

Need a great professional development idea?



**CONTINUING
STUDIES**

CERTIFICATES

Basic Accounting

This certificate trains students to do entry level manual accounting procedures will be offered two evenings per week in:

Kelowna and Penticton

Sept-Dec. 2011

Feb.-April 2012

Simply Accounting

This certificate trains students to do computerized bookkeeping using popular software program, and runs 2 evenings per week in these centres:

Penticton: Sept 2011 - Feb 2012

Kelowna: Feb.-April 2012

Management Skills for Supervisors

This program involves 90 hours of training covering a broad range of supervisory skills including interpersonal, team building, and performance management skills and runs Fridays 8 a.m.- 4 p.m.

Kelowna: Feb-March 2012

Penticton: Sept-Dec 2011

Facebook Ad Pages

This advanced Facebook course will teach you how to add fun marketing tools such as polls and coupons, create customized content , use strategies to engage your clients and gain more “likes” on your Facebook page

Penticton: Feb 2012

Public Speaking

Face your fears of public speaking! Uncover the characteristics of exceptional speakers and start becoming one yourself.

Kelowna: Sept 2011

Introduction to Emarketing

Learn how to market and communicate effectively on the web and get your message heard clearly. Explore tips on how to improve your website, examine why people make purchasing choices and how they're using your website to make those choices.

Penticton: Feb. 2011

LinkedIn

LinkedIn is a great online space where you can connect with like-minded professional people in similar industries to make contacts, share ideas, and offer your services as a consultant, speaker, or employee.

Kelowna: Sept. 2011

Networking Your Brand:

Marketing through Social Networks

Explore how to market your product and build brand awareness using social networks such as Twitter and Facebook; you will gain an understanding of the importance of researching your target audience, selecting the right social networking tools and developing a social network marketing plan.

Kelowna: Oct. 2011

Penticton: Feb. 2012

QuickBooks

Topics included in this popular 15-hour course include bookkeeping principles, sales taxes, setting up a company file, chart of accounts, lists, centres, sales, accounts receivable, expenses, accounts payable, inventory, HST returns, journal entries, bank reconciliations, reports, customizing reports, report filters and memorized transactions.

Offered in:

Kelowna: Oct. 2011

Penticton: Oct 2011

EVENING WORKSHOPS

ABC's of Effective People

What habits and skills encompass a 'Highly Effective Person'? This workshop will teach you basic communication skills, simple-problem solving techniques, assess your personal values, evaluate time management, and help you shift your perspective.

Kelowna: Nov. 2011

Crash course in Marketing

This seminar will take you from the traditional four P's of product, price, place and promotion to the key steps in building a marketing plan. Learn about targeting your promotions, advertising, direct mail, social media, publicity, and more.

Kelowna: Sept. 2011

Creating a Business Plan

A proper business plan is key for a successful business; learn how to develop a business plan, explore tools that can aid in the development and examine how to fine tune your business plan into a working document.

Penticton: Jan. 2012

Event Planning Series

This series covers everything you need to know about budgeting, volunteer coordination, marketing and logistics.

Penticton: Jan-Feb. 2012



DAYTIME WORKSHOPS

Business Writing

Develop your skills to excel at business writing and communicate directly, proficiently and economically.

Penticton: Jan 2012

Conflict Resolution & Problem Solving

Conflict can impact performance, and poor performance often ends in conflict. Learn how to utilize a process that enables the leader/manager to discern the level of conflict and the most effective way to resolve it.

Kelowna: Sept 23, 9-12

Interpersonal Communication in the Workplace

Increase the match between what people intend to communicate and what their team or group members actually perceive. Understand the significance of body language in communication, and develop the ability to communicate clearly and directly with others.

Kelowna: Sept 23, 1-4

Leadership Series

This 30-hour, once a week results based, training program engages students with experiential and interactive learning activities and provides employees, supervisors and managers with the concepts and tools to facilitate team work, motivation, communication, decision-making and conflict resolution.

Kelowna: Oct 11 - Nov 8, Tuesdays, 9 a.m.-4 p.m.

Payroll Workshop

One day workshop where you will learn to prepare and maintain payroll records, calculate deductions, remit CPP and EI, prepare T4's and records of employment.

Kelowna: Oct 2011

Justice Institute of BC

Website for more info: www.jibc.ca

Asserting Yourself in Conflict Situations

Enhance your assertive skills by understanding how to maintain an assertive stance rather than overreacting or selling yourself short in conflict situations.

Penticton: May 2- 3, Mon & Tue, 8:30 a.m.-4:30 p.m.

Foundations Collaborative Conflict Resolution:

This foundation course offers you effective and practical tools in collaborative conflict resolution. The course in Kelowna (MGR 227) will be a general study, while the one in Penticton will have a workplace focus (MGR 054)

Kelowna: Aug 6-8, Sat-Mon, 9 a.m.-5 p.m.

Penticton : May 4- 6, Wed - Fri, 8:30 a.m.-4:30 p.m.

Mediation Skills Level I (CCR180)

This course introduces you to the concepts, skills and techniques needed to mediate disputes: determining whether mediation is appropriate, the role of the mediator, guiding the process, managing emotions and using communication skills as a mediator.

Kelowna: Aug 9 -11, Tue- Thu, 9 a.m.- 5 p.m.

National Project Management

Website for more info: www.nationalpm.net

Project Management: Tools and Techniques

This two-day workshop provides a comprehensive overview of project management techniques to effectively plan, manage, and control projects based on the standards of the Project Management Institute.

Kelowna: Oct.2011, Thu & Fri, 8:30 a.m.-4:30 p.m.

Advanced Project Management

This course provides a comprehensive overview of the issues which project managers face in their work and provides practical tools, based on PMI and PMBOK best practices, for managing them.

Kelowna: May 9-10, Mon & Tue, 8:30 a.m.-4:30 p.m.

Project Management Professional (PMP) Certification Preparation Workshop

PMP® Certification from the Project Management Institute is the industry standard for demonstrating competence and a solid foundation of project management skills.

Kelowna: Jun 6-10, Mon-Fri, 8:30 a.m.-4:30 p.m.

Risk Management Workshop

This course provides a systematic approach of identifying risks, analyzing the risks for potential impact to the organization or project, creating strategies to mitigate risks, applying risk response measures when risk events occur, and establishing procedures for monitoring, controlling, and reporting on risks.

Kelowna: Jun 23 & 24, Thu & Fri, 8:30 a.m.-4:30 p.m.

Communications and Stakeholder Management Workshop

This course provides comprehensive skills development training in communications for all skill levels of managers, supervisors, and staff working in private or public organizations in either an operational capacity or those working on project teams.

Kelowna: July 11-12, Mon & Tue, 8:30 a.m.-4:30 p.m.



	Location	Course Title	Date	Time	Code
	K	ABC's of Effective People	K: Nov. 2011	6 -9 p.m.	MGR 264
	K	Advanced Project Management	K: May 9-10	8:30 am-4:30 pm	MGR 245
	P	Asserting Yourself in Conflict Situations	P: May 2- 3	8:30 am-4:30 pm	MGR 052
	K	Basic Accounting	All: Sept-Dec 2011 All: Feb-April 2012	6 -9 p.m.	BAC 11,12
	P	Business Writing	P: Jan. 2012	9 a.m.- 4 p.m.	COA 011
	K	Communications and Stakeholder Management Workshop	K: July 11-12	8:30 am-4:30 pm	MGR 294
	K	Conflict Resolution & Problem Solving	K: Sept. 2011	9 a.m.-12 p.m.	MGR 258
	K	Crash course in Marketing	K: Sept. 2011	6 -9 p.m.	MGR 231
	P	Creating a Business Plan	P: Jan. 2012	6:30- 9:30 p.m.	MGR 099
	P	Event Planning Series	P: Feb. 2012	varied	MGR 121-125
	P	Facebook Ad Pages	P: Feb. 2012	6:30 -9:30 p.m.	COSS 232
	K	Foundations Collaborative Conflict Resolution: (CCR101)	K: Aug 6-8 P: May 4- 6	9 a.m.-5 p.m. 8:30am-4:30 pm	MGR 054/227
		Fundamentals of Insurance	V: Fall 2011	6 -9 p.m.	MGR 040
	P	Introduction to Emarketing	P: Feb. 2012	6:30-9:30 p.m.	MGR 270
	K	Interpersonal Communication in the Workplace	K: Sept. 2011	1.-4 p.m.	MGR 257
	K	Leadership Series	K: Oct 11 - Nov 8	9 a.m.-4 p.m.	MGR 019-023
	K	LinkedIn: The Professional Social Network	K: Sept. 2011	6 -9 p.m.	MGR 226
	K	Mediation Skills Level I (CCR180)	K: Aug 9 -11	9 a.m.- 5 p.m.	MGR 104
	K	Management Skills for Supervisors	K: Jan 2012 P: Sept 2011	varied	MSS 01, 02, 03
	P	Networking Your Brand: Marketing Through Social Networks	K: Oct 2011 P: Feb. 2012	6:30- 9:30 p.m.	MGR 242
	K	Payroll Workshop	K: Oct 2011	9 a.m.-4 p.m.	OFA 011
	K	PMP Certification Prep Workshop	K: Jun 6-10	8:30 am-4:30 pm	MGR 076
	P	Profit Making Through Pricing	P: March 2012	6:30- 9:30 p.m.	MGR 283
	K	Project Management: Tools and Techniques	K: Oct.2011 and April 2012	8:30 am-4:30 pm	MGR 075
	K	Public Speaking	K: Sept. 2011	6 -9 p.m.	COA 114
	K	QuickBooks	All: Oct 2011, Feb 2012	6 -9 p.m.	COSS 003
	K	Risk Management Workshop	K: Jun 23 & 24	8:30 am-4:30 pm	MGR 295
	K	Simply Accounting	K: Feb-April 2012 P: Sep 2011-Feb 2012	6 -9 p.m.	MSAC
	P	Turning Your Business Plan into Reality	P: Feb. 2012	6:30-9 p.m.	MGR 291

HOW TO REGISTER FOR COURSES OR APPLY FOR CERTIFICATES:

ONLINE:

Register yourself for all classes by going online to www.okanagan.bc.ca/cs. A confirmation email will be sent upon registration. Don't forget to print out the map if you're new to Okanagan College!

PHONE:

Kelowna: 250-862-5480 or 1-888-638-0058
Penticton: (250) 492-4305 or 1-866-510-8899

OUR COMMITMENT TO YOU:

Continuing Studies at Okanagan College is committed to offering you the very best educational experience. We will make every effort to provide quality curriculum, instructors, and services to ensure that your learning needs are met.



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