

North Central

MICHIGAN COLLEGE

Corporate and Community Education

SUMMER 2014 WORKSHOPS

CCE also brings workshops to businesses, customizing the content to the needs of your organization and scheduling classes when and where you need them.
For more information about CCE's programs, please visit our website at www.ncmich.edu/cce or call us at 231-348-6613 or 231-348-6705.

Discover

the ways North Central can help you succeed in the workplace - and in life.

Make 2014 your time for professional and personal growth! Maximize your business online with iPad tools. Jump start your career. Or, explore a new hobby. This summer, check out – plein air painting, photography, grant writing, farm-to-market ideas, local foods, wine and so much more! **Please register in advance.**

PETOSKEY CAMPUS – 1515 Howard Street, Petoskey, Michigan
Student Community Resource Center Room 536 (unless noted)

BUSINESS JUMP STARTS



Putting Social Media to Work

Friday, May 16
9:00 a.m. – 12 Noon
\$25 includes all materials
In this friendly, hands-on workshop, you'll practice social media marketing techniques that will engage your customers and reach new markets without spending lots of time and money. Join North Central's Associate Dean of Technology Chris Cerrudo to design an effective business Facebook page, direct people to your page, analyze your results, administer messages, link to other sites, and save time and marketing money.

Grant Writing Success

\$20/session includes all materials
Learn to find funding, prepare applications and submit successful grants. Taught by Shannon Maitland, MPA, these hands-on workshops will give you the skills and resources to gain new funding opportunities. Students will receive *Proposal Planning & Writing* and other resource materials.

Find Funding and Prepare Your Organization to Submit Grants

Wednesday, June 4
6:00 p.m. – 8:00 p.m.
Tailor searches to fit your organization's funding needs; identify foundations and grants whose priorities align with your mission.

Proposals and Budgets

Wednesday, June 11
6:00 p.m. – 8:00 p.m.
Identify best-fit funding opportunities. Analyze and understand applications. Gain tips for easy preparation, clear budgets, details and checklists to insure a fundable application.

Submit Grants and Follow-up

Wednesday, June 18
6:00 p.m. – 8:00 p.m.
Create final checklists. Review the submission process, cover letters and other additions. Prepare documents and presentations for the final round.

QUICKBOOKS – UP AND RUNNING

This series of three hands-on workshops introduces you to the concepts, gives you time to set up accounts and walks you through setting up your own business and generating reports on QuickBooks. All materials are provided. Instructor: Kirsten Joy-Cochran, MSA, certified QuickBooks Pro Advisor and president of Visionality Training & Consulting, Inc. Sign up for all 3 workshops and save 20%.

QuickBooks Basics

Friday, May 30
9:00 a.m. – 4:00 p.m. • \$65
Get your business finances under control. Learn tracking and recording sales, managing accounts payable/receivable, recording banking transactions and reconciling bank accounts.

QuickBooks II

Friday, June 6
9:00 a.m. – 4:00 p.m. • \$65
Create budgets, manage inventory, prepare financial statements, customize reports, forms and invoices, analyze income and expenses, understand payroll options, use import, export, and synchronization features and customize QuickBooks to your specific business needs.

QuickBooks III:

Get Your Company Up & Running with QuickBooks NOW
Friday, June 13
9:00 a.m. – 4:00 p.m. • \$85
Set up your company's QuickBooks files: accounts, items, inventory, vendors, customers, sales tax, classes, budgets, loans, frequent reports, frequent transactions, forms and letters for your company. Bring your information to class and get it done! (Prerequisites: Significant experience using QuickBooks or completion of QuickBooks I and II)

FOOD, FARM & GARDEN



Michigan's Cottage Foods Law

Wednesday, May 28
6:00 p.m.-9:00 p.m.
\$20 includes all materials
In this workshop, learn how to satisfy the legal requirements and plan a profitable cottage food business. Discuss how to safely prepare, transport, label your cottage foods and plan for success with MSU Extension experts Wendy Wieland and Michelle Jarvie.

How to Market at the Farmers' Markets

Tuesday, June 3
6:00 p.m.- 8:00 p.m.
\$20 includes all materials
You've got great, fresh, local food products but how do you find customers? MSU Extension Product Innovation Specialist Wendy Wieland will share best practices for displaying, promoting and selling your products at the farmers' markets.



MSU is an affirmative action, equal-opportunity employer. MSU Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability political beliefs, sexual orientation, marital status, family status or veteran status. An Equal Opportunity Program/Service Provider. ISLAND and North Central offer workshops to farmers at a 50% discount.



ART

The Art of Good Photography:

Seeing, Capturing and Sharing your Vision of the World
Robyn Scott, photographer and educator, will introduce the concepts and techniques that have made her an award-winning photographer.
\$20/session or \$50 for series includes materials

The Art of a Good Photograph - Portrait of a Place

Thursday, June 5
6:00 p.m.- 8:00 p.m.
Capture the magic of place through photography. From an overview to the details, learn to include all of the elements that define the places you are visiting.

After the Shot: Organize and Share Your Digital Photographs

Thursday, June 12
6:00 p.m. – 8:00p.m.
Discover options for getting your photographs from camera to computer to your audience.

Fix Your Photos: The Art of Enhancing

Thursday, June 19
6:00 p.m. – 8:00 p.m.
Use a basic program to achieve impressive "fixes" for your photos. Enhance your photos with some lesser known tools and tricks of Photoshop Elements.

Classical Alla Prima Still Life Painting

Monday – Friday, June 16-20
9:00 a.m. – 12:00 Noon
\$100 (students bring own painting supplies)
Art Room 18 – Lower Level of Main Classroom Building
Alla Prima is Italian for "first attempt," a classical method of painting in which captures the essence of the subject. Learn direct observational painting, focusing on value patterns and color relationships to bring their work to life. Instructor Patrick Wise, MA, is a Petoskey native, award-winning artist and art educator at the Detroit Institute of Arts.

Plein-Air Painting

Monday – Friday, June 23-27
9:00 a.m. – 12:00 Noon
\$100 (students bring own painting supplies)
Art Room 18 – Lower Level of Main Classroom Building and Outdoors



Join in the fun of painting out-of-doors at beautiful Petoskey vistas. Classes include demo of the

specific location, how to edit and compose the scene and lots of individual help and encouraging critique. Rain outs will paint an indoor scene nearby. Bring oil, pastels, acrylic and watercolor supplies, and chair or blanket to sit on. Instructor: Patrick Wise.

BOATING SAFETY US Coast Guard Program



Monday, June 2 & 9
5:00 p.m. – 9:00 p.m.
\$20 includes textbook & materials



Obtain a Coast Guard and Michigan boat safety certification. This 8-hour program covers types of boats, registrations & regulations, safety equipment, safe boating practices, docking, mooring, knots, equipment checks, weather and tides, charts, navigation, dealing with boating emergencies, trawling, storing and protecting your boat, hunting, fishing and skiing.

The class is required for any PWC/watercraft operators born after 1978 and boaters under age 18. It is recommended for all watercraft operators and many insurance companies offer discounts to those who complete the USCG safety program. State of Michigan and U.S. Coast Guard Boating Safety Certificates given at completion.

HEALTH & FITNESS

Karate

Tuesdays and Thursdays
6:30 p.m. – 8:00 p.m.

May-July • \$60 per month
(10% discount for current NCMC students)
Gym Court #3 • Student Community Resource Center, Petoskey Campus
Learn Isshin-Ryu Karate, a traditional Okinawan Martial Art and improve your physical conditioning, endurance, self-confidence and discipline. Instructor: Sensei Tim Reeves, certified instructor, 5th Degree Black Belt, Board Certified Instructor Isshinryu Karate & Self Defense and 14-year karate teacher.

Spring Tonics

Wednesday, May 21
6:00 p.m. – 8:00 p.m.
\$20 includes materials



Learn from herbalist Gretchen Van Loozen which herbs are beneficial, how to identify them,

harvest and enjoy them throughout the year. In this hands-on workshop, you'll get to touch, taste and know many herbal allies.

CONSERVATION & COMMUNITY

Gaylord Campus: University Center on Livingston Drive



Like the outdoors? Want to learn about the natural world and its connection to Michigan's economy and communities? Join Huron Pines to explore the issues, get your hands dirty and earn your Conservation Champion certificate! Huron Pines, a non profit conservation organization dedicated to preserving the forests, lakes and streams of northeast Michigan, teams up with North Central to offer this summer series. \$80 for series of classroom and adventure programs

River Ecology 101: Connected Communities

Wednesday, July 9
6:00 p.m. – 8:00 p.m.

Gaylord University Center
This introduction to river processes such as meandering, erosion and deposition will also show how streams are impacted by people.

Field Day: Reading the River

Saturday, July 12

9:00 a.m. – 12 Noon

Location to be announced
Learn how to speak the language of the river and identify different habitats and river features.

A Delicate Balance: People and Animals

Wednesday, July 16

6:00 p.m. – 8:00 p.m.

Gaylord University Center
Discuss ways to estimate and manage wildlife population sizes and how to balance the needs of people and animals.

Human Impacts: Preserving and Restoring

Wednesday, July 23

6:00 p.m. – 8:00 p.m.

Gaylord University Center
Learn about current and ongoing issues and how they relate to your quality of life.

Field Day: Keeping the Pulse

Saturday, July 26

9:00 a.m. – 12 Noon

Location to be announced
Learn about wildlife monitoring techniques and help restore a natural ecosystem by removing invasive plants.

More information at: www.huronpines.org

ED2GO

Online Professional Development Workshops

Through a partnership with Ed2Go, CCE offers hundreds of convenient, affordable professional development opportunities. Grant writing, Speed Spanish, Small Business Management, QuickBooks and more are offered in 6-week modules with expert instructors, downloaded materials and well-crafted lessons available 24/7 for only \$89. New sessions of each course start monthly. Dedicated instructors facilitate every course, pacing learners, answering questions, giving feedback and facilitating discussions. Please visit our website at www.ed2go.com/ncmc.

Online Courses for Educators

North Central's Corporate & Community Education Department offers a wide range of highly interactive, affordable and convenient non-credit courses you can take entirely over the Internet to earn 24 SCECH credits for each course! Online courses start each month and include: Solving Classroom Discipline Problems, Survival Kit for New Teachers, Teaching Students with Autism, A to Z Grant Writing, Understanding Adolescents, Guided Reading & Writing Strategies, Creating the Inclusive Classroom, Differentiated Instruction and Homeschooling. Each workshop costs only \$99 and can be completed in six weeks at a schedule that suits your work and home life. Please visit www.ed2go.com/ncmc-sbceu for more information or call 231-348-6613 or 231-348-6705.



Registration Form

Please print and return by mail or fax.

Please register at least three days before the start of the workshop. Class materials will be provided during the first session. If you have any questions, call us at 231-348-6613 or 231-348-6705. We will email confirmation of your registration and directions prior to the start of class.

If a class is cancelled, we will contact you using the e-mail you provide below. If a class is cancelled, or if you cancel before the start of the class, North Central will issue a full refund.

Print Name _____
Last First

Street Address _____

City _____ State _____ Zip Code _____

Email address _____

Daytime Telephone () _____

Birth Date ____/____/19____ SSN* ____/____/____ * required for CEU certification

Have you attended North Central before? ____ No ____ Yes, your Student Number

Are you interested in receiving a certificate verifying completion and

Continuing Education Units? Yes ____ No ____

1) Course title: _____

Date/s: _____

Location: _____ Amount: \$ _____

2) Course title: _____

Date/s: _____

Location: _____ Amount: \$ _____

3) Course title: _____

Date/s: _____

Location: _____ Amount: \$ _____

4) Course title: _____

Date/s: _____

Location: _____ Amount: \$ _____

Less Discount \$ _____

Total Amount Enclosed \$ _____

() Check (make out to NCMC-CCE) or money order for full amount

() Invoice employer (attach purchase order from employer on separate sheet)

() Credit Card Type: () VISA () MasterCard () Discover

CC Number: _____

Exp. Date: _____

Signature: _____

Mail completed form to: CCE/NCMC, 1515 Howard Street, Petoskey, MI 49770
or Fax to: 231-348-6705 or 231-348-6708. Please keep a copy of this form for your records.

More information available online at www.ncmich.edu/cce