



**THE
ENTERPRISE
CENTRE**

The Enterprise Centre

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September

Upcoming workshops for the month of September 2010

PROFESSIONAL DEVELOPMENT AND LEADERSHIP SEMINARS

ENT1536	Project Management Theory	September 13 & 14
ENT1628	Effective Presentations (NEW)	September 15
ENT1629	Managing Organizational Goals (NEW)	September 16
ENT1621	Violence in the Workplace (1/2 Day)	September 21
MMP1030	Module 4: Accounting and Finance for the Maintenance Manager (ten evenings)	September 21
ENT1557	Practice Effective Communications	September 22,23,24
ENT1630	Hiring Outstanding Teams (NEW)	September 27
ENT1519	Dealing with Difficult People	September 30

COMPUTER TRAINING

ENT1500	Windows XP Introduction	September 1
ENT1619	Windows 7 (NEW)	September 2
ENT1517	MS Project Introduction	September 2 & 3
ENT1510	Excel Charts & Graphs 2003	September 7
ENT1594	Access 2007 Level 1	September 8
ENT1503	Outlook Introduction 2003	September 8
ENT1582	Excel 2007 Level 1	September 9
ENT1579	Dreamweaver CS3 Level 1	September 9 & 10
ENT1588	Transition to Office 2007	September 10
ENT1511	Excel Database Management 2003	September 13
ENT1584	PowerPoint 2007 Level 1	September 13
ENT1581	Photoshop CS3 Level 1 (Evenings)	September 14,21,28
ENT1595	Access 2007 Level 2	September 15
ENT1607	InDesign CS3 Level 2	September 16
ENT1583	Word 2007 Level 2	September 17
ENT1623	One Note 2007 (NEW)	September 20
ENT1514	PowerPoint Advanced 2003	September 20
ENT1570	Visio Introduction 2003	September 21
ENT1608	Photoshop CS3 Level 2	September 22
ENT1516	Access Advanced 2003	September 23 & 24
ENT1585	Word 2007 Level 2	September 24
ENT1579	Dreamweaver CS3 Level 2	September 27
ENT1627	VBA fro Excel 2007	September 27
ENT1505	Word Introduction 2003	September 28 & 29
ENT1589	VBA for Excel 2007	September 30



Did you know...

In Outlook 2007, you can automatically add holidays to your Calendar. On the Tools menu, click Options, click Calendar Options, and then click Add Holidays.

**This Month's
Free Training Winner:**

**Julie Labranche
Child Care Resources**