, advanced formulas and what if scenarios. This course aims to teach the users how to apply Microsoft Excel's different features in and transfer it to their own work environment efficiently.

Tuesday, 6:30 pm – 9:30 pm
November 21 to December 19

15 hours / $195 / ages 16+

Computers and Technologies

Adobe Photoshop Essentials

In this course the students will learn the fundamentals of Adobe's most popular digital imaging software. Participants will learn basic tools and panel functions, understand layers, prepare digital files for print and web, mask and image extraction techniques, understand colour in the digital environment, and much more.

Monday, 6:30 pm – 9:30 pm
September 18 to November 6 (no class October 9)

21 hours / $220 / ages 16+

Microsoft Access

This course will introduce the way Microsoft Access works in the Windows environment. The topics covered in the course will include how to design and create a database, how to build a user-friendly application program, linking of tables, adding/modifying/deleting records, how to use wizards, creating forms, queries & reports, working with filters and formulas, importing and exporting data into other Office Applications, and database security.

Wednesday, 6:30 pm – 9:30 pm
September 20 to November 1

21 hours / $220 / ages 16+

WordPress Essentials

The course will explore the two WordPress platforms: wordpress.com & wordpress.org and their respective dashboards; the functions of plugins and widgets; the difference between a page and a post; selecting a theme; and how to use the WordPress visual editor. By the end of the course, participants would know how to create a WordPress blog or website.

Saturday, 9:30 am – 12:30 pm
September 16 to October 21 (no class October 7)

15 hours / $195 / ages 16+

Microsoft Powerpoint Essentials

This course is designed for beginners. It covers the new interface and features of Microsoft PowerPoint 2013. Learn all the basic concepts and how to properly insert new slides, placeholders, and themes. Learn how to create creative presentations using animation, transition, links, and other features. You will also learn how to incorporate Shapes and Graphics to give your presentation a little more personality. Practical exercises will be used at the end of every class to help you review and learn the various features covered in the course.

Thursday, 6:30 pm – 9:30 pm
September 21 to October 19

15 hours / $195 / ages 16+

Professional Development

Health and Safety on Constuction Sites

The ASP Health and Safety on Construction Sites course is a requirement for obtaining a certificate of competence, authorizing the holder to work on a construction site in Quebec. The course is also obligatory for management and control staff working mainly and usually on a construction site. The objective of the course is to develop a general understanding of everything affecting health and safety on construction sites. Students must attend every class and basic typing skills are required.

Certification: Students successfully completing this course will be awarded a certificate of competency from the ASP Construction association.

Saturday & Sunday, 7:30 am to 3:30 pm

August 19 to 27

September 16 to 24

October 14 to 22

November 11 to 19

December 9 to 17

30 hours / $275/ ages 18+

Residential Building Inspection

This nationally recognized course covers all aspects of building inspection. At the end of this program you will understand house inspections, a house as a system and be fully knowledgeable about setting up your own home inspection business. The full 200-hour program covers the basics of residential building inspection, types of buildings, what to expect in houses of different ages, and demonstrates the skills to become a good home inspector. The program will use the Carson and Dunlop Home Reference Book (copy included in Part I) and many other references. Students should purchase the Wood Frame Construction manual from the Canadian Mortgage and Housing Corporation CMHC (SCHL). Upon completion of the entire course a certificate will be issued to the participant.

Thursday, 6:30 pm to 9:30 pm and
Sunday, 8:30 am to 5:30 pm

Part 1: September 7 to 28

Part 2: October 12 to November 9

Part 3: November 16 to December 10

$469 per section / ages 18+

IFMA Credential Courses

IFMA's Facility Management Professional (FMP) is the must-have credential for facility management professionals and industry suppliers. Earning an FMP credential proves you understand the foundations of facility management. Developed by the International Facility Management Association and offered by Vanier College, this career-enhancing program is recognized across North America and beyond by employers and professionals in the field.

101: Leadership and Strategy

Tuesday & Thursday, 6:30 pm to 10:00 pm
Saturday, 9:00 am to 5:30 pm
September 26 to 30

102: Project Management

Tuesday & Thursday, 6:30 pm to 10:00 pm
Saturday, 9:00 am to 5:30 pm
October 24 to 28

103: Operations and Maintenance

Saturday & Sunday, 9:00 am to 5:30 pm
November 18 and 19

104: Finance and Business

Saturday & Sunday, 9:00 am to 5:30 pm
December 9 and 10

15 hours per section / $675

Get a discount by registering for all four IFM A courses ($2500 for all four), and receive a certificate upon completion.

Professional Development

Investing

Gain confidence and knowledge in current investing options and concepts. In this two-day workshop, participants will understand how to articulate their lifestyle goals, how risk and volatility in markets can impact personal investment objectives, and also learn how to match their profile with suitable investment products. Learn how to empower your investment. A short assignment will be given at the end of the first workshop.

This course is taught by an investment advisor.

Saturday, 9:30 to 12:30

October 14 and 21

November 18 and 25

6 hours / $95 / ages 16+

Music, Hobbies and Other Interests

Basic Home Repairs

This course will help individuals understand basic home repairs. Participants will learn how homes are built, construction terminology, which tools are essential, how to use them, and some tips on how to deal with plumbers and electricians. Basic carpentry, plastering, painting, flooring, doors and windows will all be covered.

Saturday, 9:30 am to 12:30 pm
November 4 to December 2

15 hours / $145 / ages 16+

Sing

Do you love to sing but have been told that you sound terrible? Do you sing by yourself but never in public? Do you sing all the time, but run out of songs? This is a course that will foster the joy of singing, build your confidence to sing by developing basic musical skills (rhythm, melodic memory), teach basic vocal techniques and choral skills (breathing, pitch matching, two and three part harmonies), and develop a repertoire of songs. Formal training and the ability to read music are not needed for this class. We are all singers, so come ready to sing!

Saturday, 10:00 am to 12:00 pm
September 16 to 30

6 hours / $65 / ages 16+

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Questions?
ppd@vaniercollege.qc.ca

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