



YOUR EMPLOYMENT & EDUCATION CONNECTION



Information for Employers, Job Hunters & Lifelong Learners

Employment Options

RESOURCE CENTRE

If you are looking for work or need assistance developing your career goals, come visit our Information and Resource Centre. Everyone can access the information and resource services including people with jobs, those who are under-employed, people looking for work, students, apprentices and employers.

Free services include:

- ◆ Computers with internet access, photocopier and fax access
- ◆ Employment information workshops on a variety of topics
- ◆ Advice and referral to other community services and supports
- ◆ Information and access to the Second Career program for laid-off workers
- ◆ Education and training information
- ◆ Job search library
- ◆ Job Postings
- ◆ Access to telephones for employment-related usage

Wednesday Workshops

Espanola Campus is offering a series of workshops this fall:

- Resume Building** Sept 21st 10-12
- Cover Letters** Sept 28th 10-12
- Interview Skills** Oct 5th 10-12
- Ontario Self Employment Benefits Info Session** Oct 12th 10-12
- Customer Service Skills** Oct 19th 10-12
- Second Career Info Session** Oct 26th 10-12

EMPLOYERS HELPING OTHERS



Hans Van Schayck owner/operator of HDVS has been in the custom design landscaping and construction business for over 23 years. Hans uses various techniques in order to create a unique and personalized plan while working within his customers' vision, timeline and budget. The design process begins with an initial meeting with the client, and careful measurements are taken, after

consideration a basic design and cost is drawn up. HDVS provides creative designs solutions for homes, commercial properties and parks on a small and large scale. Some of the other services offered by HDVS covers tree and shrub planting, property maintenance, building retaining walls as well as deck construction and snow plowing.

Hans is a great supporter of the Cambrian College Employment Options program and has offered several of our clients the opportunity to work and learn land planning projects. Being highly skilled in his trade and also at organizing his time, resources and workload, Hans knows he must share these skills in order to consistently deliver exceptional results and maximize daily productivity. It is here where our clients benefit from working hand-in-hand learning the skills of collaborating with clients, sub contractors and coworkers, problem solving and finding solutions to challenging situations, not to mention the satisfaction of a beautifully completed project. Hans encourages his employees to share their thoughts and visions and provides feedback on why these thoughts may or may not come to fruition.

To truly appreciate his creativity take a few moments to view the HDVS website at hdvsonline.com you will be impressed at the high level of service that Hans and his crew provide.

www.employmentoptions.ca

Summer Jobs Service



We had another successful summer with the Summer Jobs Service program! We were able to place approximately 279 students with 74 different employers in Espanola, Manitoulin and surrounding area. \$312,000 of subsidies were provided for the various employers.

Thank-you to all the employers for supporting students in the community through employment!

Community Living Espanola
 Ellen's Family Restaurant
 Espanola General Hospital
 Espanola Golf and Country Club
 Espanola Home Hardware
 Giant Tiger
 Greenway Landscaping
 Halliday Surveying
 Jim's Portable Toilets
 Massey Wholesale
 McDonalds
 McKerrow Esso
 Nick's Sale and Services
 NOCO – Rainbow Truck Stop

Nor Eng Construction
 Northern Dragon
 Papertown Petro
 Pinewood Motor Inn
 Poirier's Confectionary
 Red Dog Grill
 Sand Bay Camp
 Seal King
 Subway
 The Corporation of the Town of Espanola
 The Dragonfly
 Tony's Variety and Video
 WH Enterprises

3 Cows
 Anchor Inn
 Batmans Tent & Trailer
 Boarderline
 B & J's Restaurant
 Brookwood Brae Golf Course
 Buddy's Fries
 Coldwater Plant
 Cedar Chalet
 Loco Beanz
 Dawson Citizens Improvemnet Association
 Dean's Valumart
 Garrys
 GG's Foodland
 Guardian Little Current
 Idyll Glen
 Island Carts & Catering
 Island Food Land
 Kool It Ice

Kuku Hut
 Griffon's Fish & Chips
 Loco Beanz LC
 Manitoulin Expositor
 Manitoulin Resort
 McLaughlin Carpentry
 Mum's Restaurant
 Musky Widows Tavern
 NEMI
 Orr's Valumart
 Orangutan
 Purvis Bros
 Red Lodge
 Taylor & Son
 Turner's
 Wally's



Employment/Life Skills Training

Looking for direction? Need help with your communication skills? Can't decide on a career path? We can help!

September- December 2011 (Massey/Espanola)

Quick Start to Employment
 2 weeks Employment skills training
 plus 80hr paid placement

Focus for Change
 8 weeks Employment/Life skills
 plus 80hr paid placement

Focus on Finance
 3 weeks, employment prep and financial literacy)

Children, Challenges and Choices
 (10weeks/2-3days per week)
 Pre-career planning for single parents

Call today for more information on these popular programs. Seats are limited as classes are kept small.

For more info call...(705) 869-4113 in Espanola or (705)368-3194 Little Current

Another Successful Year!

It's been another busy few semesters at both the Manitoulin and Espanola of Cambrian College. The 2010/2011 year saw a large group of graduates in our local community based programs.

- Business Administration Certificate M'Chigeeng, **9 Graduates**
- Personal Support Worker Certificate Espanola, **12 Graduates**
- Academic And Career Entrance Certificate M'Chigeeng, **10 Graduates**
- Academic And Career Entrance Certificate Serpent River, **8 Graduates**

Many of our graduates will be moving on to more Post Secondary programs this fall and we wish them all the best.

Coming up in the 2011/2012 year we are looking forward to welcoming students into the following programs:

- Business Administration Certificate Sagamok, part time
- Academic Upgrading Little Current / Espanola
- Personal Support Worker Certificate M'Chigeeng
- Academic And Career Entrance Certificate M'Chigeeng / Serpent River / Mississauga
- Native Early Childhood Education M'Chigeeng



Cambrian College Manitoulin Campus

Continuing Education ~Fall 2011

General Interest Courses

COMPUTERS FOR EVERYDAY LIFE

Learn computer skills that can be used in everyday life including Internet banking, E-mail, and online research. Explore the possibilities of buying movie tickets online, shopping, and talking and seeing friends across the country. Get familiar with the Microsoft Office program, Word and Excel 2010.

Tuition: \$84.75
Days: Tues 7:00 to 9:00 pm
Starts: Oct 4 for 4 weeks
Location: Little Current Campus

INTRODUCTION TO QUICKBOOKS

Learn how this program, designed for the small to mid-sized business owner, can make it a snap to set up charts of accounts; reconcile your chequing account; create and print invoices, statements and receipts; track payables, inventory and receivables; and to create reports.

Tuition: \$152.25
Days: TBA
Starts: Oct. 13 for 8 weeks
Location: Manitoulin Campus

Credit Courses

SANITATION AND SAFETY FSW 0121

Part of the Food Services Worker certificate for employees of Long Term Care facilities, this course introduces students to the important role they play in servicing food for the public and covers topics such as the role of the local Health Unit, Public Health legislation, and safe handling and preparation of food.

Tuition: \$68.80
Days: Thurs. 7:30 to 9:30 pm
Starts: Oct.13 for 5 weeks
Location: Little Current

OPEN STUDIO

PAINTING WITH A STORY

In this workshop participants will learn about integrating narrative forms (stories – new and historical, personal or political) into art work to create works of layered meaning using paint and a variety of mixed media along with stencils, labels, and lettering, each participant will create a new work of art that is both beautiful and meaningful. No previous experience in painting or art necessary. All art materials supplied, including a stretched canvas.

Tuition: \$41.81
Days: Mon. 6 to 9 pm
Starts: Nov. 21 for 1 night
Location: Little Current Campus

WATERCOLOURS With BETH LINDNER

Come join Beth Lindner in exploring a variety of watercolour techniques that will help you to create a final composition to be proud of.

Tuition: \$67.85
Days: Tues. 6 to 9 pm
Starts: Nov. 8 for 1 night
Location: Little Current Campus

CLAYING AROUND with ANDY SMITH

This workshop will offer an introduction to pottery techniques for individuals with little or no previous pottery experience. Topic areas will include an exploration of various pottery techniques (pinch pots, coil pots, slab construction, wheel production) and pottery making processes (preparation, glazing, firing, etc.). All materials supplied and you will have a original created piece of artwork to adore for years to come!

Tuition: \$76.50
Days: Thurs. 6 to 9 pm
Starts: Oct. 27th for 1 night
Location: Little Current Campus

RED CROSS STANDARD FIRST AID with Level "C" CPR

Comprehensive First Aid & CPR techniques for those who need certification for work requirements, or who want more knowledge to respond to emergencies in the workplace, at home or at play. AED (Automated External Defibrillator) certification is also included.

Tuition: \$124.30
Days: Sat&Sun. 9am to 4pm
Starts: Oct 1&2 for 1 weekend
Location: Little Current Campus

SENIORS COMPUTER CLUB

Members will be able to access our computers to work on projects or simply surf the internet, with a knowledgeable and friendly staff member to assist them when required. Members will learn tips and tricks that will make working with computers much simpler!

Tuition: \$28.25
Days: Wed. 10am to 12 pm
Starts: Nov. 2nd for 6 weeks
Location: Little Current Campus

Credit Courses

COMMUNICATION AND HUMAN RELATIONS FSW 0140

This course is designed for the students to understand the importance of effective communication and what it takes to work well with other people.

Tuition: \$196.00
Days: Tues. 6:30 to 9:30
Starts: Sept. 28 for 10 weeks
Location: Little Current Campus

COLLEGE COMMUNICATION ENG1003

Students will receive practical training in writing, researching, and editing to develop communication skills required for academic and workplace success.

Tuition: \$216.46
Days: Thurs. 10 am to 12 noon
Starts: Sept. 15 for 15 weeks
Location: M'Chigeeng



Cambrian College Espanola Campus

Continuing Education ~Fall 2011

General Interest Courses

BOOKKEEPING FOR BEGINNERS

Students will learn basic bookkeeping practices including types of accounts, working with multi-column journals, tracking accounts receivable & accounts payable, tracking cash balances, preparing financial statements (including income statements and statements of owner's equity) and reconciling bank accounts.

Tuition: \$129.95
Days: Tues. 6:30 to 8:30 pm
Starts: Oct.11 for 8 weeks
Location: Espanola Campus

COMPUTERS FOR EVERYDAY LIFE

This course provides students with information they need to be more tech savvy. Learn about the internet, online safety, online banking, Skype, Twitter, eBay, Facebook, and more! Students will also have the opportunity to go beyond the computer and get comfortable with digital cameras, music players, and cell phones!

Tuition: \$84.75
Days: Fri. 10 am to 12pm
Starts: Oct. 7 for 4 weeks
Location: Espanola Campus

Credit Courses

COLLEGE COMMUNICATION (ENG 1003)

Planning on taking full time studies in the future? Why not get a jump on your studies! In this course, students will receive practical training in writing, researching and editing to develop communication skills required for academic and workplace success. This course is mandatory in 28 Cambrian College programs. For a list of these programs, contact the Espanola Campus.

Tuition: \$216.46
Days: Tues. 6:30 to 8:30 pm
Starts: Oct. 11 for 15 weeks
Location: Espanola Campus

Please note: The purchase of a textbook is required. (approx.\$73.00)

RED CROSS STANDARD FIRST AID with Level "C" CPR

Comprehensive First Aid & CPR techniques for those who need training for work requirements, or who want more knowledge to respond to emergencies in the workplace, home or at play. AED (Automated External Defibrillator) certification is also included.

Tuition: \$124.30
Days: Sat. & Sun. 9 am to 4 pm
Starts: Oct.15&16 for 1 weekend
Location: Espanola Campus

SENIORS COMPUTER CLUB

Members will be able to access our computers to work on projects or simply surf the internet, with a knowledgeable and friendly staff member to assist them when required. Members will learn tips and trick that will make working with computers much simpler!

Tuition: \$28.25
Days: Fri. 10 am to 12 pm
Starts: Oct. 28 for 6 weeks
Location: Espanola Campus

SPANISH FOR TRAVELLERS

Planning a trip this winter? Learn to communicate in Spanish. This fun course for beginners will cover simple grammar rules, pronunciation and useful vocabulary.

Tuition: \$113.00
Days: Thurs. 7 to 9 pm.
Starts: Oct 6th for 8 weeks
Location: Espanola Campus

Want to go to college?

We can help get you there!

Cambrian College's academic upgrading program can get you the pre-requisites you need to continue your education and start your new career.

368-3194 in Little Current

or

869-4113 in Espanola

Espanola Campus 1-705-869-4113
Manitoulin Campus 1-705-368-3194
www.employmentoptions.ca

BABYSITTER TRAINING

Are you 11 years old or older? Do you like kids? Do you want to earn money babysitting? Do you want to be an awesome babysitter? Then this course is for you!

Tuition: \$55
Days: Sat. 9 am to 4 pm
Starts: Oct. 22 for 1 day
Location: Espanola Campus

PHOTOGRAPHY FOR BEGINNERS

Led by local photographer, Ange Byers this introductory course on digital photography is for beginners and is perfect for anyone looking for a fun and interactive introduction to photography. Topics discussed will include:

Composition
 Exposure (Aperture/Shutter Speed/ ISO)
 Key camera settings
Tuition: \$96.05
Days: Thurs. 6:30 to 8:30 pm
Starts: Oct. 6th for 4 weeks
Location: Espanola Campus

CAKE DECORATING MADE EASY

How often have you wished that you could decorate a birthday cake or make a special Halloween cake? Have you resorted to buying store-bought cakes simply because you lack confidence in your own skills? Or perhaps you are looking for a creative outlet? This decorating workshop is an excellent way to learn an art that will bring pleasure you can share with family and friends. Participants will cover the following:

- how to make and level a cake;
- how to make different icing consistencies;
- how to frost a cake smoothly
- how to use a bag and tip
- how to make flowers and borders
- working with fondant.

Tuition: \$55.00(plus supply fee)
Days: Sat 10 am to 3 pm
 (bring a lunch)
Starts: Oct 22 for 1 day
Location: Espanola Campus