

Continuing Education

POWELL RIVER CAMPUS

Spring 2012

COURSE GUIDE



VANCOUVER ISLAND
UNIVERSITY

POWELL RIVER

SPRING
INTO
LEARNING.





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- ElderCollege classes open to everyone!
- ElderCollege members get reduced rates
- Membership: only \$15 (ELDC 002 C11R01)

Arts & Recreation

Digital Photography for Beginners

This is a hands-on course where the student will need to bring their camera with fully-charged batteries and TV-to-camera and computer-to-camera cords. The objective of this course is to enable you to confidently use all of the features on YOUR camera and to know all of its capabilities and limitations. We will be taking pictures indoors and out (weather permitting), learning as we go. This is a fun course where we help each other and create some great images.

ELDC 022 • Howard Montgomery

4 Sessions: Tu, Mar 6-27; 10-12
 ElderCollege: S12R01 \$29+HST
 Non-member: S12R02 \$49+HST

Introduction to GPS

The GPS is popular for hiking and other outdoor activities and can be a safety device when venturing into isolated areas. The first session is in the classroom learning the basic functions including waypoints, tracking, and the go-to function. The second session is a practical demonstration on a hike in the neighbouring area. Rain or shine. GPS units will be provided.

ELDC 081 • Christine Dudgeon

2 Sessions: Th, Mar 22 & 29; 10-12
 ElderCollege: S12R01 \$20+HST
 Non-member: S12R02 \$39+HST

Introduction to Letterpress Printing

Participants will learn the basics of letterpress printing. You will learn how to hand set type & print proofs, learn about composing sticks, type case layout, quoins, platen presses, registration, inking, galleys, furniture and make-ready. Bring an apron. All materials supplied.

ELDC 080 • Stuart Isto

1 Session: Fr, Feb 10; 10-4
 ElderCollege: S12R01 \$25+HST
 Non-member: S12R02 \$45+HST



Make friends, join ElderCollege

Learn to Draw:

Realistic Heads and Faces

Using the Right Side of the Brain

Betty Edward's techniques from "Drawing on the Right Side of the Brain" will enable students to draw realistic faces and heads with perspective and proportion. Learn to see how an artist sees. There is some fun homework!

Drawing materials: Copy paper or pad of inexpensive drawing paper; a 4B pencil but a #2 will do; and a good eraser.

ELDC 077 • Marg McNeil

2 Sessions: Fr, Jan 20 & 27; 10-12

ElderCollege: S12R01 \$20+HST

Non-member: S12R02 \$39+HST

Learn Bridge in a Day

Discover why millions of people are hooked on bridge. Learn the object, mechanics and scope of the game. This one day workshop will give you an introduction to the challenges of bidding and playing hands. Most of all it will give you a sense of the fun and social benefits of the world's most fascinating card game.

ELDC 078 • Scott Glaspey

1 Session: Sa, Feb 4; 11-4

ElderCollege: S12R01 \$10+HST

Non-member: S12R02 \$20+HST

Kayaking for Women

You are one of many women who want to explore in a kayak the fresh and salt waters surrounding Powell River. This dry-land course will help you to find the right and safe kayaking experience for you. Getting into kayaking goes way beyond buying the best kayak. Lots of options will be explored.

NOTE: *This course is entirely in the classroom to familiarize students with the basics of kayaking. A great introduction for beginners who have wanted to try kayaking.*

ELDC 038 • Marg McNeil

2 Sessions: Fr, Mar 23 & 30; 10-12

ElderCollege: S12R01 \$20+HST

Non-member: S12R02 \$39+HST

Computers

Computer Maintenance & Troubleshooting

Using Windows 7 Operating System, this course will focus on possible solutions to computer boot up failures as well as problems associated with slowdowns, freeze-ups and erratic computer behaviour. We will discuss computer maintenance routines and examine some components within Control Panel and Hardware Manager including backup, system restore and image creation. This course is not for beginners. Most of the techniques discussed will also be valid for XP and Vista users.

ELDC 073 • Charles Macelli

3 Sessions: Tu, Jan 17-31; 9-11

ElderCollege: S12R01 \$25+HST

Non-member: S12R02 \$45+HST

How-to: Digital Audio

Have you been meaning to learn more about using audio on your personal computer, but you just haven't gotten around to it? Here's your chance to get some hands-on experience with digital audio. Learn about the various audio formats and what they are used for. Record an audio file, and discover how to edit your audio file to add and remove sections. Find out about podcasting and how you can create your own podcast.

Pre-requisite: Introduction to Computers or equivalent skills.

***Free USB drive with this class.**

ELDC 062 • Dan Keyworth & Julie Clarke

3 sessions: Tu, Feb 7-21; 10-12

ElderCollege: S12R01 \$30+HST

Non-member: S12R02 \$50+HST

How to: Digital Video

Enhance your home videos by learning about what you can do to create a 'video production' using your personal computer. Learn about the various video formats available, and what they are used for. Discover how to add a title page, transitions, and credits. Find out about the various effects available for home video editing. Create a video using only the sections you want to keep, and edit out the frames you don't want. Share your 'productions' with family and friends.

Pre-requisite: Introduction to Computers or equivalent skills.

***Free USB drive with this class.**

ELDC 071 • Dan Keyworth & Julie Clarke

6 sessions: Th, Feb 2-Mar 8; 10-12

ElderCollege: S12R01 \$44+HST

Non-member: S12R02 \$64+HST

Healthy Outlooks

Alzheimer Society:

Family Caregiver Series

A two-session series for family members who are caring for a person with dementia. The Family Caregiver Series provides information about Alzheimer's disease and related dementias, communication strategies, understanding changes in behaviours, future planning, advocacy and legal issues and self-care for caregivers.

Note: \$25 of the tuition is donated to the Alzheimer Society)

ELDC 072 • Kerri Sutherland

2 Sessions: Mo, Feb 6 & 13; 12:30-4:30
ElderCollege: S12R01 \$35 + HST
Non-member: S12R02 \$35 + HST

Language & Writing

Basic Spanish

This is a conversation course for people interested in visiting a Spanish-speaking country. Useful vocabulary as well as basic grammar will be covered. Also included will be tips on travelling south of the border. Register early — this is always a popular class!

ELDC 082 • Carmen Kuczma

6 Sessions: We, Jan 18-Feb 22; 10:30-12:30
ElderCollege: S12R01 \$39 + HST
Non-member: S12R02 \$59 + HST

Powell River History and Heritage Project

Tell your story and/or help tell other unheard Powell River seniors' stories. Polish your interviewing, storytelling, writing and revision skills. Accepted stories will be published in a multi-media publication by the Powell River Seniors History & Heritage Project; participants will help format and design the publication. Participants will be allowed to either interview a senior or, if they are over 65, to write their own.

ELDC 083 • Jena Lohrbach

4 sessions: Fr, Feb 10-23, Mar 2-9; 9-10:30
Age 65+: S12R01 FREE
Age under 65: S12R02 FREE

Please pre-register.

3 EASY WAYS TO REGISTER

Call us 604.485.2878 or 1.877.888.8890

Drop by 100-7085 Nootka St, Powell River

Online www.pr.viu.ca & click on Continuing Education, Register Now

Mini-U • University-style classes, but even more fun!

Interested in university but don't want to commit to a full term?
These are lecture-style courses of three to four sessions with no tests or writing assignments.

From Memory to Memoir

For both the established writer and the beginner, writing memoir can be a powerful tool for self-exploration and discovery. This course will briefly survey the history and evolution of the memoir form including the rise of the "confessional" memoir and explore some of the reasons for the huge popularity of memoirs today. Using examples from published memoirs, we will then delve into the art and craft of writing memoir, covering such topics as choosing a subject, accessing memories, and shaping the raw material of experience into engaging and powerful stories.

ELDC 074 • Sheila Munro

4 sessions: Th, Jan 12-Feb 2; 1-2:30
ElderCollege: S12R01 \$29+HST
Non-member S12R02 \$49+HST

Self-Care through Traditional Teachings

The teachings of the ancestors still have relevance today, to our well-being. The concept of disease prevention has long been a common practice. Elsie will share her knowledge of the teachings in Tla'Amin. Although other peoples have different strategies, there are commonalities that can be applied cross-culturally to everyone's lives. Dr. Paul will discuss the way her people embraced spirituality and how this knowledge can still apply today.

ELDC 075 • Elsie Paul

4 sessions: We, Feb 22-Mar 14; 1-3
ElderCollege: S12R01 \$29+HST
Non-member S12R02 \$49+HST

Bel Canto: The Lives and Times of Rossini, Bellini & Donizetti

Bel Canto (*Beautiful Singing*) probably started as an opera term in the late 17th Century. Today, however, it is used more commonly to describe Italian opera of the time of Rossini, Bellini and Donizetti. The present course will use that narrower interpretation to discuss the lives and times of these three composers in conjunction with CD and DVD excerpts from a selection of the 116 operas they composed.

ELDC 076 • John Silver

3 sessions: Mo, Mar 5-19; 1-3
ElderCollege: S12R01 \$29+HST
Non-member S12R02 \$49+HST

Your ElderCollege Instructors

SHEILA MUNRO

Sheila Munro has a degree in English from the University of British Columbia and a teaching certificate from Simon Fraser University. She has written book reviews and articles and is the author of the memoir, *Lives of Mothers and Daughters: Growing Up with Alice Munro*. She is currently working on a memoir about growing up (some more) in the sixties.

ELSIE PAUL

Dr. Elsie Paul is one of few remaining Elders fluent in the Tla'Amin language. She dedicates her life to creating healthy communities, by remembering and living the spiritual teachings she grew up with. She views the honouring of Tla'Amin spiritual wisdom as an opportunity to bridge cultures, encouraging others to adapt the teachings in order to create wellness.

JOHN SILVER

John Silver is an opera enthusiast who has presented previous opera talks for ElderCollege and was instrumental in bringing to Powell River broadcasts of live opera performances from New York's Metropolitan Opera.

Business

Import/Export Now

The fundamental steps to worldwide trading are simple if broken down into bite-sized pieces. Week-by-week, you'll learn and perform essential steps to create an import or export company (or both). This course covers product sourcing, costing, marketing, financing, computerization, and distribution. MUST provide email address when you register. 9 sessions

MSXW 001 • John Spiers \$115+HST

S12W01 Wed, Jan 25 – Mar 21; 6-8
I12W01 Wed, Apr 18 – Jun 13; 6-8
I12W02 Thurs, Jun 28 – Aug 23; 6-8

NEW

Perish Your Publisher: **Teach, Write, Consult From Home**

If you have expertise on a topic and have always wanted to write about it, this course is for you. It will take you through course development, delivery over the internet, marketing to schools, developing your book, pre-selling, listing on Amazon.com, self-employment, taxes and strategies. Led by a seasoned professional who has written and marketed his own books, you will learn how to get your book out there without investing a dime in promotion. 6 sessions.

MSPR 001 • John Spiers \$95+HST

S12W01 Tues, Jan 24 – Feb 28; 6:30-8
I12W01 Tues, Apr 17 – May 22; 6:30-8
I12W02 Tues, Jun 26 – July 31; 6:30-8

Computers/ Technical

Basic Drafting Skills

Although most construction and presentation drawings today are done on computers, an understanding of hand drafting is still important to a drafter/designer, since the initial ideas and concepts are still sketched out by hand. This introductory course will outline some of the basic techniques and terminology used for hand sketching and basic drafting. The student will be expected to complete sketching exercises and a final project. This course will be completed by hand, not with a CAD software program. This course satisfies the prerequisites for AutoCAD.

CMBD 001 C11W01

30 hours: start anytime
\$202.90 + \$25 lab fee = \$227.90

AutoCAD Basics

Learn AutoCAD and develop your Computer Assisted Drafting (CAD) skills. Discover basic tools, commands, and techniques that enable you to create two-dimensional drawings and floor plans. Most sections will require drawing exercises. Having access to the AutoCAD software at home or work is required — free limited AutoCAD software included for enrolled students. Text required. **Prerequisites:** Windows experience; basic drafting skills recommended.

CMCD 015 S12W01

12 weeks: Jan 23 – Apr 13 \$639

Computerized Bookkeeping

Simply Accounting Essentials

An introduction to accounting and bookkeeping using the popular Simply Accounting for Windows.

Pre-requisite: Bookkeeping Essentials (BMBK 010) or equivalent or permission of instructor. Required text available at Campus Bookstore (approx. \$120).

CRSA 001 S12R01 • Ros Sherrard

11 Sessions We, Feb 8-Apr18;
6:30-9:30 \$429

Bookkeeping Essentials Project

Pull together what you've learned in both the Bookkeeping and Simply Accounting courses into an instructor-supervised project where you'll demonstrate your skills. Same textbook as for Simply Accounting.

Pre-requisite: Simply Accounting Essentials (CRSA 001)

BMBK 003 S12R01 • Ros Sherrard

Self-Study Project: April 20-May 7 \$129

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 software for registered students. Some bookkeeping experience strongly recommended.

CMQM 010 I12W01 • Dan Murack

12 weeks: Apr 30 – July 20 \$479

Courses from Education to Go



Update your skills or discover a new talent. Work at your own pace in these instructor-led,

online courses from Education to Go. All courses run for six weeks and consist of 12 lessons. Call 1-877-888-8890 (toll-free) to register, or visit www.ed2go.com/viu for requirements, demonstrations, and additional online courses.

Course Highlights

Choose from one of the following start dates:

Jan 18, Feb 15, Mar 21, Apr 18, May 16, Jun 20, Jul 18, Aug 15

BUSINESS COURSES

Small Business Marketing on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money.

ONBM 005 \$189

Help for the Helpdesk

Learn powerful customer helpdesk skills that will enable you to resolve issues quickly and effectively.

ONHE 001 \$189

Start a Consulting Practice

Do you have training or knowledge that could be useful to others? Have you ever considered becoming a consultant? This course is designed to help those who wish to set up a consulting practice get started. Topics will include skills assessments, pricing policies, contracting, marketing, and more.

ONCO 001 \$189

COMPUTER COURSES

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

ONCS 001 \$189

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

ONIP 001 \$189

Introduction to Windows 7

Get up to speed quickly on Microsoft Windows 7 with this fun and easy hands-on course for beginners.

ONWI 007 \$189

Introduction to PHP & MySQL

Learn how to create dynamic, interactive web sites using PHP and a MySQL database server.

ONQL 001 \$189

Introduction to Programming

Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.

ONPG 002 \$189

INTERNET & WEB DESIGN

Creating Web Pages

Learn how to design, create, and post your very own site on the Internet's World Wide Web using HTML. Discover low-cost marketing techniques and search engine strategies.

ONCW 001 \$189

Advanced Web Pages

Take your Web development skills to the next level as you learn how to create advanced websites using CSS, HTML5, media queries for mobile devices, interactive forms, and embedded video.

ONAW 001 \$189

Fantastic Savings on SOFTWARE

For students at VIU, there are savings to be had on full, registered versions of the most popular software programs.

INTERESTED? Find out more at:

www.pr.viu.ca/students/software.asp

Designing Effective Websites

These days, creating a Web site is so easy almost anyone can do it. But with all the competition on the Web, creating a site that's effective is more challenging than ever. To do that, you need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you'll master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level!

ONEW 001 \$189

Learn to Buy & Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

ONEB 001 \$189

Web 2.0: Blogs, Wikis, and Podcasts

In this course, you'll join the Web 2.0 world as you learn how to create and maintain your own blog, wiki, and podcast.

ONWB 001 \$189

DIGITAL ARTS

Discover Digital Photography

Get the most out of one of the friendliest and most popular design programs on the market. Create a variety of projects that you can put to immediate use, including greeting cards, stationery sets, and more.

ONPD 001 \$189

Photographing Nature with Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

ONPN 001 \$189

Photoshop Elements 9 for the Digital Photographer

Learn the secrets to successfully editing photos and bringing out the best in your images!

ONPE 090 \$189

Photoshop Elements 9 for the Digital Photographer II

Master the tools in Adobe's Photoshop Elements 9 and take your skills to the next level.

ONPE 091 \$189

FOR WRITERS

Writing and Selling Self-Help Books

Learn how to position your self-help book for success, write a persuasive proposal for agents and publishers, and use storytelling techniques to make your message compelling

ONHB 001 \$189

Writeriffic:

Creativity Training for Writers

Banish creativity blocks forever with these tricks from the published writer's toolbox. Writeriffic liberates the inventive bolts of genius that are inside

everyone. If you've ever dreamed of hearing your writer's voice, this class will make it happen.

ONWR 001 \$189

A Writer's Guide to Descriptive Settings

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

ONWS 001 \$189

Introduction to Internet Writing Markets

A professional writer shows you how to make money writing on the Internet.

ONIW 001 \$189

PERSONAL INTEREST

Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

ONIR 001 \$189

Introduction to Guitar

Master basic guitar skills and become the musician you've always wanted to be.

ONIG 001 \$189

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

ON SJ 001 \$189

Become a Veterinary Assistant 1

Love animals? Have you ever thought about a career as a veterinary assistant? Taught by a practicing veterinarian and college instructor, you will learn the information you need to prepare for work in veterinary hospitals.

ONVA 001 \$189

Related Courses:

ONVA 002 Become a Veterinary

Assistant II: Canine Reproduction

ONVA 003 Become a Veterinary

Assistant III: Practical Skills



Study your options

Can't make it to the classroom? Try these online offerings.

WHMIS • New LOW PRICE!

This WHMIS course is an effective and interactive way to keep you and your employees up-to-date with WHMIS training requirements. This course meets the needs of both first time and refresher training. WHMIS certificate emailed upon successful completion. Time commitment: approx 2 hrs.

QWMS 001 C11W01/C12W01 \$29
(was \$39)

Construction Safety Training Systems

BC's construction industry is one of the most hazardous to work in. To reduce accidents and injuries, employers must ensure that all workers are trained in basic workplace safety. This CSTS course is easy to use — it is the only construction safety training that is endorsed by the Construction Safety Association of BC (ask about the CSABC STAR COR Program — your company could receive a 5% rebate on its WCB annual base assessment). BC Construction Safety CSTS certificate issued upon successful completion. Time commitment: 3 – 6 hrs. Proctoring fee included.

SWSA 001 C11W01/C12W01 \$75

Food Safety

Food Safety for Food Handlers™ is an internet-based course in food safety for food handlers. It is intended for food handlers, servers and other food industry personnel. This course has been recognized by the BC Food Handlers' Training Courses Equivalency Committee as meeting the training requirements of Section 10 of the BC Food Premises Regulation (equivalent to Foodsafe Level 1). On successful completion, students will be issued an officially recognized Food Safety certificate and will have an understanding of basic food safety principles and how to protect themselves and others from food borne illness. Time commitment: 6 – 8 hrs.

QFOO 001 C11W01/C12W01 \$79

Confined Spaces **NEW**

This Confined Space Awareness course is an effective and interactive way to keep you and your employees up-to-date with Confined Space training requirements. This is considered a level 1 course. That means it's an awareness course that teaches employees the hazards of confined spaces and basic information on working safely with and around confined spaces. Most employees will require additional training that teaches them more about their specific role in the confined space. Proof of attendance emailed upon successful completion. Time commitment: 2 hrs.

FACS 002 C11W01/C12W01 \$39

Fall Protection **NEW**

This comprehensive Fall Protection course is an effective and interactive way to keep you and your employees up-to-date with Fall Protection training requirements. Considered a "full course", this course can also be used for "refresher training". While all efforts have been made to ensure the training meets regulatory requirements, a 'site-specific/'hands on' tutorial is sometimes required. Trainees need to be taught the safe use of any specific equipment used on their job site (i.e. swing stages, aerial lifts etc). Proof of attendance is emailed upon successful completion. Time commitment: 3–4 hrs.

FAPP 001 C11W01/C12W01 \$39

NEW

Workplace Violence & Harassment

Everyone should be able to work without fear of violence or harassment, in a safe and healthy workplace. Violence and harassment in the workplace are not tolerated in Canada.

This Workplace Violence & Harassment course is an effective and interactive way to keep you and your employees up-to-date with Workplace Violence & Harassment training requirements.

Workplace Violence and Harassment is a critical Health and Safety issue in workplaces across Canada. Employers must develop safe work policies and provide employee training. Employees must understand the workplace violence and harassment policies and work with the employer to prevent or eliminate the risks and hazards. Time commitment: 2 hrs. Proof of attendance is emailed upon successful completion.

HSVW 001 C11W01/C12W01 \$39

Transportation of Dangerous Goods

Three different courses — NEW LOW PRICE!

These three courses fulfill training requirements established by Transport Canada. They teach employees how to be in compliance with the TDG Regulations. A 3-year TDG certificate is issued and emailed upon successful completion.

For all Workers

This course is intended for employees who need to understand the TDG Regulations for ground shipments within Canada and for all job functions including driving, handling, shipping/receiving and documenting. Time commitment: 4 – 6 hrs.

QTDG 002 C11W01 \$39 (was \$69)

For Drivers

This course is geared towards any driver or carrier (trucks, vans, cargo vehicles etc.) who transports dangerous goods from one location to another by ground within Canada. Time commitment: 3 – 6 hrs.

QTDG 003 C11W01 \$39

For Shippers/Receivers

Shippers and Receivers who deal with dangerous goods while at the workplace for ground shipments within Canada. Time commitment: 3 – 6 hrs.

QTDG 004 C11W01 \$39

Health & Human Services

Medical Terminology and Anatomy & Physiology

Acquire the vocabulary necessary to communicate in a medical environment. Learn and practice the rules of building medical words, identifying suffixes, prefixes, and combining forms related to the body system. Minimum of 8 hours of homework per week. Textbook required. Statement of Course Completion awarded on successful completion. Prepares students to write the VIHA Medical Terminology exam. Meets prerequisites for the Hospital Unit Coordinator and Sterile Supply Technician Certificate programs and can be used for the Medical Terminology course requirement for the Introductory Medical Office Assistant Certificate Program. 60 hrs.

OSME 002 • Shelley Trimblett \$449

S12W01: 5 weeks: Jan 9-Apr 20

I12W01: 15 weeks: Apr 23-Aug 3

I12W02: 15 weeks: May 14-Aug 24

Dental Terminology

Gain basic familiarity with dental terminology and anatomy. This course is valuable for those taking dental courses and for those working in a dental office. During the course, students are required to arrange a 3-hour observation at a dental office of their choice. Mark letter awarded on successful completion. Recommended for entry into the Dental Assistant program at Vancouver Island University.

OFDT 001 • Liz Eccles \$209

S12W01: 7 weeks: Feb 6-Mar 23



Get connected!

Get started with computers. It's easy!

Build your Digital Literacy with these introductory **ONLINE** computer courses:

Keyboarding

ONKE 001 C11W01 • 24 hrs \$235

Introduction to Computers

CMCM 005 C11W01 • 18 hrs \$209

Computer Tools for the Workplace

CMT0 001 S12W01 • Jan 3-Mar 2 \$399

MS Word Level 1

CMWO 001 S12W01 • Feb 20-Apr 6 \$289

MS PowerPoint

CMPP 001 S12W01 • Feb 20-Apr 6 \$289

MS Excel Level 1

CMEX 001 S12W01 • Jan 3-Feb 17 \$289

MS Publisher

CMPU 001 S12W01 • Jan 3-Feb 17 \$289

For details, see www.pr.viu.ca/digilit



Get Ahead

MICROSOFT OFFICE SKILLS TRAINING **M.O.S.T. ONLINE**

www.pr.viu.ca/most

Get the Microsoft Office skills you need to become a valuable employee in today's workplace, or to get your feet wet and prepare to move on to more advanced training such as VIU's Applied Business Technology Program. Currently we are training using Microsoft Office 2010.

Required Courses

- Microsoft Word: Level I
- Microsoft Excel: Level I
- Microsoft Access: Level I
- Microsoft PowerPoint
- Microsoft Office Integration

Elective Courses (choose 3)

- Microsoft Word: Level II
- Microsoft Excel: Level II
- Microsoft Access: Level II
- Microsoft Publisher
- Microsoft Outlook

Course Delivery

Students must complete the program within 18 months to qualify.

Start Dates

Courses may be taken at any time, on an ongoing basis.

Application Dates

No application is required. Simply register for the courses.

Program Requirements

Introduction to Computers or equivalent skills. Minimum keyboarding speed of 25 wpm recommended.

Visit www.pr.viu.ca/most for current program schedule.



April MacAskill

takes upgrading and university courses at VIU Powell River. With a goal of becoming an RN, she is a diligent student. April chose VIU as she appreciates the beauty of Powell River

and the fact that the cost of living is reasonable.

April values the friendly atmosphere of this small campus: "My learning experience here has been great. With the small class sizes I find it really easy to talk to your professors and get to know them. You don't have to worry about not being helped because the professors are always present and there's extra help from the writing center."



VANCOUVER ISLAND
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WE HAVE THE COURSES FOR YOU!

First Year University Studies

January 3–April 5, 2012

Active Health 230

Criminology 131

English 125

Psychology 112

and added for Spring, 2012

English 115 • January 30–May 3

Check us out at

www.pr.viu.ca • 604.485.2878



Josh Bedford

came to the Powell River campus in the carpentry program as it offered "A way for me to get a start on my trade without having to leave the nest right away." Josh says, "The course really starts at the basics, so anybody who might be unsure due to a lack of experience has

nothing to worry about. We work in the classroom and in the field; students get a chance to familiarize themselves with the tools and have a chance to use them."

Very much a positive person, Josh says, "I would definitely recommend this course to students at Brooks who have an opportunity to take it dual-credit. If you consider yourself a non-ac, or like the idea of working with your hands, I would suggest that you jump on the opportunity to take the class. Construction is a practical and hands on profession, so it requires a person who can work hard and has the ability to problem solve."

Where will this course lead to for Josh? Well, that's the thrilling part. "I am learning skills that will be with me through my entire life; whether that looks like building stage sets, or training people in third world countries, I am excited to find out."



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Certificate Trades Programs

Dual Credit in partnership with SD47

Get Skilled – Get Work!

- ✦ Automotive Service Technician
- ✦ Carpentry
- ✦ Culinary Arts
- ✦ Hairdressing
- ✦ Welding Level "C"

Check us out at www.pr.viu.ca

or call 604.485.2878



Qin (Ginger) Jiang

joined the Adult Basic Education Program in the fall of 2011. Anxious to improve her English skills, she was pleased to find that VIU Powell River is a welcoming, friendly place to be. "I think VIU is like a big, harmonious family. I'm lucky to be here! In Powell River people have the

opportunity to combine mind, body and soul: English improvement at VIU, fitness at the Complex, and culture at the Academy."

Qin's VIU English instructor says, "There's no end to the amount of work Qin will do. She listens to the lessons available at all levels. It's been a good experience for her as she works on her English. Qin probably puts in two to three hours of work per day—she's a dream student!"

Qin plans to continue upgrading her skills with the goal of being in the health care field.



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Adult Basic Education (ABE)

- * Get prerequisites
- * Upgrade
- * Flexible schedule
- * Small classes
- * Quality instruction
- * Funding available

English * Math * Science * Computers

UPGRADING WORKS!

You can do it!



Our instructors use Facebook to keep students in the loop!

www.pr.viu.ca/abe

604.485.2878

EASE English Academic Skills Education UNIVERSITY COURSE PACKAGE

What is EASE?

- Designed to help prepare ESL students who are interested in university.
- Added support means EASE students begin their university degree and perfect their English.
- Students can take University courses and Adult Basic Education courses with EASE classes.
- Each student will get help from the writing instructors, student advisors, library & support staff.



Apply to the EASE program if you are:

- an International student who has graduated from a Canadian high school, such as a Brooks Secondary School International student;
- an International student who has had advanced level ESL classes;
- a local advanced ESL student interested in higher education...

Then, EASE into university

- Two terms at VIU's Powell River campus.
- Improve your university academic skills.
- Start your university program with smaller classes...

After the EASE program

- You will score higher on university placement tests.
- You can apply for full-time university studies at other universities.
- You will be a more successful student wherever you go.

If you are interested in EASE, contact Wendy Thomas at Wendy.Thomas@viu.ca or call 604.485.2878 to learn more.



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Get Learning



Jason Hutchings began the SCSW program in the Spring of 2011. Although a welder/professional diver by trade, he began working at PRACL and heard about the SCSW program. Jason is still able to hold down his job while he gets the credentials to work in the classroom for the school district. Jason says, "I like the variety of work and school. And the social aspect of school is enjoyable as well. Working with my classmates on assignments helps embed the learning." There is a face-to-face component to the course as well as an online classroom, which appeals to different learning styles. "I want to help people with disabilities have an easier time in the community, and having this certification will help me achieve that goal." Jason will complete the program in December 2012.



Jeanie Fuller is the Supported Child Development Program Coordinator at the Jean Pike Centre. A graduate of the Early Childhood Education and Care (ECEC) program, she has worked in a variety of ways in the sector. She is pleased that VIU is piloting an ECEC program in Powell River. As there is such a shortage of qualified workers, they are often recruited from other communities. Who would be interested in taking this program? Jeanie says, "You must love children, of course. It can be extremely demanding work, so someone who is imaginative and playful would be successful." There are opportunities to make a difference in children's lives, so having the credentials will open doors. Jeanie states, "You'll get work, guaranteed!"



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Current Health & Human Service Programs

- › School & Community Support Worker
- › Early Childhood Education & Care Diploma
- › Health Care Assistant Certificate

APPLY NOW!

www.pr.viu.ca
604 485-2878



Nona Harry has a goal in mind: she would love to become a baker or cook. However, since her reading and spelling skills were weak, it has been an obstacle for her to get beyond odd jobs.

A residential school survivor, Nona has worked hard on healing from the experience of being taken

away from her family when she was only five years old. And with the healing came the determination to conquer the barriers. Now an upgrading student at the Powell River VIU campus, she gets extra support from weekly tutoring sessions. "My tutor says, "Don't let fear or shame stop you from what you want to do in life."

Nona works with her tutor weekly, filling in the gaps. She's learned that she is dyslexic, and she has developed coping skills such as carrying a dictionary with her. Her tutor has taught her the vowels, and now Nona knows how to spell words that she needs in everyday life. "I practice at home. I used to cry when I had to write out a grocery list. I don't have to live that way any longer. Never before did I pick up a book just to read for enjoyment." Instructor Linda Rosen says, "Nona is a role model for residential school survivors as well as anyone who is willing to face learning challenges."



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Volunteer Literacy Tutor Training Program

SPRING 2012

**Change a life! Empower others
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FREE TRAINING

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- ✓ Practicum session
- ✓ Materials
- ✓ 3 additional workshops

Learners Need You!

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Briah Henderson has blended Online Learning with face-to-face classes at the Powell River campus at VIU. Doing online classes can result in feeling isolated so the Online Learning Centre at VIU has been a welcome option for her.

"The support here has been great—they go far and beyond to make sure I have a successful outcome."

With no classroom instructor, the Online Learning Centre is the place to come to get feedback. "I have attended classes here too, and the teachers make it as easy as they can. But a person really needs to be self-disciplined to learn in a virtual environment. I really appreciate the friendly attention and advice they can give me here on my assignments."

Briah's goal is to be a clinical counselor. As she pursues her degree in psychology, she has been able to blend work and school. "I can live here, save money, work and earn a degree. This works for people who cannot or do not want to move from Powell River."



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ONLINE LEARNING CENTRE@VIU

Taking online courses but prefer face-to-face support and interaction with other students? VIU Powell River has created the Online Learning Centre for you!

FREE SERVICES include:

- Access to Student Services for program and course advising.
- Computer & internet use, library services and study space.
- Supported drop-in time.

Save money and connect with other students while completing the education you need!

CONTACT Alison at **604.485.8029** or email Alison.Turley@viu.ca, or visit www.pr.viu.ca/OLC



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3 EASY WAYS TO REGISTER

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Get going!