



The journey continues:  
Keep learning, update skills, change your life.

THIS SPRING, MAKE TIME FOR

U



At **VIU** our part-time, online, evening and weekend courses for adults make learning accessible for everyone.

[viu.ca/ce](http://viu.ca/ce)

## Contacts

### BUSINESS & MANAGEMENT

Deborah Hopper, 250-740-6580  
Deborah.Hopper@viu.ca

### COMPUTERS

Linda Olsen, 250-248-2096, ext. 231  
Linda.Olsen@viu.ca

Cheryl Dill, Program Coordinator, 250-740-6327  
Cheryl.Dill@viu.ca

### CULINARY & HOSPITALITY

Deirdre Godwin, 250-740-6322  
Deirdre.Godwin@viu.ca

Cheryl Dill, Program Coordinator, 250-740-6327  
Cheryl.Dill@viu.ca

### EMERGENCY SERVICES

Linda Olsen, 250-248-2096, ext. 231  
Linda.Olsen@viu.ca

Cheryl Dill, Program Coordinator, 250-740-6327  
Cheryl.Dill@viu.ca

### ELDERCOLLEGE

Krista Convey, 250-740-6165  
Krista.Convey@viu.ca

Linda Olsen, 250-248-2096, ext 231  
Linda.Olsen@viu.ca

Regan McKeever, Program Coordinator,  
250-740-6536  
Regan.McKeever@viu.ca

### FIRST AID & SAFETY

Deirdre Godwin, 250-740-6322  
Deirdre.Godwin@viu.ca

Cheryl Dill, Program Coordinator, 250-740-6327  
Cheryl.Dill@viu.ca

### GRANDKIDS UNIVERSITY

Krista Convey, 250-740-6165  
Krista.Convey@viu.ca

Regan McKeever, Program Coordinator,  
250-740-6536  
Regan.McKeever@viu.ca

### HEALTH & HUMAN SERVICES

Deirdre Godwin, 250-740-6322  
Deirdre.Godwin@viu.ca

Cheryl Dill, Program Coordinator, 250-740-6327  
Cheryl.Dill@viu.ca

### SKILLS FOR INDUSTRY

Linda Olsen, 250-248-2096, ext. 231  
Linda.Olsen@viu.ca

Deirdre Godwin, 250-740-6322  
Deirdre.Godwin@viu.ca

Cheryl Dill, Program Coordinator, 250-740-6327  
Cheryl.Dill@viu.ca

### ONLINE

Julie Clarke, 1-877-888-8890  
Julie.Clarke@viu.ca

### REGISTRATION

1-877-866-734-6252  
Fax: 250-248-9792 (Parksville)  
Fax: 250-740-6452 (Nanaimo)

# Contents

Business & Management	p.4
Computers	p.7
Culinary & Hospitality	p.8
Emergency Services	p.9
First Aid & Safety	p.11
Health & Human Services	p.12
Online	p.18
Skills for Industry	p.19
Certificates & Information Sessions	p.22
Important Information for Students	p.26



## Harnessing The Power Of Public Speaking

Effective and convincing speaking skills are essential when addressing potential customers, business partners, colleagues, or employees. Through this engaging interactive and fun workshop, you will practice speaking while learning how to overcome anxiety. Join Kevin of Your Success PDQ who will help you to prepare for that powerful and effective presentation.

**PDHT 001 I12N01 (Nanaimo) Kevin Keckstadt**  
6 sessions: Wed, May 2-Jun 6; 7-9  
\$119 + HST = \$133.28

## Issues In Not-For-Profit Management

This UT credit course is designed to introduce students to the areas of responsibility of managers of not-for-profit organizations, and is intended to provide a broad overview of the management challenges of the not-for-profit sector. Topics include scope and function of the not-for-profit sector, an overview of the unique features of financial management, human resources management, strategic planning, and marketing functions relative to the not-for-profit sector. Specific issues are emphasized, such as accountability, board selection, volunteer management, fundraising and social entrepreneurship.

**TRMT 312 I12N01 (Nanaimo)**  
**Georg Stratemeyer**  
\$385.92 + Student & Activity Fees  
Fees are subject to change.  
Students must apply to VIU.

## Moving Up To Supervision

Have you recently applied for or been promoted into a supervisory position? Becoming a new supervisor demands new skills as well as new roles and changing relationships. Assess your leadership style, develop strategies to adapt to different workplace situations, and build essential skills for communication, delegation and the motivation of others.

**MSMS 001 I12N01 (Nanaimo)**  
**Rick Lutz & Norm Wilhelm**  
2 sessions: Tue & Thu, May 8-10; 7-10  
\$149 + HST = \$166.88

## Strategic Communication

Communicating is often like riding a bike; we do it naturally and automatically, paying attention to where we want to go, but not how we do it. This course highlights that how we express ourselves impacts meaning just as much as the words we use. Students will receive a brief overview of discourse analysis, strategic use of structure in sentences to change meaning and use of questioning to direct conversations. Includes time to practice.

**MSSC 001 I12N01 (Nanaimo) Georg Stratemeyer**  
2 sessions: Wed, Apr 4-11; 6:30-9:30  
\$149 + HST = \$166.88

## MANAGING CONFLICT

### Essential Communication Skills in Conflict

This course explores how we give and receive messages that can create conflict. Explore the dynamics of anger, examine your listening habits in conflict situations, and discover the difference between collaborative, judgemental, and defensive responses. Through practice situations, develop essential communication skills of acknowledging, probing, asserting and balancing assertiveness with understanding.

**HHMC 011 Donna Soules**  
\$325  
Choose one of the following sections:  
**S12N01 (Nanaimo):** 2 sessions: Thu & Fri,  
Mar 8-9; 8:30-4:30  
**I12Q01 (Parksville):** 2 sessions: Thu & Fri,  
May 17-18; 8:30-4:30

## Interest-based Negotiation Skills

This course clarifies the difference between interest-based exploration and position-based conflict management. Learn how to be an effective negotiator, able to gain win-win results; develop a neutral agenda of conflict issues; discover what conflict issues need to be addressed; understand the basic pitfalls of conflict and shift away from warrior stances. Prerequisite: HHMC 011 Essential Communication Skills In Conflict or permission of instructor.

**HHMC 012 I12N01 (Nanaimo) Kel Kelly**  
2 sessions: Fri & Sat, Apr 27-28; 8:30-4:30  
\$299

## Mediation Skills

This course explores different mediation styles and approaches, ways to manage emotional issues and climates, develop self-awareness; assist people to reach their own solutions; and write successful agreements. Mediators must respect two diverging positions without taking sides and assist two or more people to reach a mutually agreed upon outcome. Prerequisite: HHMC 011 Essential Communication Skills In Conflict or permission of instructor.

**HHMC 013 I12N01 (Nanaimo) Donna Soules**  
2 sessions: Thu & Fri, Jun 7-8; 8:30-4:30  
\$299

## Putting It Together: Coaching And Skill Practice

This day of applying skills will integrate the theories and practice learned in previous courses. Using role-playing scenarios in case studies, participants will work in small groups to demonstrate their skills and then receive constructive feedback from the coach and classmates. This course should be taken last. Prerequisite: HHMC 011 Essential Communication Skills In Conflict or permission of instructor.

**HHMC 018 S12N01 (Nanaimo) Donna Soules**  
1 session: Fri, Feb 17; 8:30-4:30  
\$185

## OFFICE SKILLS

### Basic Elements Of Bookkeeping

Learn bookkeeping from the ground up. Become trained in journalizing transactions, posting to the various ledgers, creating financial statements and year-end adjustments and closing the books at year-end. In class participation is based on practical situations. Valuable if you have a small business, belong to a non-profit group, or need to upgrade your job skills. No bookkeeping experience required.

**MSBK 001 S12N01 (Nanaimo) Len Winter**  
10 sessions: Mon & Wed, Feb 27-Mar 28; 6:30-9:30  
\$379

### Payroll Workshop

Covers all aspects of payroll, including setting up and calculating payroll, benefits and deductions, T-4 forms, implications of the Employment Standards Act, and Records of Employment. Emphasizes practical skills. For administrative positions or those who own and operate their own business. Bring calculator, pencil and notebook.

**MSPA 001 I12N01 (Nanaimo) John Hough**  
2 sessions: Sat, May 5; 9-4 & Tue, May 8; 6:30-9:30  
\$159 + HST = \$178.08

**EMPLOYERS!**  
*Purchase seats for your staff in any of our courses with the Company Seat Purchase Plan.*

*Call 1-866-734-6252 to receive your Seat Purchase form.*



### Event Management

Part-time Online Certificate Program

#### Program Overview:

Gain the skills and knowledge needed to be successful in entry-level and intermediate level positions in public or private recreation and tourism agencies. It is also an opportunity for upgrading and certification for practitioners currently working in the field. The program was developed in collaboration with the Tourism Educators Consortium of BC.

#### Career Opportunities:

Graduates of the program will possess skills and knowledge for work as event planners, conference planners/managers, convention coordinators, festival and special events organizers, meeting and trade show planners.

#### Start Dates:

May 2012 and September 2012

FREE INFORMATION SESSION

### Event Management Certificate Information Session

A free information session for those interested in the Event Management Certificate Program (Online).

**RMSE 001 Joanne Schroeder**  
Choose one of the following sections:

**I12N01 (Nanaimo):**  
1 session: Tue, Apr 17; 7-8:30  
**I12N02 (Nanaimo):**  
1 session: Thu, Jun 14; 7-8:30

### Forensic Accounting and Fraud Investigation NEW

2 Year Part-time Online Advanced Diploma Program

This program provides students with the essential skills and knowledge to be forensic fraud investigators. Students will develop analytical skills to approach the investigation of fraud, corruption, and ethical irregularities, and an understanding of the strategies and tools that can be used to achieve fraud prevention through strategic controls and a culture of compliance.

#### Career Opportunities:

Graduates will be prepared to explore opportunities in areas such as: corporate fraud investigations and prevention; forensic accounting; law enforcement criminal investigations; and Federal, Provincial, and Municipal government taxation, compliance and security.

#### Program Content:

The program consists of 24 credits (7 courses) as follows:

- Fraud and Commercial Crime (3 credits)
- Accounting and Finance for Fraud Investigators (3 credits)
- Fraud, Commercial Crime, and Evidence (3 credits)
- Forensic Investigations and Asset Recovery (3 credits)
- Compliance Through Ethical Organizational Cultures (3 credits)
- Forensic Accounting and Data Analysis (3 credits)
- Forensic Investigation – An Integrated Case (6 credits)

#### Course Delivery:

Courses are offered online. Students must complete the program courses with a minimum "C+" average.

#### Program Requirements:

For more information and admission requirements, visit our website at [www.viu.ca/programs](http://www.viu.ca/programs)

#### Start Date:

September 2012



## Management Skills For Supervisors

12 Day Part-time Credit Certificate Program

Leaders today are expected to do “more with less”, working in increasingly complex and competitive work environments. Hone the soft skills that employers are demanding to shape a productive work environment, enhance the ability to manage and motivate and promote effective day-to-day relationships. Participants leave with a personalized plan making this a practical and immediately effective set of courses.

### Career Opportunities:

This program will appeal to managers, assistant managers, supervisors, administrators, team or project leaders and department heads in business, industry, public and not-for-profit sectors.

### Program Content:

The program consists of three 4-day courses offered in a workshop format (6 credits) as follows:

- Interpersonal Skills (2 credits)
- Team Building Skills (2 credits)
- Administrative Skills (2 credits)

### Start Date:

Fall 2012 or by contract

## Managing Conflict In The Workplace

10 Day Part-time Certificate Program

Discover constructive ways to resolve disputes in your work environment, using approaches that focus on interests, collaboration and mutual respect.

### Career Opportunities:

The impact of downsizing, competition, and change in the workplace demands new ways to manage the dynamics of conflict. Conflict resolution is a critical competency for all positions and levels of an organization as a co-worker, supervisor or manager, as well as in dealing with clients and customers.

### Program Content:

Required Courses:

- Essential Communication Skills In Conflict (2 days)
- Interest-based Negotiation Skills (2 days)
- Mediation Skills (2 days)
- Putting It Together: Coaching And Skill Practice (1 day)

Choice Of 3 Elective Courses:

- Understanding Positions: Moving To Interests (1 day)
- Get Curious: Effective Questioning (1 day)
- Conciliation: Informal Third Party Intervention (1 day)
- Defensiveness (1 day)
- Designing Conflict Resolution Processes (1 day)
- Harassment, Crisis Or Conflict (1 day)

### Course Delivery:

Courses are scheduled in a workshop format over two semesters. Students must successfully complete 70 hours of coursework, plus the assessment, to earn the Certificate.

### Start Date:

March 2012

See page 4 for current courses being offered.



Leadership Vancouver Island

## Taking the Leap!

**Now Accepting Applications For 2012-13**

**Everyone has leadership potential!**

Designed to help individuals develop their own unique leadership skills, LVI has graduated over 150 mid-Island women and men since 2005. With newly developed skills, capacity and connections, LVI alumni are helping to shape the future of their businesses and organizations, as well as their respective communities.

Take the leap and discover your inner leader!

Leadership Vancouver Island

Leading Self, Leading Others, Leading Community

For more information:

Check out our website [www.leadershipvi.com](http://www.leadershipvi.com)

Or contact Russ Burke at 250-390-6400

## Computers

### Digital Cameras Made Easy

Learn to get the most out of your digital camera. Gain hands-on knowledge of the entire process - from digital camera functions to taking a quality photo, file formats, downloading, printing and using the photos in email or websites. Knowledge of Windows strongly recommended. Bring your camera and manual.

**CMDI 001 Donna Pollard**  
**\$159 + HST = \$178.08**

Choose one of the following sections:

**I12Q01 (Parksville):**  
**5 sessions: Fri, Apr 13-May 11; 9-Noon**

**I12N01 (Nanaimo):**  
**5 sessions: Sat, Apr 28-Jun 2; 9-Noon**  
**(No class May 19)**

### Introduction To Computers

For those who are comfortable working with computers but have little experience and want to learn more. A non-technical course delivered at a quicker pace, it includes an introduction to computer hardware, various MS Office applications, the Internet, file management, creating, saving, opening, and printing files. Fee includes manual.

**CMCM 001**  
**\$209 + HST = \$234.08**

Choose one of the following sections:

**I12Q01 (Parksville): Archna Acharya**  
**6 sessions: Mon & Wed, Apr 2-23; 6-9**  
**(No class Apr 9)**

**I12N01 (Nanaimo): Pradeep Menon**  
**6 sessions: Thu, Apr 5-19; 6:30-9:30**  
**& Sat, Apr 14-28; 9-Noon**

## MS APPLICATIONS

### Microsoft Excel Level 1

Learn the basics of spreadsheets including creating worksheets for varied purposes and managing spreadsheet files. The course also covers advanced worksheet formatting, page setup, printing, and working with formulas and functions. Fee includes manual. Prerequisite: Introduction To Computers or equivalent.

**CMEX 001 I12N01 (Nanaimo) Joy Parkes**  
**6 sessions: Sat, Apr 14-May 26; 2-5**  
**(No class May 19)**  
**\$289**

### Microsoft Word Level 1

Using an effective and popular word processing program, learn the fundamental concepts and techniques for efficient processing, including the ability to create, edit, print, and manage documents. This course focuses on working with text, navigating within a document, character and paragraph formatting, and managing files. Fee includes manual. Prerequisite: Introduction To Computers or equivalent knowledge.

**CMWO 001 I12N01 (Nanaimo) Archna Acharya**  
**6 sessions: Mon & Wed, Apr 30-May 16; 6-9**  
**\$289**

## ACCOUNTING

### QuickBooks For Small Business

Learn QuickBooks and the fundamentals of accounting for small business. Use QuickBooks for billing, generating estimates, collections, inventory management, and payroll. Record daily transactions, avoid costly interest and payroll penalties, and deal effectively with taxes and Canada Revenue Agency. Learn to reduce audit and accounting costs. Includes hands-on experience, review tests and spreadsheet submissions. At first class, receive free home version of QuickBooks software, good for one year. Some bookkeeping experience strongly recommended.

**CMQM 010 I12Q01 (Parksville) Patricia Sibley**  
**6 sessions: Sat, May 5-Jun 16; 9-11**  
**(No class May 19)**  
**\$315**

### Simply Accounting Level 1

This course is an introduction to computerized accounting. Learn about this system's fully integrated general ledger, inventory, accounts receivable, accounts payable, and payroll modules. Reporting miscellaneous and period-end procedures will also be covered. Fee includes manual. Prerequisites: Introduction To Computers or equivalent, basic keyboarding skills, plus experience and knowledge of bookkeeping.

**CMSA 003 I12N01 (Nanaimo) Joy Parkes**  
**7 sessions: Mon & Wed, May 7-30; 6-9**  
**(No class May 21)**  
**\$285**



**REGISTER ONLINE**

*It's quick. It's safe. It's easy online.*

**[www.viu.ca/ce/registration.htm](http://www.viu.ca/ce/registration.htm)**

## Artisan Baking 1

Homemade is the best thing since sliced bread. Focaccia, Challah, Whole Wheat Brioche, Ciabatta are just some of the Artisan Breads you can create. Learn the techniques of making these natural-ingredient breads and take home some wonderful baking.

**CAAB 010 Martin Barnett**  
\$115 + material fee \$50 + HST = \$184.80

Choose one of the following sections:

**S12N01 (Nanaimo):**  
1 session: Sat, Feb 11; 9-4  
(Registration deadline: Feb 8)

**I12N01 (Nanaimo):**  
1 session: Sat, Apr 21; 9-4  
(Registration deadline: Apr 18)

## Artisan Baking 2

Expand on your experience from Artisan Baking 1 and/or Wood Fire Brick Oven Baking. Explore classic breads and yeasted baking, beginning with technical theory and history of traditional international breads. Projects made using overnight fermentation techniques and both a regular oven and a wood fire brick oven. Make naturally fermented sour doughs from your own starters, Italian Ciabatta, Whole-Grain Miches, Croissants and other ethnic delights. Prerequisites: Artisan Baking 1, Wood Fire Brick Oven Baking or previous experience.

**CAAB 020 I12N01 (Nanaimo) Martin Barnett**  
2 sessions: Fri, Jun 1; 6-9 & Sat, Jun 2; 9-4  
(Registration deadline: May 30)  
\$180 + material fee \$55 + HST = \$263.20

## Cakes For All Occasions

Whether for birthdays, weddings, or to spoil someone special, cakes are a wonderful way to celebrate. Spend Saturday exploring different cakes, fillings, and how to assemble for maximum flavour and best structure. On Sunday learn about decoration, from flowers to borders to piping skills. Take home a fabulous cake and the confidence to create more. Fee includes piping kit, cake smoother, and palette knife.

**CAAO 001 I12N01 (Nanaimo) Ken Harper**  
2 sessions: Sat & Sun, May 26-27; 9-4  
(Registration deadline: May 22)  
\$180 + material fee \$63 + HST = \$272.16

## Cake Art: Wedding & Special Event Cakes

Learn the fundamentals of cake decorating. You will be introduced to a wide range of decorating tools and techniques in a fun and creative environment. Learn how to cover both fresh cakes and Styrofoam dummies with rolled fondant and pipe decorative borders and flowers. Develop your skill in flood work techniques to create decorations for both cakes and cookies. Prerequisite: Cakes For All Occasions.

**CACA 001 I12N01 (Nanaimo) Ken Harper**  
2 sessions: Sat & Sun, Jun 9-10; 9-4  
(Registration deadline: June 4)  
\$180 + material fee \$60 + HST = \$268.80

## Wood Fire Brick Oven Baking

Come discover the wonders of fire. From Pompeii to Rome, wood-fired brick ovens have been used since the dawn of civilization. This course will teach you the ins and outs of this ancient baking method. From breads and pizzas to roasted meats, explore the difference natural heat creates to taste, appearance and finish. Learn about different types of ovens, their uses, and considerations for building a brick oven for your own home.

**CABO 001 S12N01 (Nanaimo) Martin Barnett**  
1 session: Sat, Mar 31; 9-4  
(Registration deadline: Mar 14)  
\$125 + material fee \$30 + HST = \$173.60

## DEEP BAY MARINE FIELD STATION Delicious Delights in Deep Bay



*Chef Debbie Shore, from VIU's Culinary Institute of Vancouver Island, and the gorgeous surroundings of Deep Bay will inspire you to create and consume these three culinary delights...*

### Warm and Wintery and Celiac Friendly NEW

This wintery-warm menu starts with baked Baynes Sound oysters with red curry hollandaise and warm greens. Learn why patience is the key to the perfect braise while making wine-braised lamb shank with truffle-scented oyster mushroom polenta and winter vegetables. Finish off with a crispy sugar-coated Little Qualicum Cheeseworks Bleu Claire cheese cake with buttery caramelized apples and pears.

**CADB 001 S12Q01 Chef Debbie Shore**  
1 session: Sat, Feb 11; 2-6  
\$99 + material fee \$30+ HST = \$144.48

### Spring Fling Gluten-free NEW

Easy, fast, healthy and tasty, this gluten-free menu begins with coconut and lemongrass-scented pea soup with smoked sablefish. Ever wondered how to de-bone a chicken in five seconds? Tricks of the trade are woven into whole-roast Cornish hen with thyme jus, prosciutto and butternut squash risotto. Finish with fresh strawberries, in three delightful ways.

**CADB 002 S12Q01 Chef Debbie Shore**  
1 session: Sat, Mar 10; 2-6  
\$99 + material fee \$30+ HST = \$144.48

### Seafood 101 NEW

Delight in fresh oysters, scallops and salmon while you master the craft of shucking and filleting with proper tools and no stress. Learn to make cold and baked sauces for shellfish and serve them with salad or risotto. Once you've filleted your salmon, explore mouth-watering methods to savor the salmon bits on the bone and create a stock ideal for chowder or pasta sauce.

**CADB 003 I12Q01 Chef Debbie Shore**  
1 session: Sat, Apr 14; 1-5  
\$99 + material fee \$40+ HST = \$155.68

## HOSPITALITY

### Foodsafe Level 1

A must for kitchen staff and dining room attendants but worthwhile for anyone who handles food. You will learn about illnesses, personal hygiene and health, serving food, food protection and preparation, receiving and storing food safely, ware washing and storage methods. Students must attend all class hours.

QFOO 001 Jill Lucko  
\$79

Choose one of the following sections:

S12Q02 (Parksville): 1 session: Sun, Feb 19; 9-5  
S12N02 (Nanaimo): 1 session: Sat, Mar 3; 9-5  
S12Q03 (Parksville): 1 session: Sun, Mar 11; 9-5  
S12N03 (Nanaimo): 1 session: Sat, Mar 31; 9-5  
I12Q01 (Parksville): 1 session: Sun, Apr 15; 9-5  
I12N01 (Nanaimo): 1 session: Sat, May 26; 9-5  
I12Q02 (Parksville): 1 session: Sun, Jun 10; 9-5

### S-100A Basic Fire Suppression & Safety Recertification

This course meets WCB and BC Ministry of Forests regulations and training requirements for annual recertification of forest fire fighters. The course provides a review of fire behaviour, the fundamentals of fire fighting and fire suppression, tools and equipment, and fireline safety. Prerequisite: Evidence of completion of S-100 Basic Fire Suppression & Safety course; OR S-130 Fundamentals of Fire Fighting, S-190 Safety and Fire Behaviour, and S-232 Portable Pumps and Water Delivery Systems courses, within the previous five year period. Minimum age 16 years.

QFIR 003 I12N01 (Nanaimo) Tom Hedekar  
1 session: Sat, Apr 14; 8-Noon  
\$99

### S-100 Basic Fire Suppression & Safety

This course meets WCB and BC Ministry of Forests and Range regulations and training requirements for forest fire fighters. Topics include: fireline safety; fundamentals of fire fighting and fire suppression; fire behaviour; tools and equipment; and water delivery using portable pumps and gravity systems. Prerequisite: None.

QFIR 002 I12N01 (Nanaimo) Tom Hedekar  
2 sessions: Sat & Sun, Apr 21-22; 8-5  
\$215



### Fire Training

The curriculum delivered through the Vancouver Island Emergency Response Academy (VIERA) is exciting, current and relevant to your duties as an Emergency Responder. Students are challenged through realistic hands-on scenarios and interactive classroom activities. Training meets or exceeds the relevant National Fire Protection Association Standard and is accredited by the National Board on Fire Service Professional Qualifications (Pro Board). Vancouver Island University is proud to work with VIERA on the delivery of the following Certificates and Courses.

- Fire Fighter Training (online) (NFPA 1001)
- Fire Service Instructor Level 1 (NFPA 1041)
- Fire Service Instructor Level 2 (NFPA 1041)
- Hazardous Materials Awareness (online & classroom) (NFPA 472)
- Hazardous Materials Operations (NFPA 472)
- Incident Safety Officer (NFPA 1521)
- Fire Officer 1 & 2 Certificate Programs (NFPA 1021)
- Fire Apparatus Driver-Operator (NFPA 1002)

For current course listings, dates, times and prices please see VIU website. [www.viu.ca](http://www.viu.ca)

### Fire Apparatus Driver/Operator Part 1

Designed for emergency personnel required to drive and/or operate a fire apparatus, this course will cover NFPA 1002 material including preventative and routine apparatus maintenance, defensive driving techniques, and applicable driving law regulations. Prerequisite: Successful completion of NFPA 1001. Participants successfully completing Parts 1 and 2 will be Pro Board certified as qualified fire apparatus drivers/operators.

QESF 006 I12N01 (Nanaimo) VIERA  
3 sessions: Fri-Sun, Jun 1-3; 8-5  
\$500

### Fire Apparatus Driver/Operator Part 2: Pumps & Pumping

Designed for emergency personnel required to drive and/or operate a fire apparatus, this course will cover NFPA 1002 material including routine tests, inspections and servicing on the water tank, pumping system and foam system, fire ground hydraulics and calculations and the safe operation of the pumping system from various sources of water to deliver effective fire streams. Prerequisite: Successful completion of NFPA 1001. Participants successfully completing Parts 1 and 2 will be Pro Board certified as qualified fire apparatus drivers/operators.

QESF 007 I12N01 VIERA  
3 sessions: Fri-Sun, Apr 27-29; 8-5  
\$500

### Fire Service Instructor Level I (NFPA 1041)

This course provides basic knowledge and skills to deliver instruction effectively from prepared lesson plans. Topics include: theories of adult education and their application within fire service training; techniques to maximize participant learning; practice of teaching skills during in-class presentation. This course meets Level I of the NFPA 1041 standard. Prerequisite: None.

QESF 001 I12N01 (Nanaimo) VIERA  
3 sessions: Fri-Sun, May 4-6; 8:30-4:30  
\$390

## Emergency Services

## Hazardous Materials Awareness (NFPA 472)

Designed for any personnel faced with a hazardous materials incident. Provides the information necessary to assist recognition, identification and the notification of a hazardous materials incident. Topics include: detecting the presence of hazardous materials; surveying the incident from a safe distance; collecting hazard information; initiating protective actions; initiating the notification process. This course meets the NFPA 472 standard. Prerequisite: None.

### QESF 004 VIERA

Choose one of the following:

#### I12N01 (Nanaimo)

1 session: Sat, Apr 14; 8:30-4:30  
\$290

#### C12W01 (Online)

4 weeks allotted to complete  
\$145

## Hazardous Materials Operations (NFPA 472)

Designed for emergency personnel and industrial fire brigades faced with hazardous materials incidents. Teaches defensive tactics ensuring safety and well-being of First Responders and general public. Course includes lectures, interactive exercises, and practical fire ground evolutions. Includes: surveying the incident; collecting information; predicting incident behaviour; estimating potential harm; developing response objectives; identifying defensive actions; identifying emergency decontamination procedures; establishing scene control; implementing Incident Command System (ICS); using personal protective equipment (PPE); performing defensive actions; evaluating progress. This course meets the NFPA 472 standard. Prerequisite: Participants must have Hazardous Materials Awareness (NFPA 472) certification and must be an active member of a Fire Department or Industrial Brigade.

### QESF 005 I12N01 (Nanaimo) VIERA

3 sessions: Fri-Sun, Jun 8-10; 8-6  
& Sat & Sun, Apr 14-15; 8-6  
\$750

## Incident Safety Officer (NFPA 1521)

This course focuses on operations within the Incident Command System (ICS) as a Safety Officer. Learn to identify and analyze safety concerns related to all-hazards scene evaluation and communicate recommended solutions to the Incident Commander. Topics include: role of the Incident Safety Officer; regulations, standards and policies; record-keeping and documentation; risk management; incident considerations. This course meets the NFPA 1521 standard. Prerequisite: Participants must have Fire Officer 1 (NFPA 1021) certification, and be an active member of a Fire Department or Industrial Brigade.

### QESF 003 I12N01 (Nanaimo) VIERA

1 session: Sat, May 12; 8:30-4:30  
\$290

## **EMPLOYERS!**

*Purchase seats for your staff in any of our courses with the Company Seat Purchase Plan.*

*Call 1-866-734-6252 to receive your Seat Purchase form.*



## **REGISTER ONLINE**

*It's quick. It's safe. It's easy online.*

[www.viu.ca/ce/registration.htm](http://www.viu.ca/ce/registration.htm)



## Fire Officer 1 Certificate Program (NFPA 1021)

This program is designed to meet the requirements of senior Firefighters that aspire to become Company Officers. Participants gain the ability and knowledge to perform the duties of a junior officer. The course is designed around classroom lectures, group interactive exercises, table exercises and practical fire ground evolutions.

### Start Date:

Fall 2012

\$1400 Program admission required.

## Fire Officer 2 Certificate Program (NFPA 1021)

This program is designed to meet the training requirements and give the participant the ability and knowledge to perform their duties as a mid Level Company Officer. The course is designed around classroom lectures, group interactive exercises, table exercises and practical fire ground evolutions.

### FIRO 020 S12N01 (Langford) VIERA

10 sessions: Mon-Thu, Mar 12-15; & Mar 26-29;  
8:30-4:30 & Mon & Tue, Apr 2-3; 8:30-4:30  
\$1200 Program admission required.

For more information about the Fire Officer Training program visit [www.viu.ca/ce/certificates/fireofficer.asp](http://www.viu.ca/ce/certificates/fireofficer.asp)

## Interested in maintaining your skills for Fire Fighter Level 1 & 2?

Ask us about "Skills Maintenance Access" which enables online access to course materials and theory review. 1-866-734-6252

## Occupational First Aid - Level 1

Program designed to provide life-saving first aid skills to workers in industry as required by the WCB. Learn the priority action approach to the end of the primary survey; critical intervention of the airway with C-spine control; respiratory and circulatory emergencies and the appropriate critical interventions. Certificate awarded upon successful completion, valid for two years.

**QOFA 001 Rosemary Quin**  
\$95

Choose one of the following sections:

**S12N01 (Nanaimo):** 1 session: Sat, Feb 11; 9-5  
**S12Q02 (Parksville):** 1 session: Sun, Mar 25; 9-5  
**I12N01 (Nanaimo):** 1 session: Thu, Apr 26; 9-5  
**I12Q01 (Parksville):** 1 session: Thu, May 10; 9-5  
**I12N02 (Nanaimo):** 1 session: Wed, Jun 27; 9-5

## Safety Awareness & First Aid For Childhood Emergencies

Recognized by Ministry of Health's Provincial Child Care Licensing Board. Ideal for day care and preschool workers, supervisors, parents, babysitters, and grandparents. Includes safety awareness, choking, AR - Artificial Respiration (Rescue Breathing) and CPR - Cardio Pulmonary Resuscitation for infants and children. Written exam required. Certificate valid for three years.

**QFAC 001 I12N01 (Nanaimo) Warren Delaney**  
1 session: Sat, Jul 7; 8:30-5:30  
\$95

## Standard First Aid - Red Cross

This is a comprehensive two-day course that includes primary survey, critical intervention, airway management, and life support of infants, children, and adults. Learn how to handle emergencies including internal and external bleeding; shock; head, neck, and back injuries; fractures; and chest and abdominal injuries. Discuss injuries related to exposure to heat and cold and medical emergencies such as heart attacks and strokes. Upon successful completion of the course, you will receive a three-year certificate that includes CPR Level C. Minimum age: 16 years.

**QSTF 001 S12N01 (Nanaimo) Rosemary Quin**  
2 sessions: Thu & Fri, Feb 9-10; 9-5  
(1/2 hour lunch)  
\$161

## Basic Rescuer (CPR "C")

This CPR course for health-care professionals (nurses, health-care providers, professional rescuers) includes CPR (adult, child, infant) as well as signs, symptoms, and risk factors for a heart attack. CPR 'C' meets the requirements for a number of health programs. Red Cross certificate awarded upon successful completion, valid for three years.

**QCPR 001 Rosemary Quin**  
\$80

Choose one of the following sections:

**S12N01 (Nanaimo):** 1 session: Sat, Feb 18; 9-4  
**S12Q01 (Parksville):** 1 session: Fri, Mar 30; 9-4  
**I12N01 (Nanaimo):** 1 session: Mon, Apr 16; 9-4  
**I12Q01 (Parksville):** 1 session: Mon, Jun 4; 9-4

## Confined Space Entry

This course will teach you the basic concepts of confined space entry including definitions; WorkSafe BC Occupational health & Safety regulations; what a confined space program is; and what the hazards are. Participants will learn about advanced topics by completing an assessment and an entry permit developing a safe work procedure for entering space and performing atmospheric testing. This course meets the OH&S requirement for confined space entry training.

**FACS 001 I12Q01 (Parksville) John Dunn**  
1 session: Fri, May 4; 8:30-12:30  
\$75

## H2S Alive

A Hydrogen Sulphide Safety Training program is mandatory for people who wish to work in the upstream oil and gas industry. Upon successful completion of the final test, a temporary ticket will be issued, the permanent card being forwarded to the student approximately three months later. Ticket valid for three years.

**QHTS 001 George Martin**  
\$195

Choose one of the following sections:

**S12N02 (Nanaimo):**  
1 session: Fri, Mar 23; 8:30-5:30  
**I12Q01 (Parksville):**  
1 session: Wed, May 9; 8:30-5:30

## What's WHMIS (4 Hrs)

Are you working with chemicals or hazardous substances? This course meets your personal or company WHMIS (Workplace Hazardous materials Information System) education needs and meets the legal requirements for employee training under WorkSafeBC/WHMIS legislation. Learn how to interpret labelling information and material Safety Data Sheets (MSDS). Certificate issued upon successful completion.

**QWHM 004 Ken Lacroix**  
\$65

Choose one of the following sections:

**S12Q01 (Parksville):**  
1 session: Fri, Feb 24; 8:30-12:30  
**I12N01 (Nanaimo):**  
1 session: Fri, May 4; 8:30-12:30

## WorkSafe: Responsibilities of Joint Health And Safety Committees

Designed for joint health and safety committee members and worker health/safety representatives. Includes use of OH&S Regulation, Joint H&S Committees/Worker Representatives, OH&S Program, safety inspections, accident investigations and reports, refusal of unsafe work, and musculoskeletal disorder prevention.

**QWSJ 001 S12Q01 (Parksville) Ken Lacroix**  
1 session: Fri, Mar 2; 8:30-5  
\$110

## DENTAL TEAM MEMBERS

### Applying And Adjusting Fissure Sealants

Open to CDAs in good standing with the CDSBC, this course addresses the new restricted activity of reducing fissure sealants using rotary instruments. Discuss current information and techniques about the application of fissure sealant materials. Clinical component included for practice in placing and reducing fissure sealants on a mannequin using a slow speed hand-piece and other relevant armamentarium.

HHDN 054 S12N01 (Nanaimo) Liz Eccles  
1 session: Mon, Mar 19; 6-9  
\$49 + material fee \$10 + HST = \$66.08

## HEALTH CARE PRACTITIONERS & HEALTH CARE WORKERS

### PRIOR LEARNING ASSESSMENT FOR HCAs

If you are planning to enrol in the Health Care Assistant (HCA) Program (formerly HS/RCA) and have significant experience in the field already, prior learning assessment may be appropriate for you. Through this process, you may receive credit for your experience. For more information, contact Chair Janet Hebron at (250)740-6266.

### Essential Leadership In LPNs

The role and responsibilities of the LPN have changed dramatically in recent years and will likely continue to do so. This course combines theoretical knowledge, interpersonal skills and case study practice necessary to return to the workplace with the ability to assess, implement and evaluate the complex and challenging skills that make up leadership.

HHEL 010 S12N01 (Nanaimo) Leslie Stuart  
3 sessions: Thu, Fri & Sat, Feb 23-25; 8:30-5  
\$339 + HST = \$379.68

### Human Anatomy & Physiology For Practical Nurses

An overview of structure and function of the human body, including various health promotion strategies supporting optimal function. Also included is an overview of the disease transmission process and medical terminology relevant to normal human anatomy and physiology. This course is a prerequisite for Vancouver Island University's Practical Nursing program.

HHPN 001 Claire Marshall  
\$259

Choose one of the following sections:  
S12N01 (Nanaimo): 17 sessions: Wed, Feb 8-Apr 4;  
7-9 & Sat, Feb 11-Mar 31; 8-12:30

I12N01 (Nanaimo): 17 sessions: Wed, Apr 25-Jun 27;  
7-9 (No class May 16 & 19) & Sat, Apr 28-Jun 23;  
8-9:30

### Interpersonal Skills For Health Care Workers

Your success in a high volume, challenging workplace depends on your ability to effectively communicate. Gain a better understanding of your personal style and your impact on others. Discover how to minimize conflict and foster teamwork through clear communication and appreciation for other styles. Through small group discussions, paired activities and reflection, you will identify ways to improve your interpersonal communication skills that are so critical for a demanding workplace. Note: This course is a prerequisite for the Sterile Supply Technician Certificate Program.

HHIP 001 S12Q01 (Parksville) Paddy Briggs  
3 sessions: Mon, Tue & Wed, Feb 27-29; 9-4:30  
\$275 + HST = \$308

### Instructional Skills Workshop

Ideal for experienced and beginner instructors, this highly interactive, intensive workshop will improve teaching skills through lesson planning, practice and effective, timely feedback. Participants will plan and present mini lessons and practice participatory learning and technology usage. Fee includes an instructional skills handbook. Counts as credit towards the Provincial Instructor Diploma Program.

HHIS 001 I12N01 (Nanaimo)  
Nancy Randall & Judy Southwell  
4 sessions: Fri & Sat, Apr 20-28; 9:30-4:30  
\$595

### Wound Care For Nurses

Open to LPNs and RNs, this course introduces concepts central to maintaining skin integrity and promoting wound healing, provides hands-on practice with wound products from VIHA inventory, and integrates knowledge with practice through case studies. The day starts with the question everyone has, "What product do I use?" and ends with participants having an evidence-based framework with which to make informed decisions on product selection.

HHWC 004 S12Q01 (Parksville) Barb McKell  
1 session: Mon, Mar 26; 8:30-4:30  
\$139 + HST = \$155.68

## HUMAN SERVICES RELATED

### Applied Suicide Intervention Skills

Caregivers who gain suicide intervention skills can save lives. In this course participants will review suicide risks and learn suicide first aid and techniques for helping those at risk of suicide to stay safe and seek help. Exploration of a suicide intervention model and community resources are included. Attendance for both full days is essential. ASIST certificate awarded upon successful completion. Prerequisite: None.

QSUI 001 I12N01 (Nanaimo)  
Patti Ranahan & Jordan White;  
2 sessions: Thu & Fri, Jun 7-8; 8:30-4:30  
\$165

## Part of the Foundations in Mental Health Certificate

- Crisis Intervention And Anger Management
- Mental Health And The Law
- Navigating Community Resources
- Assessment For Certification

## Crisis Intervention And Anger Management

This course focuses on anticipating, preventing and managing crisis situations, and managing anger. The emphasis is on preventing and defusing situations, as well learning practical strategies for managing crises and dealing with anger. Practical approaches will include the use of studies.

**HMMH 016 S12N01 (Nanaimo)**  
**Emma Van der Klift**  
2 sessions: Fri & Sat, Feb 10-11; 9-4  
\$150

## Mental Health And The Law

Examines the legal aspects of work in the mental health field. Topics include care issues, such as: standards of care, committal, client rights, restraints, use of force in self-defense, and laying criminal charges by and against clients; consent issues; liability issues; records, confidentiality and privacy; and relevant legislation.

**HMMH 015 I12N01 (Nanaimo) Gerrit Clements**  
1 session: Sat, Apr 14; 9:30-4:30  
\$150

## Navigating Community Resources

This course features presentations and facilitated discussions. Presentations will reflect a variety of community resources, with discussion of the services available and how they can be accessed to assist clients. Clients and their families will also be represented, offering insights about mental health services from the client/family perspective. Prerequisite: Recommended that HMMH 010 be taken prior to this course.

**HMMH 019 I12N01 (Nanaimo) TBA**  
1 session: Sat, Apr 28; 8:30-3:30  
\$115

## Assessment For Certification

The assessment is required only for those seeking the Certificate; it is an elective component of the program. To be eligible for the assessment, students must have successfully completed all coursework prior to undertaking the assessment. Prerequisite: HMMH 010, HMMH 011, HMMH 012, HMMH 013, HMMH 014, HMMH 015, HMMH 016, and HMMH 019.

**HMMH 018 I12N01 (Nanaimo) TBA**  
1 session: Sat, Apr 28; 4-6  
\$95 Students must have completed all Program courses.

## Vancouver Island University (VIU) supports the Volunteer/Lay Counsellor Training programs at Nanaimo Family Life Association (NFLA) and Ladysmith Resources Centre Association (LRCA).

VIU offers Counselling Skills Level I and Level II, which are prerequisites for students who choose to continue their studies in Volunteer/Lay Counsellor Training at NFLA or LRCA. For more information contact NFLA at (250) 754-3331 or LRCA at (250) 245-3079.

## Counselling Skills - Level I

Introduces the basic skills that form the foundation of helping relationships. Emphasizes development and practice of helping skills such as: attending; paraphrasing; reflecting; clarifying; questioning; and summarizing. Participants engage in experiential learning exercises and role plays. This course is recognized for entry into various volunteer/lay counsellor training programs on Vancouver Island but is open to anyone interested in gaining these skills. Note: You MUST attend the first six hours in order to continue in the class.

**HHC0 010 S12N01 (Nanaimo) Holly Bradley**  
6 sessions: Tue, Mar 20-Apr 24; 5-9  
\$169 + HST = \$189.28

## emWave Technology: Heart Wisdom For Stress And Anxiety Reduction NEW

Using the simple and effective emWave technology, explore the link between positive emotions and the heart in resilience for improved health, performance and well-being. Participants will learn why and how to make it an integral part of their stress and anxiety reduction program at home, work and school. Ideal for health & human services professionals.

**HHEM 010 I12N01 (Nanaimo) Tara Tunstall**  
1 session: Fri, Apr 20; 12:30-4:30  
\$79 + HST = \$88.48



**Tara Tunstall** Ph.D. is a registered psychologist and certified life coach specializing in wellness and empowerment. In her practice she facilitates clients' access beyond perceived blocks with mindfulness, heart, and body wisdom strategies.

## Introduction To Expressive Arts Therapies NEW

Useful for those in the helping professions aiming to incorporate expressive therapy into practice or anyone wishing to pursue a career in this field. Experience a variety of creative and expressive modalities used in working with different client populations and issues. Through an introduction to techniques and approaches, participants will explore their preferred modality on which to expand. An overview of the ethical standards and requirements of using expressive arts in therapeutic work with clients is included. Supply list provided upon registration.

**HHEA 010 I12Q01 (Parksville) Mehdi Naimi**  
5 sessions: Sat, Apr 14-May 12; 9-4  
\$245 + HST = \$274.40



**Mehdi Naimi** is a Vancouver Art Therapy Institute graduate and holds a master's degree in counselling psychology. He is active in the field of professional art therapy and a board member of the Canadian Art Therapy Association.

## Nonviolent Crisis Intervention Training

Ideal for those working with the public in various capacities, this curriculum provided by the Crisis Prevention Institute (CPI) prepares participants to respond effectively in challenging situations, emphasizing early intervention and non-physical methods for preventing or managing disruptive behaviour. Personal safety techniques are demonstrated and practiced to prepare participants to safely remove themselves and others from dangerous situations. The requirement for this standard of training is increasing; ensure you are prepared for your own safety and employer needs. CPI certificate awarded upon successful completion.

HHNC 010 Wendy Wagner

\$155 material fee \$25 + HST = \$201.60

Choose one of the following sections:

S12N01 (Nanaimo): 1 session: Sat, Feb 11; 9-4  
I12Q01 (Parksville): 1 session: Sat, May 12; 9-4

## Nonviolent Crisis Intervention - 2 Day

Considered the worldwide standard for crisis prevention and intervention training, this Crisis Prevention Institute course has a core philosophy of providing for the care, welfare, safety, and security of everyone involved in a crisis situation. Day one covers the same content as the one-day course; day two examines how team intervention can reduce harm and increase successful outcomes, the risks of physical restraints, and finally the safest and least aggressive techniques to control acting-out-behaviour until individuals can regain control of themselves.

HHNC 012 I12N01 (Nanaimo) Wendy Wagner  
2 sessions: Sat & Sun, May 26-27; 9-4  
\$289

## Nonviolent Crisis Intervention Refresher

For those needing to renew certification (2 years expiry), this formal refresher training from the Crisis Prevention Institute is ideal for solidifying knowledge and gaining new ideas for daily challenges that arise. Idea-sharing and lively discussion form part of this practical, hands-on course. You will practice methods of personal safety and nonviolent physical interventions.

HHNC 011 Wendy Wagner  
\$115

Choose one of the following sections:

S12N01 (Nanaimo): 1 session: Sat, Feb 18; 9-1  
I12N01 (Nanaimo): 1 session: Sat, Aug 25; 9-1

## Profitable Private Practice In An Economy

Setting up a profitable private practice must include planning for long term success. Participants will learn creative marketing ideas, how to attract new clients, where to seek Employee Assistance Program Contracts (EAPs) and what common mistakes to avoid. Also focuses on proper accounting structures and creating a self-care plan to avoid burnout. Learn from the experience of others who own successful private practices.

HHPP 005 I12N01 (Nanaimo)  
Chasidy Karpiuk & Mary Chaisson  
1 session: Sat, Apr 14; Noon-3  
\$89 + HST = \$99.68



**Chasidy Karpiuk, MA, RCC, CCC** has been working with clients with acute mental health issues since 2003. Her private practice in North Vancouver has been very successful and she has appreciated the fun involved with marketing. Chasidy wants to teach you how to live your dream of having your own business.



**Mary Chaisson M.A., R.C.C.** is in private practice in Vancouver. She specializes in counseling women and couples who are experiencing fertility issues, pregnancy loss, post partum adjustment, as well as transitioning to menopause.

## Results-Oriented Communication For Challenging Workplace Situations

Learn a concrete and comprehensive approach aimed at fostering effective conversation. Uncover and practice effective communication strategies for handling aggressive behavior, bullying, and challenging negativity in the workplace. This course is ideal for those working the field of health and human services.

HHRO 001 I12N01 (Nanaimo)  
Julie-Anne Richards  
2 sessions: Fri & Sat, Apr 13-14; 9-4  
\$169 + HST = \$189.28



**Julie-Anne Richards** is a psychotherapist, psycho-educational consultant, professional speaker/trainer and experienced instructor. Her expertise lies in interpersonal dynamics, challenging personalities, and results-oriented communication.

## TERMINOLOGY

### Medical Terminology And Anatomy & Physiology

Learn and practice the rules of building medical words, identifying suffixes, prefixes, and combining forms related to the body systems. Minimum of 8 hours of homework per week. Prepares students to write the VIHA Medical Terminology exam. Meets prerequisite for the Hospital Unit Coordinator, Sterile Supply Technician and the Introductory Medical Office Assistant Certificate programs. Textbook required. Statement of Course Completion awarded on successful completion.

OSME 002  
\$449

Choose one of the following sections:

S12N01 (Nanaimo) Suzanne Beyrodt-Blyt  
24 sessions: Tue & Thu, Feb 14-May 10; 6:30-9  
(No class Mar 13 & 15)

I12N01 (Nanaimo) Robyn Austin  
24 sessions: Tue & Thu, Apr 3-Jun 28; 6-8:30  
(No class Apr 24 & 26)

I12W01 (Online) Shelley Trimblett  
15 weeks: Apr 23-Aug 3

I12W02 (Online) Shelley Trimblett  
15 weeks: May 14-Aug 24



## Activity Assistant

4 Month Part-time Certificate Program

This program provides post-basic training for Health Care Assistants (HCA) and Community Support Workers (CSW). Students are introduced to activity as a part of life that influences, and is influenced by, health, age, interests, values and environment. Students develop the knowledge, skills and values necessary to plan and implement individual and group activities for older adults in intermediate and extended care facilities and community settings.

### Career Opportunities:

Graduates will be prepared to work as Activity Assistants in a variety of settings, under the direction of an appropriate health care professional and to work collaboratively with other team members, families and volunteers.

### Program Content:

The program consists of classroom instruction and practicum experience. Topics include:

- A framework for the Activity Assistant role
- Activity for well-being
- Programming ideas for clients with cognitive impairment
- Practicum

### Course Delivery:

Courses are offered on a part-time basis during evenings and some Saturdays. Practicums are individually scheduled.

### Start Date:

January 2013



## Activity Assistant Program Information Session

RHAI 001 I12N01 (Nanaimo) Debbie Provencher  
1 session: Thu, May 3; 6:30-8



## American Sign Language (ASL): Prep Level

Part-time Certificate Program

The ASL Prep Level, the first of three levels of ASL, is oriented to individuals who have little or no knowledge of American Sign Language (ASL). Develop a beginning vocabulary and basic skills to communicate personal and family information. ASL Prep Level plus successful completion of mastery exam may be used as Grade 11 course credit.

### Career Opportunities:

The ASL Prep Level program is the starting point for career development in the field of ASL. Students who successfully complete all three levels of ASL can pursue careers as interpreters and instructors. ASL is a complement to other professional credentials such as Community Support Workers, Educational Assistants, Child and Youth Care Workers, Early Childhood Educators, and others who work with individuals who are deaf or hard of hearing.

### Start Date:

Fall 2012 (Nanaimo)

### ASL Challenge Assessment

For students wanting a course placement assessment to determine their ASL Proficiency, please call to arrange an assessment date and time.

1-866-734-6252.



## Animal Care Aide

7 Month Part-time Certificate Program

Prepare for work in the fascinating field of animal care. Gain the knowledge and basic skills needed for entry-level employment in animal care facilities. It is intended for individuals with no previous formal training, and for existing staff and volunteers who wish to upgrade their skills. The program emphasizes small animal care in hospital/ clinical settings, however the training is valuable and transferable to other animal care settings.

### Career Opportunities:

The program is designed primarily to meet the demands for trained personnel in veterinary hospitals and animal care shelters. Graduates may also find work and/or volunteer opportunities in settings such as: animal recovery centres, pet stores, zoos, game farms and similar businesses, grooming businesses and kennels.

### Course Delivery:

The program is delivered on a part-time basis, over a 7 month period, commencing in the Fall Term and concluding in the Spring Term. Courses are typically Saturdays with a few evening classes, and some Sunday field trips.

### Start Date:

September 2012 (Nanaimo)



## Animal Care Aide Certificate Program Information Session (Mandatory)

RACA 001 I12N01 (Nanaimo) Alana Buchanan  
1 session: Mon, May 7; 6:30-8:30



## Foundations In Mental Health

Part-time Certificate Program

This program provides introductory training for those entering the field of mental health services - or can be a refresher for those currently working in the field.

### Career Opportunities:

This is a valuable complement to other related training. Graduates of programs such as Home Support/Resident Care Attendant, LPN, Community Support Worker, Child and Youth Care, Social Work and other programs in health and social services will gain introductory skills for work in mental health settings.

### Course Delivery:

Nine part-time courses. Students have four years to complete the program.

- Overview Of Psychiatric Disorders
- Medications
- Approaches To Psychiatric Care & Behaviour Management
- Rehabilitation And Teaching Strategies
- Stress Management For Mental Health Workers
- Mental Health And The Law
- Crisis Intervention And Anger Management
- Navigating Community Resources
- Assessment For Certification

### Start Date:

Courses run year round (Nanaimo)  
See Page 13 for list of current course offerings.



## Hospital Unit Coordinator

8 Month Part-time Certificate Program

Become part of the health care administration team, working in a fast paced, demanding and rewarding environment. This non-credit, part-time program will prepare you with the knowledge and skills required to work in the medical administration field. The focus is on preparation for employment as a Hospital Unit Coordinator and in other medical settings. The program will also benefit staff currently employed in the medical field who require cross training, professional development, or retraining.

### Career Opportunities:

The Hospital Unit Coordinator (HUC) performs a variety of reception, clerical and administrative tasks at nursing stations on the units or wards of hospitals, continuing care centres and other medical facilities.

### Course Delivery:

Courses are offered on a part-time basis over two semesters.

### Program Content:

The program consists of 5 classroom-based courses. Observational practicum and a hands-on practicum takes place in a hospital environment. Students must complete all the courses in the program within the two semesters.

### Start Date:

September 2012 (Nanaimo)



## Hospital Unit Coordinator Certificate Program Information Session

RHUC 001 S12N01 (Nanaimo) Lori Kirby  
1 session: Thu, Mar 1; 6-8



## Introductory Medical Office Assistant Training

8 Month Part-time Certificate Program

Build your career in the health care field. The Medical Office Assistant supports doctors and other health care professionals in a variety of medical settings. Prerequisite: OSME 002 Medical Terminology & Anatomy and Physiology (60hr)

### Career Opportunities:

Graduates will be prepared for employment as Medical Office Assistants in medical offices and specialist offices. Skills may also be transferable to positions in other medical settings.

### Program Content:

The program consists of the following courses:

- Pharmacology For The Medical Office
- Interpersonal Skills In The Medical Environment
- Medical Office Procedures
- Medical Billing/Electronic Medical Record
- Medical Transcription
- Practicum

### Course Delivery:

Courses are offered on a part-time basis over two semesters.

### Start Date:

Fall 2012 (Parksville)



## Introductory Medical Office Assistant Information Session

RIMO 001 S12Q01 (Parksville)  
Suzanne Beyrodt-Blyt  
1 session: Mon, Mar 5; 6-8



## Sterile Supply Technician

Play a critical role in health care and work as a member of a team in a fastpaced environment. This program provides the knowledge and appropriate training in response to the increasing demand for trained sterile supply technicians in BC.

### Prerequisite courses:

- OSME 002 Medical Terminology & Anatomy and Physiology (60hr)
- HHIP 001 Interpersonal Skills for Health Care Workers

### Career Opportunities:

Graduates will be prepared to work in a variety of settings from acute care hospitals to veterinary clinics.

### Course Delivery:

This program is offered on a full-time basis over 11 weeks, Mon-Fri.

### Program Content:

- Sterile Supply Technician: Theory (125 hours)
- Sterile Supply Technician: Clinical Practicum (270 hours)

### Start Date:

January 2013 (Nanaimo/Victoria)



## Sterile Supply Technician Certificate Program Information Session

RSST 001

Choose one of the following sections:

S12N01 (Nanaimo): 1 session: Wed, Mar 28; 6-8  
Instructor: Robyn Austin

S12N02 (Nanaimo): 1 session: Thu, Mar 29; 6-8  
Instructor: Marian Sanderson

## Contacts

### BUSINESS & MANAGEMENT

Deborah Hopper, 250-740-6580  
Deborah.Hopper@viu.ca

### COMPUTERS

Linda Olsen, 250-248-2096, ext. 231  
Linda.Olsen@viu.ca

Cheryl Dill, Program Coordinator, 250-740-6327  
Cheryl.Dill@viu.ca

### CULINARY & HOSPITALITY

Deirdre Godwin, 250-740-6322  
Deirdre.Godwin@viu.ca

Cheryl Dill, Program Coordinator, 250-740-6327  
Cheryl.Dill@viu.ca

### EMERGENCY SERVICES

Linda Olsen, 250-248-2096, ext. 231  
Linda.Olsen@viu.ca

Cheryl Dill, Program Coordinator, 250-740-6327  
Cheryl.Dill@viu.ca

### FIRST AID & SAFETY

Deirdre Godwin, 250-740-6322  
Deirdre.Godwin@viu.ca

Cheryl Dill, Program Coordinator, 250-740-6327  
Cheryl.Dill@viu.ca

### HEALTH & HUMAN SERVICES

Deirdre Godwin, 250-740-6322  
Deirdre.Godwin@viu.ca

Cheryl Dill, Program Coordinator, 250-740-6327  
Cheryl.Dill@viu.ca

### SKILLS FOR INDUSTRY

Linda Olsen, 250-248-2096, ext. 231  
Linda.Olsen@viu.ca

Deirdre Godwin, 250-740-6322  
Deirdre.Godwin@viu.ca

Cheryl Dill, Program Coordinator, 250-740-6327  
Cheryl.Dill@viu.ca

### ONLINE

Julie Clarke, 1-877-888-8890  
Julie.Clarke@viu.ca

### REGISTRATION

1-877-866-734-6252  
Fax: 250-248-9792 (Parksville)  
Fax: 250-740-6452 (Nanaimo)

## Online

### How do you climb a mountain?

There are many ways to reach your goals, but it doesn't have to be overwhelming. Start with our convenient, short, online courses.

#### Microsoft Office Skills Training

Get ready for your next career, or move up in your existing job. Learn MS Office 2010.

*Courses run for 6-10 weeks - most courses are \$289 (MS Access courses are \$319)*

MS Word Level 1	MS Word Level 2
MS Excel Level 1	MS Excel Level 2
MS Access Level 1	MS Access Level 2
MS PowerPoint	MS Outlook
MS Office Integration	MS Publisher

[www.pr.viu.ca/most](http://www.pr.viu.ca/most)

#### Desktop & Web Publishing

Discover the most popular desktop publishing and web design software available today.

*Courses run for 6-10 weeks - prices range from \$345 to \$439*

Adobe InDesign	Jan 3 - Feb 24
Design Concepts	Jan 23 - Mar 23
Adobe Dreamweaver	Jan 9 - Mar 2
Adobe Illustrator	Feb 27 - Apr 6
Adobe Photoshop	Jan 3 - Mar 9
Adobe Acrobat	Oct 22 - Dec 7
Portfolio Prep	Mar 26 - May 11

[www.pr.viu.ca/dwpw](http://www.pr.viu.ca/dwpw)

#### On the Job

A variety of courses for job skill training.

AutoCAD Basics	- \$639
Basic Drafting Skills	- \$228
Import Export Now	- \$115
Perish Your Publisher	- \$95
QuickBooks for Small Business	- \$479
Medical Terminology	- \$449
Dental Terminology	- \$219
WHMIS	- \$29
Food Safety	- \$79
Fall Protection	- \$39
Confined Spaces	- \$39
Construction Safety Training Systems	- \$75

[www.pr.viu.ca/onthejob](http://www.pr.viu.ca/onthejob)

#### Digital Marketing

Learn effective web marketing and get up-to-date on the latest technologies.

Computer Tools	- \$399
Database Basics	- \$299
Introduction to Social Networking	- \$349
Adobe Dreamweaver	- \$379
Adobe Photoshop	- \$439
Adobe Acrobat	- \$379
CSS/XHTML Basics	- \$349
WordPress Magic	- \$299

[www.pr.viu.ca/digimarket](http://www.pr.viu.ca/digimarket)

#### Digital Literacy

Build your digital literacy through these introductory online computer courses.

Keyboarding	- \$189
Introduction to Computers	- \$209
Computer Tools	- \$399
MS Word Level 1	- \$289
Adobe Acrobat	- \$379
MS Excel Level 1	- \$289
MS Publisher	- \$289

[www.pr.viu.ca/digilit](http://www.pr.viu.ca/digilit)

#### Education to Go

This wide range of courses fit your budget and your lifestyle. Learn anything from Photography to Creative Writing.

*Courses start monthly and run for six weeks - most courses are \$189*

#### Upcoming Start Dates:

- Jan 18/12
- Feb 15/12
- Mar 21/12
- Apr 18/12
- May 16/12
- Jun 20/12
- Jul 18/12
- Aug 15/12
- Sept 19/12
- Oct 17/12

[www.pr.viu.ca/ed2go](http://www.pr.viu.ca/ed2go)

### Register

1-877-888-8890



[www.pr.viu.ca/online](http://www.pr.viu.ca/online)

#### Technical Communication

*Courses run for 4-8 weeks - prices range from \$279 to \$409*

Core Courses (required):

Technical Writing Tools  
Technical Writing & Editing  
Project Management for Technical Writers  
Designing Documents  
Writing Manuals

Electives (choose 3):

Technical Writing & Editing  
Designing Online Information  
Copywriting Essentials  
Job Search/E-Portfolios  
Adobe Acrobat  
Adobe RoboHelp  
Writing Reports & Proposals  
Adobe Photoshop  
Adobe FrameMaker  
Help Authoring Tools  
Css/XHTML Basics

[www.pr.viu.ca/techcomm](http://www.pr.viu.ca/techcomm)

How do you climb a mountain?  
One step at a time.

Register: [www.pr.viu.ca/online/registration](http://www.pr.viu.ca/online/registration)



### Building Service Worker

Get training in practical skills and cleaning procedures required for building services/custodial services in a variety of settings. Covers performance and knowledge standards required in the industry, with an emphasis on practical skills.

#### Program Content:

- BSW-Level 1
- BSW-Level 2
- BSW-Level 3
- BSW-Practicum

**SWBW 022 I12N01 (Nanaimo) Brent Bourne**  
12 sessions: Tue-Thu, Jul 3-5; 8-4 & Fri, Jul 6; 1-9 & Sat & Sun, Jul 7-8; 8-4 & Mon, Jul 9; 1-9

**Practicum is individually scheduled**  
5 sessions: Tue-Sat, July 10-14;  
\$999

### Building Service Worker-Level 1

An introduction to the skills required to work in the building service custodial field. Topics include basic cleaning procedures, WHMIS, interior office cleaning, ground rules for custodians, restroom cleaning, and daily floor maintenance. Includes theory and practical demonstration of techniques.

**SWBW 051 I12N01 (Nanaimo) Brent Bourne**  
3 sessions: Tue & Wed, Jul 3-4; 8-4 & Thu, Jul 5;  
8-Noon  
\$295

### Building Service Worker-Level 2: Hard Floor Care

Learn the latest techniques in maintaining and refinishing hard floors. Topics include stripping, refinishing, sealing, shine maintenance, and finishes. Learn to use and store chemicals safely. Prerequisite: Successful completion of SWBW 051, or experience in custodial work.

**SWBW 052 I12N01 (Nanaimo) Brent Bourne**  
3 sessions: Thu, Jul 5; 1-5 & Fri, Jul 6; 1-9 & Sat, Jul 7; 8-4  
\$295

### Building Service Worker-Level 3: Carpet Care

Learn the latest techniques in carpet care. Topics include use of power equipment, new materials and cleaning techniques, and proper use and mixing of chemicals. Prerequisite: Successful completion of SWBW 051 and SWBW 052, or experience in custodial work.

**SWBW 053 I12N01 (Nanaimo) Brent Bourne**  
2 sessions: Sun, Jul 8; 8-4 & Mon, Jul 9; 1-9  
\$299

### Private and Commercial Vehicle Inspection Program

For mechanics who want to become private or commercial vehicle inspectors. Includes training in both practical inspection methods and administrative procedures. Fee includes books, supplies, and exam. Bring a 2" 3-ring binder, notebook, and pen. Prerequisite: BC Trade Qualification in Automotive, Heavy Duty, or Commercial Transport Mechanics.

**QVEH 001 I12N01 (Nanaimo) Glenn Galbraith**  
3 sessions: Sat, Apr 14-28; 8-4  
\$395 + material fee \$150 = \$545



### Basic Marine Engineering Skills

5 Week Full-time Certificate Program

This Transport Canada accepted program complies with the intent of TP-13720E and fulfills the skills training requirement for Fourth Class Marine Engineer candidates.

#### Course Delivery:

Face-to-face instruction, including: practical welding and machining projects; electrical wiring demonstrations; videos; written tests; and assignments.

**Start Date:** March 27, 2012

It is strongly recommended that students contact a Transport Canada engineer examiner to confirm requirements of Fourth Class exam eligibility, prior to registering. Contact the Nanaimo office at (250)754-0244. Students must register for all three courses to receive the certificate.

### Machining: Basic Skills

An introduction to basic equipment and safety procedures in machining. Topics include: practical layout; precision measurement; sharpening; lathe use and maintenance; threading; milling; and practical exercises. Prerequisite: None.

**NUME 003 S12N01 (Nanaimo) Ieuan Williamson**  
12 sessions: Mon-Fri, Mar 27-Apr 13; 3:30-9:15  
(No classes Apr 6 & 9)  
\$1399

### Oxy-Acetylene & Arc Welding: Basic Skills

An introduction to the equipment and types of metals used in Oxy-Acetylene and Arc welding; safe use of equipment; and environmental impact. Topics include: equipment; safety gear; material handling devices; jigs; clamps; cost, ease of use, and deposit rate of filler metals; and practical exercises. Prerequisite: None.

**NUME 001 I12N01 (Nanaimo) Jim Craigdallie**  
10 sessions: Mon-Fri, Apr 16-27; 3-10  
\$1399

### Electrical: Basic Skills

An introduction to basic electrical theory. Topics include: electron theory, electric safety, fundamentals of AC and DC generators, three phase motors, the operation of the voltmeter and ammeter, multimeter, practical motor control and the principles of paralleling generators. Prerequisite: None.

**NUME 002 I12N01 (Nanaimo) Don Skerik**  
5 sessions: Mon - Fri, Apr 30-May 4; 8:30-5:15  
\$799



## Esthetics

8 month Full-time Certificate Program

A career in Esthetics is exciting and rewarding. Be prepared to become qualified, competent, job-ready and in high demand with industry employers.

### Career Opportunities:

Graduates work in many settings or capacities:

- Day resort, destination and cruise ship spas
- Hair salons
- Private business
- With medical professionals
- Sales and promotion
- Performing arts industry

### Program Content:

- Career Essentials
- The Science Of Skin Care I
- The Science Of Skin Care II
- Treatments And Services I
- Treatments And Services II
- Makeup
- Advanced Treatments And Massage
- Practical Clinic
- Assessment

### Course Delivery:

Courses run on a full-time basis for 8 months, Tuesdays through Saturdays.

### Start Date:

April 3, 2012 (Parksville)

This program is eligible for student loans.



## Artificial Nail Technology

2 Month Full-time Certificate Program

This program is for Certified Estheticians or those with proof of completion of a Natural Nail Care and Services program. Gain the fundamental skills and knowledge necessary to work as an artificial nail technician. Prepare to become part of a growing industry and be on the leading edge of the fashion and trends in nail technology.

### Program Content:

- Career Essentials
- The Science Of Artificial Nail Care
- Artificial Nail Services
- Practical Clinic: Artificial Nails

### Course Delivery:

Course will be offered on a full-time basis Wednesdays through Saturdays.

### Start Date:

January 2013 (Parksville)

FREE INFORMATION SESSION

### Artificial Nail Technology Information Session

RNA1 003 I12Q01

1 session: Mon, May 28; 6:30-8



"The VIU staff and teachers were so helpful and friendly, always wanting us to do our best and pushing us beyond our own expectations! I plan on opening my own business and I am confident that VIU has given me the tools I need for success!"



## Nail Technology

4 month Full-time Certificate Program

Become part of a growing industry and be on the leading edge of the fashion and trends in nail technology. Gain the fundamental skills and knowledge necessary to work as a nail technician, specifically on clients' hands and feet, giving manicures or pedicures, treatments or applying products for nail enhancements.

### Career Opportunities:

Graduates may work in any of the following settings or capacities: day resort, destination and cruise ship spas, hair salons, private business, sales and promotion.

### Program Content

- Career Essentials
- The Science Of Nail Care
- Nail Services
- Practical Clinic

### Course Delivery

Course will be offered on a full time basis Wednesdays through Saturdays.

### Start Date:

November 2012 (Parksville)

This program is eligible for student loans.

FREE INFORMATION SESSION

### Nail Technology Program Information Session

RNAI 002 I12Q01

1 Session: Mon, May 28; 6:30-8

# Advanced Diploma in GIS Applications

On-Campus (Nanaimo) or Online



The advanced Diploma provides skills training in geographic information systems (GIS) to university and college graduates. This course strengthens employment opportunities in GIS applications – an area in high demand around the world.

### ***Employment Opportunities:***

GIS applications professionals can find employment in any of the following fields: Business, Education, Engineering, Government, Media, Natural Resource Management, Environmental Management, Research, Security, Transportation, Utilities.

### ***Start Dates:***

September 2012 (Nanaimo Campus) 8 months  
January 2013 (Online) 16 months

### ***Admission Requirements:***

See program website at: [viu.ca/adgisa](http://viu.ca/adgisa)  
Domestic students may be eligible for student loans.

[viu.ca/adgisa](http://viu.ca/adgisa)

## EMPLOYMENT SKILLS ACCESS PROGRAM (ESA)

Are you unemployed or low skilled?

- Shellfish Aquaculture Technician Training Program (6-weeks)
- Introduction to Culinary Arts Program (12-weeks)
- Leadership and Capacity Building Skills for First Nation (18-days)
- Marine Operator Training Program (3 weeks)

### **Eligibility**

- **Unemployed:** Cannot be on EI or attached to EI in the past three years for a regular claim or past five years for a Maternity/Parental claim.
- **Employed and low skilled:** Have not completed high school or have completed high school but have no post secondary education towards a degree or recognized certification/credentials.

**For more details check our website:**

**<http://www.viu.ca/ce/courses/esa.asp>**

**Interested parties should contact:**

Pam Botterill, ESA Client Manager  
Telephone: 250 618-7748  
Email: [pam.botterill@viu.ca](mailto:pam.botterill@viu.ca)

Canada



Funding provided through the Canada-British  
Columbia Labour Market Agreement



# Get The Career You Always

Certificate Program

Campus

Usual Start

## BUSINESS

Event Management

Nanaimo

May 2012

September 2012

Forensic Accounting & Fraud Investigation

Online

September 2012

Managing Conflict In The Workplace

Nanaimo

Spring 2012

Management Skills For Supervisors

Nanaimo

Fall 2012



## EMERGENCY SERVICES

Fire Officer 1

Nanaimo

Fall 2012

## HEALTH & HUMAN SERVICES

Activity Assistant

Nanaimo

Spring 2013

American Sign Language

Nanaimo

Fall 2012

Animal Care Aide

Nanaimo

September 2012

Foundations in Mental Health

Nanaimo

February 2012

Hospital Unit Coordinator

Nanaimo

September 2012

Introductory Medical Office Assistant

Parksville

September 2012

Sterile Supply Technician

Victoria/Nanaimo

January 2013



**SMALL CLASS SIZES, FLEXIBLE SCHEDULES AND PERSONAL ATTENTION**

**ADD UP TO A RICH LEARNING ENVIRONMENT.**

**GET STARTED WITH PART-TIME, FULL-TIME OR ONLINE EDUCATION.**

**FIND IT ALL AT VIU!**

# Wanted. Apply Today.

Certificate Program

Campus Usual Start

## SKILLS FOR INDUSTRY

Artificial Nail Technology

Parksville January 2013

Basic Marine Engineering Skills

Nanaimo March 2012

Building Service Worker

Nanaimo July 2012

Esthetics

Parksville April 2012

Nail Technology

Parksville November 2012



### ATTEND ONE OF THE FOLLOWING FREE INFORMATION SESSIONS

Certificate Program	Date	Time	Campus	Register for
Artificial Nail Technology	Mon, May 28	6:30-8pm	Parksville	RNAI 003 I12Q01
Activity Assistant	Tue, May 3	6:30-8pm	Nanaimo	RHAI 001 I12N01
Animal Care Aide	Mon, May 7	6:30-8:30pm	Nanaimo	RACA 001 I12N01
Event Management	Tue, Apr 17 Thu, Jun 14	7-8:30pm 7-8:30pm	Nanaimo Nanaimo	RMSE 001 I12N01 RMSE 001 I12N02
Hospital Unit Coordinator	Thu, Mar 1	6-8pm	Nanaimo	RHUC 001 S12N01
Introductory Medical Office Assistant	Mon, Mar 5	6-8pm	Parksville	RIMO 001 S12Q01
Nail Technology	Mon, May 28	6:30-8pm	Parksville	RNAI 002 I12Q01
Sterile Supply Technician	Wed, Mar 28 Thu, Mar 29	6-8pm 6-8pm	Nanaimo Victoria	RSST 001 S12N01 RSST 001 S12N02

THESE DIPLOMAS AND CERTIFICATES FOCUS ON CAREER SPECIFIC KNOWLEDGE AND SKILLS EMPLOYERS WANT.

GET THE TRAINING YOU NEED TO SECURE A JOB IN TODAY'S DYNAMIC WORKPLACE.

# GRANDKIDS UNIVERSITY



**July 4 & 5, 2012**

Grandkids (ages 7-12) & grandparents come together to learn in a dynamic atmosphere!

- Share hands-on learning activities.
- Earn a “degree” in one of the offered majors.
- Attend a BBQ and take part in evening recreation.
- Stay together in the Student Residences on campus.
- Enjoy time together and create lasting memories!

Call to have your name added to the Interest List.  
1-866-734-6252

[www.viu.ca/grandkids](http://www.viu.ca/grandkids)

Faculty of Education

**Evening and weekend delivery gives you the flexibility to work full-time while studying.**

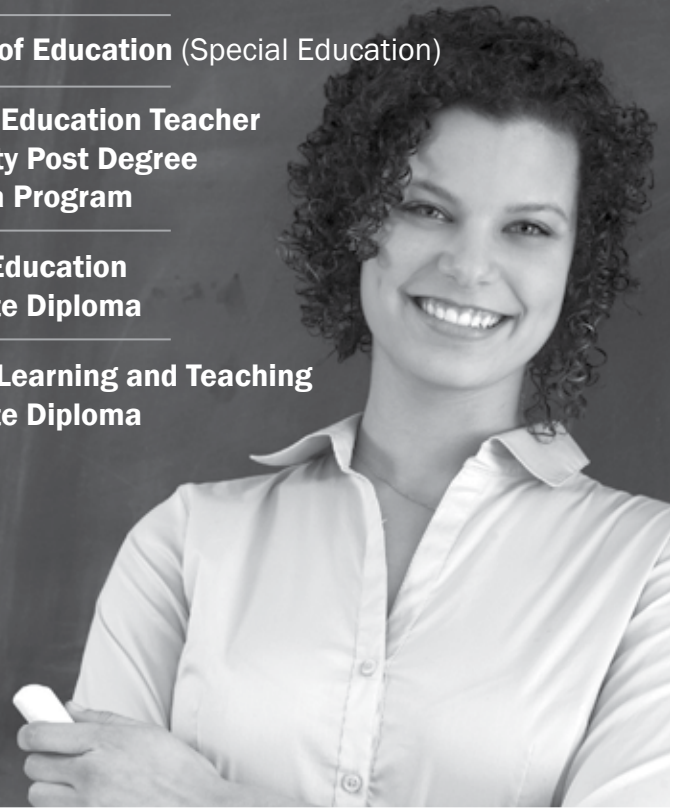
**Master of Education** (Leadership)

**Master of Education** (Special Education)

**Special Education Teacher  
Specialty Post Degree  
Diploma Program**

**Global Education  
Graduate Diploma**

**On-line Learning and Teaching  
Graduate Diploma**



VANCOUVER ISLAND  
UNIVERSITY

[viu.ca/education](http://viu.ca/education)

Dean's Office: 250.740.6221

Education Advising: 250.740.6223

**HEATING, VENTILATING,  
AIR-CONDITIONING/  
REFRIGERATION PROGRAM**

9 months

Foundation program provides the equivalent of 1st year Refrigeration Mechanic technical training.

Starts: Sept 4/12 – May 10/13  
Mon – Thurs, 8 am – 2:30 pm

**GASFITTER Level - 6 weeks  
Apprenticeship Training\***

Starts: May 14 – June 21, 2012  
Mon – Thurs, 8 am – 4 pm

**REFRIGERATION MECHANIC  
YEAR 2 - 6 weeks**

**Apprenticeship Training\***

Starts: May 14 – June 21, 2012  
Mon – Thurs, 8 am – 4 pm

\*Gasfitter and Refrigeration Mechanic applicants must be registered with the Industry Training Authority (ITA) as an apprentice.

These programs are offered at the Cowichan Campus in Duncan, BC.

**Call 250 746-3525 for details.**  
[www.viu.ca/hvac](http://www.viu.ca/hvac)



**VANCOUVER ISLAND  
UNIVERSITY**

**PARKSVILLE-QUALICUM CAMPUS  
PROGRAMS START SEPTEMBER 2012**

**Offered in**

**Fall 2012 & Spring 2013**

Adult Basic Education

Upgrading courses in:

- English
- Math
- Sciences

TO ASK HOW YOU CAN APPLY  
**CALL 250.248.2096**



**VANCOUVER ISLAND  
UNIVERSITY**  
PARKSVILLE-QUALICUM

[viu.ca/parksville](http://viu.ca/parksville)

# For Students

### ARE YOU ON A WAIT LIST?

Register early to secure your seat. If you see the “On Wait List” comment on your Registration Statement, this means that a course is full and you have been “Wait Listed”. No payment is required to go on the “Wait List”. If a seat becomes available in this current semester, you will be contacted to process your registration and payment.

### TEXTBOOKS AND SUPPLIES

Please check your Registration Statement and enclosed Student Text and Supplies List (if applicable) for required textbooks and supplies. Textbooks are not available for purchase until the course is confirmed – one week before the class begins. If you are unsure about the status of your course, please call our office. Textbooks are available for purchase at the campus where the course is held. Call to confirm that texts are in stock.

### PARKING

Nanaimo Campus: Pay parking is in effect 24 hours a day, 7 days a week, including evenings and weekends. The Parking/ Security office is located in Building 315 and is open 9 am – 3 pm, Mondays to Fridays.

Call 250-740-6512 or visit <http://viu.ca/parking/index.asp>

Parksville/Qualicum Centre: Parking at the Parksville/Qualicum Centre is free.

### CAFETERIA SERVICE

Nanaimo Campus:

Upper Cafeteria – Building 300.

Lower Cafeteria – Building 185.

Hours are subject to change. There is no weekend cafeteria service. Coin-operated vending machines are available at various locations. Call 250-740-6136 or visit <http://www.viu.ca/foodservices/index.asp>

Parksville/Qualicum Centre: Coin-operated vending machines are available at the Parksville/Qualicum Centre.

### REFUNDS

For most courses, fees are refundable if you withdraw at least seven days before the course starts. Extenuating circumstances may be considered for partial refunds. Please contact our office. Note that special refund deadlines are stated for some courses, and we are unable to issue refunds after those deadlines.

Non-Refundable Fees: Some courses may have non-refundable Tuition, Application, and/or Material Fees.

A full refund is issued if a course is cancelled.

### COURSE CANCELLATIONS AND CHANGES

Courses may be cancelled due to low enrolment or changed for various reasons. Every effort is made to notify you. Please provide your day and evening telephone numbers and your email address when you register, in case we need to reach you. A full refund is issued if a course is cancelled.

### CHECK YOUR REGISTRATION STATEMENT

Please read your Registration Statement receipt carefully. It confirms your registration and contains details of class time, location and room number. Please note your 9-digit Student Number in the upper left-hand corner and quote this Student Number when registering for future courses. Your Student Number allows us to correctly identify you and to ensure that your Student Record is complete.

### STUDENT RECORD INFORMATION

You can access your Student Record on the website at <http://records.viu.ca/reg/htbin/weblogin>

You will need your 9-digit Student Number and your Personal Identification Number (PIN).

### ADMISSION

Continuing Education courses are designed for adults (17 years and over), unless otherwise stated for a specific course.

Income Tax Deduction – T2202A Tax Form Vancouver Island University completed a review of procedures to adhere to Revenue Canada regulations. For more information visit the website <http://viu.ca/registration/T2202A/faq.asp>

### NSF (NON-SUFFICIENT FUNDS) CHEQUES

Fees are payable when you register. A \$25 fee will be charged for NSF cheques.



# CONTRACT TRAINING AT VIU

Bringing out the best in your organization IS STILL POSSIBLE.



Invest effectively in staff training that brings positive returns. Contract Training can provide any course to your employees on-site, tailored to your needs, schedule and budget. The right employee training, development and education, at the right time, provides big payoffs for the employer in increased productivity, knowledge, loyalty and contribution.

#### YOU CAN:

- Reduce or eliminate the costs of travel and hotels with on-site training;
- Access instructors who are experts in their field;
- Train all your employees at the same time, promoting a team environment and continuous learning;
- Receive recognition of completion for participants from a certified training provider with a proven track record who understands your business.

#### GET STARTED

For more information on training programs to suit your organization, contact Marion Knost, 250-740-6364, [marion.knost@viu.ca](mailto:marion.knost@viu.ca)



VANCOUVER ISLAND  
UNIVERSITY

The journey continues:

Business & Management

Computers

Culinary & Hospitality

Emergency Services

First Aid & Safety

Health & Human Services

Online

Skills for Industry

Certificates & Information Sessions

Nanaimo Campus:  
900 Fifth Street  
Nanaimo, BC V9R 5S5

Parksville/Qualicum Centre  
Parksville Civic  
& Technology Centre  
100 Jensen Avenue East  
Box 42 Parksville, BC V9P 2G3

