



## 2017 Short Courses at the Anguilla Community College

**Name:** Internet Marketing  
**Date:** Jan 9-April 21  
**Day:** Tuesday (5:30pm – 8:30pm)  
**Cost:** \$500  
**About:**

The purpose of this course is to develop learner understanding of, and skills in, the use of the complex interactive digital media which comprise the tools of internet marketing. This area of study is subject to rapid rates of change with an immense array of continually developing technology converging and impacting on how e-business operates. This course also addresses the utility and importance of the internet for market research. Data from customer relationship management can be used to support internet market research. This research can, in turn, lead to improvements in customer relations by enabling the company to supply better products and services.

**Name:** Aspects of Contract and Negligence for Business  
**Date:** Jan 9- April 21  
**Day:** Wednesday (5:30pm-8:30pm)  
**Cost:** \$500  
**About:**

This short course introduces the law of contract, with a particular emphasis on the formation and operation of business contracts. Learners are encouraged to explore the content of these agreements and then develop skills relating to the practical application of business contracts, including offer, acceptance, intention, consideration and capacity. Relevant case law examples will be covered. Learners will consider when liability in contract arises, the nature of the obligations on both sides of the contract, and the availability of remedies when a contract is not fulfilled in accordance with its terms. Additionally, the unit will enable learners to understand how the law of tort differs from the law of contract and examine issues of liability in negligence relating to business and how to avoid it.

**Name:** Community Connect- Dive into Politics

**Date:** Jan 14- March 18

**Day:** Tuesday (7:30pm – 9:30pm)

**Cost:** \$300

**Facilitator:** Mr. Stanley Reid

**About:**

The course seeks to respond to the important need to understand our political system and the institutions that underpin it and to engage in meaningful dialogue, using the avenues available to citizens and residents to participate in Anguilla's political life.

The course will comprehensively examine various aspects of the political and governmental processes likely to be encountered or contemplated by citizens, residents, public officers, politicians, political aspirants and media personnel.

**Name:** Public Speaking and Presentations

**Date:** Jan 16- March 20

**Day:** Monday (5:30pm – 7:30pm)

**Cost:** \$400

**About:**

The programme will cover, but not be limited to: preparation for public speaking assignments, knowing your audience, setting the right benchmarks, making the presentations convincing, using the right kind of visuals, overcoming public speaking anxiety, handling questions and answers and understanding one's attitude toward public speaking and developing an appreciation for the characteristics of effective presenters.

**Name:** Supervisory Management

**Date:** Jan 19-May 04

**Day:** Thursday (5pm – 8pm)

**Cost:** \$550

**Facilitator:** Ms. Sharon Richardson

**About:**

This course is for managers or supervisors, or individuals interested in management. The course will equip you with the necessary skills to be successful in any supervisory position, by focusing on and improving important skills, such as planning and organizing, managing staff and conflicts and effective leadership.

**Name:** Baking 101  
**Date:** Feb 1 – April 26  
**Day:** Wednesday (9am-12pm)  
**Cost:** \$900  
**Facilitator:** Mrs. Karimah Carty  
**About:**

The course will teach the fundamental principles and procedures for preparing baked goods, pastries and desserts. Emphasis will be on the preparation of classic dough, pastries, cookies, and cakes.

**Name:** Community Computing  
**Date:** Feb 4-March 25  
**Day:** Saturday (1pm – 3pm)  
**Cost:** \$15  
**Facilitator:**  
**About:**

This is a computer literacy course targeting senior citizens in community. This course aims to introduce participants to the basics of computer hardware and software. Participants will develop practical experience in using a number of computing tools like Skype, Face time, whatsapp etc.

**Name:** Bar Operations  
**Date:** Feb 6-11 (9am to 3pm)  
**Day:** One week  
**Cost:** \$550  
**Facilitator:** Mrs. Karimah Carty  
**About:**

This course will provide students with the basic knowledge for the production and creation of alcoholic and non-alcoholic beverages. It promises to be an intense course which covers, beer, wine, and spirits and using these components in mixology. It will also focus on the basics of the layout of the bar and beverage operation and introduction the Bar Operations.

**Name:** Community Connect – Asian Cuisine

**Date:** Feb 4-March 25

**Day:** Saturday (9am to 11am)

**Cost:** \$800

**Facilitator:** Chef Ken Lin

**About:**

The culinary Connect is a community cooking course where individuals will learn to cook 8 Asian dishes. Individuals will learn the techniques and rudiments of Asian cooking and will be able to end class with an Asian meal. This is a great opportunity to take home an Asian meal while at the same time learning how to prepare it. Chef Ken brings wealth of experience as a professional chef to the table, to teach you specific Asian techniques. He will share his knowledge of how to use readily available ingredients to prepare delicious, authentic Asian food. Each Asian cooking class will present practical suggestions for choosing fresh produce. Participants will also be shown how to use specific ingredients such as Soya Sauce, Spicy and Sake in your cooking. The classes are enjoyable, lively and will enable you to cook Asian food at home; with confidence.

**Name:** Grant Writing

**Date:** March 13 &14

**Day:** 2 days (all day)

**Cost:** \$672

**Facilitator:** Professor Delroy Loudon

**About:**

Grant writing workshop provides practical hands-on approach to grant writing. The exercises are designed to allow you to out into practice, build powerful skills, and retain what you learn. It's active learning that puts theory right into practice.

**Name:** Small Engine Repair & Outboard Motor Repair

**Date:** March 20 - 24

**Day:** Mon – Thurs (2 hours in the evening)

**Cost:** \$672.05

**About:**

This short course covers the fundamentals of small engine repair and servicing. After learning what makes two-cycle and four-cycle engines work, students in this course will get a hands-on, guided experience disassembling a small engine.

**Name:** Leadership at Every Level

**Date:** May 10-12

**Day:** Wed, Thurs, Fri (all day)

**Cost:** \$672.05

**Facilitator:** Mrs. Melinda Goddard

**About:**

The pace for business is accelerating more each day. One leader directing layers of management can no longer respond fast enough to compete. Every manager and supervisor at every level needs to not only manage, but also lead while developing a team of leaders. With customers who can tweet and blog before their napkins hit the table at the end of every meal, while they are in a hotel lobby, taxi or any other establishment, developing leadership at every level is perhaps more crucial than ever. This course will enable participants to assess their leadership capabilities, exercise specific skills, and develop a leadership plan to help them and their teams reach their full potential. The class is based on the leadership competencies studied by Russ-Eft, Berrey and Hurson and published by Hurson and Russ-Eft in Everyone a Leader (John Wiley & Sons, New York, 1999).

**Name:** Governance Training

**Date:** May 22-24

**Day:** Mon – Wed (all day)

**Cost:** \$700

**Facilitator:** Professor Delroy Loudon

**About:**

This module provides an introduction to governance. This involves exploring the role of moral values, external institutions, internal structures, incentive systems and organizational culture as important means to guide managerial behaviour. As part of this module, participants will have the opportunity to become familiar with both empirical research and current debates in the field of governance.

**\*EC\$15 registration fee applies to short courses**