

Management Skills For Supervisors Certificate Program **Spring 2012 – Nanaimo Information Sheet**

This information sheet provides supplementary information specific to the Spring 2012 delivery of the program.

Program Guide: Please read the Program Guide thoroughly. It provides information about the program, its components, entry requirements, certificate requirements, and application/admission process.

Program Location: The Spring 2012 program will be delivered at the Nanaimo Campus.

Important Dates:

| Management Skills For Supervisors Certificate Program – Spring 2012 | Date(s) |
|---|------------------|
| Start of Program The program begins with Part 1: Interpersonal Skills (MGMT 145) | January 27, 2012 |
| End of Program The program ends with completion of Part 3: Administrative Skills (MGMT 147) | March 31, 2012 |

Program Schedule:

| Course Title | Course Code | Schedule |
|-----------------------|--------------------|---|
| Interpersonal Skills | MGMT 145 S12N70 | 4 Sessions: Friday - Saturday, January 27, 28 & February 3, 4, 2012; 8:30am-4:30pm |
| Team Building Skills | MGMT 146 S12N70 | 4 Sessions: Friday – Saturday, February 24, 25 & March 2, 3, 2012; 8:30am-4:30pm |
| Administrative Skills | MGMT 147 S12N70 | 4 Sessions: Friday – Saturday, March 23, 24 & March 30, 31, 2012: 8:30am-4:30pm |

Program Fees:

Total Fees for each course: \$689 tuition, plus \$15.89 Students' Union Fees and \$10.09 Student Activity Fees = \$701.98
 Total Fees for entire program: \$ 2067 tuition, plus \$66.44 Students' Union Fees and \$30.87 Student Activity Fees = \$ 2164.31. *Note: Fees are subject to change.*

An application fee of \$35 will be assessed to first time applicants.

All three courses must be completed, along with assignments at the end of each course, in order to receive the certificate and credit towards certificate, diploma and degree programs at Vancouver Island University.

Note: Fees are subject to change.

**For more information on this program, check our website at www.viu.ca/ccs/certificates
 OR contact the Centre for Continuing Studies in Nanaimo at 250-740-6160 or Toll Free 1-866-734-6252.**

Nanaimo Campus

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Parksville/Qualicum Centre

Parksville Civic & Technology Centre
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Cowichan Campus

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Powell River Campus

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Visit our Website ■ www.viu.ca/ccs