



Columbia Learning Society

The Columbia Learning Society is a registered, non-profit organization that offers everyone free educational opportunities.

Workshops are typically three hours in length (9:30 am—12:30 pm), and provide learners with hands-on experience in a variety of topics.

Free Workshops for April 2017

The following free workshops will be filled on a first come, first serve basis.

<i>Workshop Name</i>	<i>Date</i>	<i>Location</i>
PowerPoint—Intermediate 9:30 am—12:30 pm	Apr 1/17	4 Manning Close NE Room 202
You will learn about slide show transitions, animations, and formatting pictures. NOTE: You may not attend this workshop unless you have taken the introductory workshop		
PowerPoint—Advanced 9:30 am—12:30 pm	Apr 8/17	4 Manning Close NE Room 202
Utilizing skills from both classes, you will learn to insert music and video. A lot of time will be spent practicing and developing your own presentation		

Registration Requirements

English level of Benchmark 5 is the minimum requirement needed to participate in these workshops.

You must have registered and attended (or be proficient with) the Introduction level workshop before you can register for an Intermediate. Also, you must have registered and attended (or be proficient with) the Introduction and Intermediate level workshops before you can register for an Advanced level workshop.

To be fair to others wishing to attend our workshops, we ask that participants who wish to repeat a workshop they have previously attended wait one year to do so.

Register by selecting the link below and choosing the workshops you would like to attend:

<http://www.columbia.ab.ca/about-columbia/free-learning/>

Please see attached Rules & Regulations for Workshop Attendance

Rules and Regulations for Workshop Attendance

Registration:

- All participants must register to attend any workshop.
- Participants need to be 16 years of age or older to attend any workshop.
- To be fair to others wishing to attend our workshops, we ask that participants who wish to repeat a workshop they have previously attended, wait one year to do so.
- You must have registered and attended (or be proficient with) the Introduction level workshop before you can register for an Intermediate level workshop. Also, you must have registered and attended (or be proficient with) the Introduction and Intermediate level workshops before you can register for an Advanced level workshop.
- Please do not register for a workshop unless you know that you will be able to attend it. If there is more than one workshop scheduled on the same day, you can only register and attend one workshop.
- Registration may be done:
 - ◊ By email at **cls@columbia.ab.ca** - In the email, state the name of the workshop you would like to attend, your full name, and your contact phone number.
- Registration will be on a first come, first served basis.
- If the workshop is full at time of registration, you will be placed on a waiting list. If you are on a waiting list, you will be informed of your status a few days before the workshop is due to be held.

Attendance:

- You must be on time for the workshop. Participants that are more than 5 minutes late, will not be allowed to enter the workshop. (Note: If you are taking public transit, please check the weekend schedule carefully, as it is different from the weekday schedule.)

Right to Refusal:

- The Columbia Learning Society reserves the right to withhold registration or attendance at any of its workshops to anyone it feels will not contribute or benefit from the workshop.
- Please be respectful of other people's time and commitment. If you need to cancel your registration, you must provide 48 hours notice (i.e. we must receive your cancellation by Wednesday night).
- If you fail to show up for a workshop without cancelling your registration, you will not be able to attend another workshop for one month. If you are already registered for any workshops within that month, your name will be removed.
- If you fail to show up for two workshops without cancelling your registration, you will not be able to attend any workshops in the remaining current schedule. If you are already registered for any workshops within that timeframe, your name will be removed.