

CONTINUING EDUCATION ONLINE

Continue Your Education - Online

Select from over 150 online learning courses

Start any month of the year

Six-week courses

Twelve informative and easy lessons

Take the topics you want

on your own time

in your own home

at your own pace

How does it work?

- Courses usually begin the third Wednesday of each month.
- Courses are six weeks in duration, with 2 lessons per week. Access your lessons **anytime** during the week.

Each course includes:

- Twelve (12) powerful, well-written lessons, supplemented with instructor-led discussion communities, interactive assignments, quizzes and more. Quizzes and a final evaluation.
- Certificate of completion. A certificate will be mailed on notification of successful completion. (75 % or better)

Continuing Education online courses begin:

Jan 21	Feb 18	Mar 18	Apr 15
May 20	June 17	July 15	Aug 19

Course fees range from \$159 to \$199.

To find out more about the online courses being offered, visit WestShore Centre's website at www.westshorecentre.com

Please note that some courses have American content that may not be applicable to Canadian topics.

25% Off!

Register for 5 Continuing Education online courses and receive 25% off your fifth course.

How do I get started?

- Go to WestShore's Continuing Education online courses website at www.ed2go.com/cec
- Select your course under Enrol Now
- Call or drop-in to WestShore Centre to register for your course
Please note: We do not take online payments.
- WestShore Centre will then email you a confirmation and instructions on how to get started on your course

Course selections include:

Database Management & Programming

- Project Management, Crystal Reports, Access, Visual Basic, ASP.Net, C# Programming

WebPage Design

- Creating Web Pages, Dreamweaver, Flash, Frontpage, CSS & XHTML, Search Engines

Computer Applications

- Word 2007, Excel 2007, PowerPoint, Publisher 2007, MS Project, Outlook, Quickbooks, Visio

Computer Troubleshooting & Networking

- PC Troubleshooting, Home Networks, PC Security, Wireless Networking

Digital Photography & Digital Video

- Digital Photography, Making Movies, Photoshop Elements, Photoshop, Photographing Nature

Writing

- Writing for Children, Romance Writing, Mystery Writing, Getting Published, Grant Writing, Journalling, Business & Marketing Writing

Business Administration

- Project Management Applications, Administrative Assistant, Supervision and Management, Human Resources, Hire Smart

Personal Enrichment

- Resume Writing Workshop, Leadership, Get Paid to Travel, Interpersonal Communication, Genealogy Basics, Going Green at the Workplace, Healing Through Hypnosis

Comment about MS Excel 2007

"Really liked the videos in lesson 9 and would take lessons with videos over those that didn't have them."

Comment about Goodbye to Shy

"I quite enjoyed this course. I will be able to use a lot of the information and material to help me in future situations."

Comment about Access 2003

"Thanks for the great instruction and help. Your course was very well laid out and helpful. I loved the step by step instructions. Very well done!!"

COMPUTERS

Chris Motherwell
has fifteen years
professional
experience
teaching a variety
of computer
applications,
including MS Office
(MOS certified),
graphics and
desktop
publishing. His
relaxed and patient
approach enables
students to learn
easily in a non-
stressful
environment.
(Chris) "Instructed
the course at a
comfortable pace
and stopped where
needed for extra
help."

Computer classes
are located at
WestShore Centre
for Learning, 814
Goldstream Ave. in
Room 204 or
Room 103

File Management

Getting Rid of the Clutter

Is it time to de-clutter your computer? Do you know you saved a file or photo but can't find it? Learn how to organize your computer filing system - create folders and move, sort and find files and photos. A MUST for anyone working in an office or organizing photos and downloads at home.

Instructor: Chris Motherwell

3 hours Fee: \$45

- Sat Mar 6 9 am - noon
124-10fm-1

Personal Computers for Beginners

No previous experience required!

Learn about the computer and how it works in this no-pressure, slow-paced course. Discover how the computer can be used for organizing your information, researching and communicating with the world. Course covers Windows, Word and the Internet. 10% discount for seniors.

10 hours Fee: \$139 + gst

- Mon, Tue, Wed, Thur Mar 8 - Mar 11
9 - 11:30 am 122-10pc-1

Computer Basics

Learn how to survive in a computerized world. Learn the parts of a computer and their uses. Explore the Windows desktop. Customize your desktop, activate programs, save and organize files. Take a look at the Internet. Gain confidence and feel comfortable using the computer at home or work. Recommended for beginners with some computer experience.

Instructor: Chris Motherwell

10 hours Fee: \$150

- Sat Feb 20 & Feb 27
9 am - 3 pm 124-10cb-1
- Tue & Thur Apr 27 - May 6
6:30 - 9 pm 124-10cb-2

Keyboarding for Speed & Accuracy

Under the guidance of an experienced instructor, use various typing programs and MS Word to improve your typing skills and increase your speed and accuracy. Learn proper business letter formatting. A focus is placed on timed exercises.

12 hours Fee: \$120

- Fri Feb 26 - Mar 26
1 - 3:30 pm 124-10kb-1

Free Computer Training offered through the Academic Program

Computer Foundations

(Information Technology 10)

This course is for anyone who has little or no computer experience. Learn about today's technology and how to use it. Recommended for beginners with no computer experience.

See page 7 for more information.

- Tue & Thur Mar 30 - June 29 6:30 - 9 pm

Computers for Employment

(Business Information Management 12)

This course focuses on communication and presentation skills for the workplace. Learn wordprocessing and desktop publishing skills to create letters, memos and brochures. Develop proficiency in keyboarding and practice ethical and productive records management skills.

See page 8 for more information.

- Mon Feb 1 - May 3 4 - 6 pm
- Wed Mar 17 - June 2 6:30 - 9 pm

Business Computers

(Data Management 12)

Learn to use email and the Internet to complete business tasks. Create documents with Word and Excel. Learn to apply desktop publishing and presentation software in various business situations. Recommended: Some prior computer skills.

See page 7 for more information.

- Tue & Thur Feb 2 - June 15 3:30 - 5:30 pm

Also provided as an online course with a teacher-instructed component.

- Saturdays Feb 6 - May 15 9 - 11:30 am

COMPUTERS

Excel 2007 - Level 1

Spreadsheets are invaluable for organizing information and data. Learn the fundamentals of creating and editing. Apply formulas and functions to do a variety of calculations. Produce and print charts. Manual included. *Prerequisite: Basic computer skills*

15 hours Fee: \$225

Instructor: Leaoeni Webb

- Sat Jan 30 - Feb 13
9 am - 3 pm 124-10ex-1
- Sat Mar 13 - Mar 27
9 am - 3 pm 124-10ex-2

Instructor: Chris Motherwell

- Tue & Thur May 11 - May 27
6:30 - 9 pm 124-10ex-3

Digital Photographs with Photoshop Elements

Turn any photo into a great image. Touch up and create and use Catalogs to systematically manage and keep track of your photos with ease. Great introduction to the features of Photoshop Elements. Please bring your photos on a USB drive.

Prerequisite: Basic computers skills

Instructor: Chris Motherwell

9 hours Fee: \$125

- Sat Jan 16 - Jan 23
9 am - 2:30 pm 124-10pe-1
- Sat Apr 24 - May 1
9 am - 2:30 pm 124-10pe-2

Filter Magic with Photoshop Elements

New!

Turn any photo image into a great photograph or an outstanding piece of art. Learn to alter photos using a wide variety of tools in Photoshop Elements. This class will cover techniques for retouching images, restoring old photos, and using specialty filters to create works of art from your snapshots. Participants need a working knowledge of Photoshop Elements. Bring your own images on a USB drive. Photoshop Elements 6 will be used in this course.

Instructor: Carol Priamo

Fee: \$75 + gst Max: 10

- Sat May 8
122-10pef-1 9 am - 3 pm

Word 2007 Basics

Explore the basic features and concepts of word processing using Word 2007. Learn how easy it is to create, format and edit documents to produce professional looking letters. Use proofing tools. Apply text enhancements, paragraph and page formatting. Set margins, tabs and indents. Manual included. *Prerequisite: Basic computer skills*

Instructor: Chris Motherwell

10 hours Fee: \$150

- Mon & Wed Feb 1 - Feb 10
6:30 - 9 pm 124-10wb-1
- Sat Apr 10 & Apr 17
9 am - 3 pm 124-10wb-2

Simply Accounting 2009

Learn the basics of Simply Accounting needed to set up and enter your data on your computer. Prepare: sales and purchase invoices, payroll data, payment processing and financial statements. This is a hands on course with a manual included. *Prerequisite: Bookkeeping and basic computer skills*

Instructor: Kerry Hall-Jardine

15 hours Fee: \$225

- Mon & Wed Feb 17 - Mar 3
6 - 9 pm 124-10saf-1 *Limited enrolment*
- Sat May 29 - June 12
9 am - 3 pm 124-10saf-2

Digital Collage with Photoshop Elements **New!**

Using Photoshop Elements, learn to edit and filter images from magazines, photos and other sources to create art collages. Emphasis is on using and manipulating layers. Elements and principles of design will be applied to the process. Digital collage may be used for creating illustrations for cards, DVD covers, posters, advertising and artwork. Participants require a good knowledge of Photoshop Elements. Bring your own images on a USB drive. Photoshop Elements 6 will be used in this course.

Instructor: Carol Priamo

Fee: \$75 + gst Max: 10

- Sat May 15
122-10pedc-1 9 am - 3 pm

Look for Photo Composition with Carol Priamo - page 27.

Can't fit any of the computer courses into your schedule?

Can't find the course you want?

Take a Continuing Education online course.

- Dreamweaver
- Web Design
- Word & Excel
- Quickbooks
- CSS & XHTML

Student comments about Chris Motherwell

"I think the instructor is very good at what he does and gives the material in an understandable way. A pleasant personality. Thanks !"

BOOKKEEPING & MEDICAL

Kerry Hall-Jardine is owner-operator of the bookkeeping business, "Balancing Act Bookkeeping". She is familiar with all aspects of bookkeeping and business applications of computers. Kerry has her Provincial Instructor's Certificate and has been instructing with WestShore Centre for six years.

Angela Ndakwe has an extensive and diverse background in the MOA field. She has taught at a variety of community colleges over the past years. Angela strives to share her passion for teaching and the medical field by delivering the best quality course to her students.

Bookkeeping Basics

Do you require bookkeeping knowledge for your job or for your small business? Learn the fundamentals of the manual double entry bookkeeping system. Learn how to maintain a set of books and understand the principles involved. Topics include financial statement terminology, the theory of debit/credit, the mechanics of bookkeeping, setting up journals, synoptics, and more. Expect homework. Prerequisite: Grade 10 Math or equivalent. Text: Basic Bookkeeping - An Office Simulation (About \$95)

Instructor: Kerry Hall-Jardine

8 sessions Fee: \$225 + text
Location: WestShore Centre

- Mon & Wed Mar 22 - Apr 19
6:00 - 8:30 pm 123-10bk-1
(No class Apr 5)

Medical Terminology

This very intensive course will help you develop a solid knowledge of medical terms. Learn to spell, pronounce and understand medical words and phrases. Develop a basic understanding of body systems, anatomy, and medical disorders as well as word structures, prefixes, suffixes and root forms. This course is a fundamental prerequisite for many positions in the medical field. Expect extensive homework. This course is recognized by Camosun College for entry into certain healthcare programs and is the required prerequisite for the Medical Transcription Program.

Prerequisite: English 12 or equivalent.

Text: The Language of Medicine 8th Ed.
(About \$95. Price may change.)

Instructor: Angela Ndakwe

24 sessions Fee: \$350
Location: WestShore Annex

- Tue & Thur Jan 26 - Apr 15
6:30 - 9 pm 140-10mt-1
- Tue & Fri Apr 20- July 9
6:30 - 9 pm 140-10mt-3

Bookkeeping Foundations with Simply Accounting

Learn how to cope with the bookkeeping demands of a small business. Explore the concepts and application of both manual and computerized bookkeeping through relevant, practical exercises and projects. Learn Simply Accounting. Understand how ledgers and journals work. Work through GST and payroll. Process accounts payable and receivable and print financial reports. Expect homework. Prerequisites: Grade 10 Math or equivalent and computer experience. Text: Basic Bookkeeping - An Office Simulation (\$95)

Instructor: Kerry Hall-Jardine

45 hours Fee: \$549 + text
Location: WestShore Centre

- Mon & Wed Jan 13 - Mar 3
6:00 - 9 pm 123-10bkf-1

Avoid disappointment!

Register early!

*Simply Accounting scheduled for Feb 17 - Mar 3.
Fee: \$225. MUST have good bookkeeping knowledge.*

Typing & Computer Assessments

Typing tests are five-minute typing exercises completed on a computer. You receive a printout of your results on WestShore Centre for Learning & Training letterhead. Results are accepted by most organizations, including VIHA.

Typing test fee: \$25

Group Testing Dates

By appointment. Days may vary.

Computer skills assessments take between one to two hours. General office computer skills including Windows file management, Word and Excel can be assessed. Assessments can be tailored to individual needs. WestShore Centre provides a summary report with each computer assessment.

Tests are available by individual or group appointment. You are asked to book at least two days in advance.

Individualized computer assessments -
From \$35 to \$60

By appointment. Days vary according to availability of computers.

MEDICAL OFFICE ASSISTANT PROGRAM

Prepare for a Career as a Medical Office Assistant

A skilled medical office assistant is an invaluable asset to any medical office, able to work smoothly and efficiently with medical professionals and patients while performing a range of office duties. If you enjoy working with people in a dynamic environment, this program will provide you with the skills to get started in this exciting career.

Program Options

The program provides three options, depending on your goals and prior learning. Please meet with our advisor to discuss your options.

Option A – 80 hours of instruction

This option provides three core courses including a 15-hour medical terminology component for learners who wish to complete in one term to work in a clinic or GP's office.

- Basic Medical Terminology for MOA's
- Medical Office Assistant Procedures
- Medical Billing & Keyboarding

Spring 2010: Mon & Wed 6:30 - 9 pm
Feb 8 - May 31, 2010
Code: 140-10moa-1a

Option A Fee: \$700 + texts

Texts: Medical Terminology - A Short Course - \$45

Medical Admin Assistant Procedures -\$85

Option B – 65 hours of instruction

If you have already completed the Medical Terminology course in the past 3 years, with a grade of 80% or better, you may select Option B.

Spring 2010: Mon & Wed 6:30 - 9 pm
March 1 - May 31, 2010
Code: 140-10moa-1b

Option B Fee: \$570 + text

Texts: Medical Admin Assistant Procedures -\$85

Option C – 125 hours of instruction

This option takes two terms, (2 evenings per week) with the first term consisting of the 60 hour Medical Terminology and the Medical Office Procedures & Medical Billing and Keyboarding in Sept. Check page 22 for Medical Terminology dates this spring.

Fee: \$920 + texts

Program Prerequisites

- English 12 or equivalent
- Typing speed of 30 wpm
(documentation or assessment)
- Good computer and word processing
(documentation or assessment)

How to Apply

Complete an application form including all relevant documentation and fees. Registration deposit is \$100. Applicants must provide documentation of typing and computer skills, or arrange for an assessment. You are expected to demonstrate sufficient typing and computer skills prior to the Medical Billing and Keyboarding portion of the program.

Spring Registration deadline: Feb 1, 2010

Basic Medical Terminology for MOA's

This six session course introduces you to basic medical terms you may encounter in a medical office or clinic. Develop a basic understanding of body systems, anatomy and medical words and phrases. This course is designed as a prerequisite for Medical Office Assistant Procedures. Learners may select the Medical Terminology course as an alternative.

See page 22 for Medical Terminology description.

Medical Office Assistant Procedures

Learn what is required to function efficiently in a medical office environment. Learn office procedures such as scheduling, receiving patients, organizing and processing medical records and tests, and the skills and techniques for assisting patients and medical staff. Develop the essential skills for working with people: effective communication, telephone techniques, ethics and confidentiality.

Medical Billing & Keyboarding

Learn computerized medical billing and scheduling using the WOLF Medical Systems, a Windows-based application used by many medical offices on Vancouver Island. Improve keyboarding speed and accuracy and familiarize yourself with the various medical forms and reports encountered in a medical office.

MOA Program Instructor

Naomi Thomas
has been working as a medical office assistant for the past 10 years. From working in a variety of medical settings including clinics and specialist's offices Naomi brings both the light and serious aspects of the medical workforce to the classroom.

"Naomi was amazing, her knowledge and skills were a great asset for this course."

Next

*Medical Office Assistant Program
will begin September 2010.*

MEDICAL TRANSCRIPTION PROGRAM

Medical Transcription Instructor

Lanka Dimitrijevic has worked with VIHA for the past eleven years in a variety of positions. Her extensive background includes hospital, clinic and home-based transcription, as well as medical administration. Lanka is committed to health education and has recently completed the Provincial Instructors Diploma program. She enjoys sharing her knowledge of clinical, community and patient services in a variety of ways with all types of learners. Lanka strives to bring a positive learning experience to each student.

The focus of the Medical Transcription Program is the use of digital technology to receive and transcribe medical reports, emphasizing a functional and comprehensive review of English usage and Medical Terminology. Learners will practice editing and proofreading techniques while building word processing skills and increasing their typing speed. The program combines traditional in-class training with a hands-on training experience (practicum) at a medical facility.

The Program consists of three core courses for a total of 115 instructional hours and 40 practicum hours.

- Introduction to Medical Transcription
- Digital Medical Transcription
- Medical Transcription Practicum

Introduction to Medical Transcription

This session introduces you to the roles and responsibilities of a Medical Transcriptionist. Discuss the importance of patient record confidentiality, the legal relationships between physicians and patients and the components of the healthcare record. The importance of the rules and application of punctuation, grammar, plurals, nouns, adjectives and proofreading and editing will be introduced.

Digital Medical Transcription

Using computers and medical transcription equipment, students will learn how to transcribe medical reports with attention to correct grammar, capitalization, numbers, punctuation, abbreviation, symbols and metric measurements. Medical terms in various medical specialities, proofreading and editing, dictating practices, as well as efficient use of medical references and professional ethics are emphasized and practiced throughout.

Program Dates

Tuesdays & Thursdays, 6:30 - 9 pm

Oct 5, 2010 - Mar 29, 2011

Practicum completion by April 30, 2011.

Code: 140-10mtrp-1

Program Fee: \$1475

Materials: \$375 (includes books, CD's & WAV pedal, USB headphones)

Program Prerequisites

Applicants must fulfill the following prerequisites for acceptance into the program.

- English 12 or equivalent
- Medical Terminology (proof of 75% within the last 3 years or assessment)
- Typing speed of 40 wpm (documentation or assessment)
- Good computer and word processing skills (documentation or assessment)

Learners must fulfill the following prerequisites prior to the practicum placement.

- Successful completion of the course (80% or better)
- Typing test result of 60 wpm
- Arrange to take and successfully pass the VIHA Medical Terminology Assessment
- Criminal record check
- TB test

Expect regular homework. Over 700 dictation minutes out of class work expected.

Don't have the pre-requisites for the Medical Transcription Program?

We offer courses in:

- Medical Terminology (page 22)
- Typing
- Computer Skills

Ask about these courses and how you can gain the pre-requisites to prepare for a career as a Medical Transcriptionist.

Information Session Medical Transcription Program

**Tuesday, August 31
6:30 pm
at WestShore Centre**

Learn about the Program
Meet the teacher

Find out more about what a Medical Transcriptionist does.

HEALTH & SAFETY

Canadian Red Cross

BC Workplace Emergency First Aid (WEFA)

This course is recognized by Worksafe BC and is equivalent to Occupational First Aid. Knowing how to provide life-saving first aid in the workplace can make the difference between life and death. This course covers priority action approach artificial resuscitation, CPR, obstructed airways, shock management, deadly bleeding, minor wounds and WorkSafe BC paperwork. Receive a two-year WCB certificate. **All participants MUST bring photo ID to class.**

Instructor: Warren Delaney

Fee: \$95

Location: WestShore Centre

Classes are 9 am - 5 pm

- Sun Jan 31 123-10wefa-1
- Sat Apr 24 123-09wefa-2

Air Brakes Certification

Learn the basic principles in the operation of air brakes to prepare you for the provincial certification exam. The interactive classroom instruction includes an air equipped training device, a demonstration brake wheel and audiovisual aids. This course includes:

- 16 hours of classroom instruction
- 4 hours of practical hands-on training on an air brake-equipped vehicle

Meets ICBC requirements

Please bring a valid driver's license to class.

Instructed by Roadmasters Safety Group

Fee: \$200 Location: WestShore Annex

Classes are offered monthly on Saturday & Sunday, 9 am - 5 pm

- Jan 9 & 10 121-10abc-1
- Feb 20 & 21 121-10abc-2
- Mar 13 & 14 121-10abc-3
- Apr 10 & 11 121-10abc-4
- May 15 & 16 121-10abc-5
- June 12 & 13 121-10abc-6
- July 10 & 11 121-10abc-7

Foodsafe Basic Level

FOODSAFE, a sanitation program for foodhandlers, is a required course for any individual wanting to work as a foodhandler in the public sector. This course integrates food and worker safety. It includes such topics as: foodservice illness and injury, receiving and storing food, preparing food, serving food and cleaning. Includes book and exam. Certificates are provided by the BC Ministry of Health and take 5 to 6 weeks to be mailed.

Instructors: Marlee and Gerald Loiselle

Fee: \$79 Location: WestShore Centre

Classes are 9 am - 5 pm

- Sat Feb 6 123-10fsb-1
- Sat Apr 10 123-10fsb-2

Traffic Control Person (Flagperson)

This course is required for construction and road maintenance workers or for those who deal with traffic as part of their work. You will cover the newest Ministry of Transportation and Highways & WCB regulations, plus safe traffic control procedures and set-ups. Participants who successfully complete the course will be issued a wallet card. Certification must be renewed every three years. Must wear approved footwear. Dress appropriately for the weather. You **will** be outside for part of the time, rain or shine.

Instructed by Roadmasters Safety Group

Fee: \$225 Location: WestShore Annex

Classes are the second Saturday & Sunday bi-monthly, 9 am - 5 pm

- Jan 9 & 10 123-10tcp-1
- Mar 13 & 14 123-10tcp-2
- May 15 & 16 123-10tcp-3
- July 3 & 4 123-10tcp-4

Can't make it to the Foodsafe classes?

Foodsafe Basic is available online. WestShore Centre is a Foodsafe invigilation location.

More information is available at www.foodsafe.ca/online.htm

Need a Garden Shed Built?

Have a construction project?

This past year the WestShore Centre Carpentry classes constructed raised garden beds, an information board, produce booths and garden sheds.

If you have a project for our students, please contact Roger at rcampbell@sd62.bc.ca or 250-391-9002 with your request.

LANGUAGES - ASL

ASL Instructor:

Louise Reniere has instructed ASL with WestShore Centre for 14 years. As a Deaf instructor, she immerses students into the language. She enjoys sharing her language with people, bringing both humour and an understanding of Deaf culture into her lessons.

“Louise is a wonderful teacher! Very patient and supportive and encouraging. She uses a variety of activities to keep the class both relevant and interesting. Louise goes out of her way to be available to help students.”

American Sign Language Preparatory Program

The ASL Preparatory Program is an introduction to American Sign Language and deaf culture. This program consists of 135 hours of classroom instruction with additional non-instructional assessment time. The Preparatory Program follows the Vista Signing Naturally curriculum and is recognized by other organizations throughout BC.

The Preparatory Program includes:

- Understanding ASL and responding to ASL instructions.
- Comprehension of personal information and short narratives in ASL.
- The ability to express in grammatically correct ASL, including clear conveyance of information.

Next Program begins Oct 5, 2010

Tuesdays & Thursdays, 6:30 - 9 pm

Program fee: \$975 + DVD text (\$95)

How to Apply

Complete a registration form. Registration deposit \$100. Registration forms can be downloaded from our website at www.westshorecentre.com

All program and book fees are due at the start of the program, unless otherwise approved.

Avoid disappointment!

Register early for

Continuing Education classes.

Most Continuing Education classes require a minimum enrolment to run. If there is insufficient enrolment a week prior to the course start, we may be forced to cancel a course.

Don't delay. Register today.

American Sign Language An Introduction (Part 1)

Interested in learning a new language? American Sign Language is a visual rather than auditory language used most by the Deaf. Louise Reniere will teach you about the culture of the Deaf as you learn basic vocabulary and phrases in ASL.

Instructor: Louise Reniere

Fee: \$129+ gst 18 hours

- Tue & Thur Mar 16–Apr 22 6:30 - 8 pm
122-10asl-1

American Sign Language An Introduction (Part 2)

This continuation of Introduction 1 will provide you with more ASL expressions and short sentences.

Instructor: Louise Reniere

Fee: \$129+ gst 18 hours

- Tue & Thur Jan 26 - Mar 4 3:30 - 5 pm
122-10asl2-1

Elementary American Sign Language (for ages 8 to 12)

Do you have a child interested in sign language? American Sign Language is a visual rather than auditory language. For many children this can be a fun and interesting language to learn. Through games, mime and fingerspelling, Louise Reniere will teach some fundamental signs and appreciation for the language of the Deaf.

Instructor: Louise Reniere

Fee: \$49 8 hours

- Tue & Thur Feb 9–Mar 4 5:15 - 6:15 pm
122-09asle-1

Elementary American Sign Language - Level 2 New!

A continuation of the fundamental ASL signs through mime, song and fingerspelling games.

Instructor: Louise Reniere

Fee: \$49 8 hours

- Tue & Thur Mar 16–Apr 8 5:15 - 6:15 pm
122-09asle-2

LANGUAGES & PHOTOGRAPHY

Spanish for Beginners –Level 1

For students with no previous knowledge of the language. The course emphasizes fundamentals of pronunciation, reading and the need to acquire an ear for the sound of Spanish and an introduction to the grammatical structures of the language. No one should expect to become fluent in any foreign language in a short time, but you can make a good start at it now! Recommended book is “Spanish the Easy Way” by Barron’s.

Instructor: Daniel Morgado

10 sessions Fee: \$119 + gst

Location: Westshore Centre

- Mon Jan 25 - Mar 29 7 - 9 pm
122-10sp-1 (Classes are held over Spring Break)
- Wed Apr 7 - June 9 7 - 9 pm
122-10sp-2

Spanish for Beginners –Level 2

Already possess a basic understanding of the Spanish language? Increase your vocabulary and learn more about gender, verbs, tense and how to phrase these when speaking in a variety of situations. Recommended book is “Spanish the Easy Way” by Barron’s.

Instructor: Daniel Morgado

10 sessions Fee: \$119 + gst

Location: Westshore Centre

- Wed Jan 27 - Mar 31 7 - 9 pm
122-10sp2-1 (Classes are held over Spring Break)

Digital Camera Basics **New!**

A stress-free class designed to help you understand your digital camera. Familiarize yourself with all the common features found on digital cameras. Learn how to take pictures in any conditions. This course is designed to raise your comfort level with your camera and manual. Bring your camera, manual and charged batteries.

Instructor: Carol Priamo

Fee: \$45 + gst

Max: 10

- Sat Mar 20 9:30 am - 2:30 pm
122-10dc-1

Carol Priamo, a published photographer, multi-media artist and designer with over ten years of experience, has exhibited her digital art and photography works in BC and Ontario. She has instructed courses at Pacific Design Academy and currently works as a graphic designer and photographer.

Conversational French for Beginners

If you are a parent of a child in French Immersion or simply planning to travel to a French-speaking region or country, this course will help you develop some basic conversational skills in the French language. Learn vocabulary and basic verb tenses for communication in practical situations when travelling and conversing.

Instructor: Sheena Kalmakoff

8 sessions Fee: \$109 +gst

Location: Westshore Annex

- Wed Feb 3 - Mar 31 6:30 - 8:30 pm
122-10fr-1 (No class Mar 10)

Conversational French **New!** The Next Step

Sheena Kalmakoff will help you learn more vocabulary and basic verb tenses for communicating in French, whether your plans are to travel, converse with a friend or simply expand your horizons. For anyone who has taken "for Beginners" or already has a smattering of French.

Instructor: Sheena Kalmakoff

8 sessions Fee: \$109 +gst

Location: Westshore Annex

- Wed Feb 1 - Mar 29 6:30 - 8:30 pm
122-10fr2-1 (No class Mar 8)

New!

Photo Composition: The Basics Photograph like a Professional

Learn from a professional, published photographer how to capture great images with your digital camera. Take a look at what makes a photograph great - effective use of lighting, composition, close-up and telephoto applications, subject selection, and dramatic effects. Designed for people interested in developing their aesthetic knowledge of photography, participants should already have experience using their camera. The course consists of lecture and outside photo work so be prepared for the outdoors. Please bring a few of your images on your photo card to class, your camera manual and charged batteries.

Instructor: Carol Priamo

Fee: \$59 + gst

Max: 8

- Sat Mar 27 9 am - 3 pm
122-10pc1-1

French Instructor

Sheena Kalmakoff

Growing up along the Québec border, Sheena attended French Immersion schools and developed a great appreciation for the French language and culture. She obtained a degree in Education in Victoria and graduated with distinction. Sheena believes in designing curriculum to suit the individual's needs, abilities and goals, and hopes to pass along her love for the language in her teaching.

"I am not exaggerating when I say that we are all sorry the evenings have come to an end. We simply had a great time. Not only did we receive a lot of valuable instruction, but Sheena led us gently over the frightening hurdles to dare to talk to each other using new vocabulary and expressions..."

GARDEN ART & GARDENING

Chris Motherwell started birding in his teens as a 'backyard' birder and became serious in the late 80's. He has lead bird walks at Swan Lake Nature Sanctuary, taught a number of Birding courses and has participated in numerous Christmas Bird Counts, including Algonquin and Rondeau Provincial Parks in Ontario, Victoria, Duncan, Saanich and Sooke and is the leader for his area in Victoria.

Anita Doornekamp has been adventurous with her artwork ever since her box of crayons melted in the sun. She has a Fine Arts degree in printmaking, but she explores various other mediums: pen and ink, water colour, acrylic painting, ceramics, ciment fondue sculpture, and silver casting.

Creating Garden Sculptures

Learn how to create durable garden sculptures. Artist, Anita Doornekamp will take you through the process of relief sculpturing. Relief sculpture is raised from a flat surface and suggests depth rather than actually having a lot of depth. Using clay to model your base sculpture, you will then use a replacement material called Ciment Fondue. This special cement mixture is about 20 times stronger than cement and is durable and weather resistant. It is widely used for outdoor sculptures and fountains. It's easy to paint or to leave in its natural soft dark brown colour. Classes will include: creating a mold, plaster casting, filling the mold with ciment fondue and treating the final sculpture. Participants will take home a finished sculpture.

Instructor: Anita Doornekamp

Fee: \$159 + gst (Includes materials)

Location: WestShore Annex

• Sat Feb 27–Mar 27 (no class Mar 13)
9 am - noon 122-10gs-1

"I am so pleased that Anita was my instructor. Her experience has been a wealth of information. Creativity is multi-dimensional and her ability to teach was a wonderful experience for me. More please."

3D Garden Sculptures **New!**

This course caters to the more experienced sculptor. In this course Anita will take you through the process of sculpture with the intention of creating an outdoor sculpture. An armature will be built and clay will be added to model your sculpture. Once the sculpture is complete, a plaster mold will be made and the clay will be replaced with a technique using ciment fondue. This special cement mixture is about 20 times stronger than cement and is durable and weather resistant. It is widely used for outdoor sculptures and fountains. Classes will include: Creating and molding a clay sculpture, plaster casting, filling the mold with ciment fondue and treating the final sculpture. More time is needed in this class to create this larger sculpture project. Prerequisite: Creating Garden Sculptures

Instructor: Anita Doornekamp

Fee: \$349 + gst (Includes cost of ciment)

Additional materials are approximately \$70. A material list will be provided at the first class.

Location: WestShore Annex

• June 7 - July 5 Mondays, 5:30 - 8:30 pm
Sundays, 1 - 4 pm 122-10gs3d-1

Mon, June 7 class will meet at 6:30 pm to discuss project plan and required materials.

Introduction to Birding **New!**

Learn how to recognize the birds frequenting the Westshore area and other local areas. In the first session, participants will discuss terms, equipment, bird families and features. On the two Saturday morning sessions, participants will meet at two local birding hotspots to apply the knowledge gained. Bring your binoculars, bird reference books and a note book to each session.

Instructor: Chris Motherwell

Fee: \$95 + gst Max: 12

Location: WestShore Annex Portable

• Wed May 5 6:30 - 9 pm
plus Sat, May 8 & 15, 8:30 am - 12:30 pm
122-10brd-1

Growing From Seeds - Getting a Good Start

Want to get a good start on your seeds for the spring? February is the right time. When you grow your own plants, seed choices can be endless – from heritage vegetables, to herb, to flowers. Local organic farmer, Candace Thompson, will help you make informed seed choices and show you growing techniques. Examine types of seeds, pre-germination treatments, handling of seedlings, and planting methods that work best for selected species. Participants will have the opportunity to work with flower, herb and vegetable seeds.

Facilitator: Candace Thompson

Fee: \$30 + gst

• Mon Feb 15 6:30 - 9 pm
122-10seed-1
• Mon Mar 29 6:30 - 9 pm
122-10seed-2

Building Healthy Soil

Healthy soil is the foundation to any garden. A good, well-balanced soil makes the difference between a mediocre and thriving, healthy garden. Learn the essentials of creating a good compost mix, balancing your soil's pH, utilizing organic amendments and preparing your soil so you have a rich organic base for planting throughout the spring, summer and fall.

Instructor: Candace Thompson

Fee: \$25 + gst Location: Westshore Annex

• Mon Apr 26 6 - 8 pm 122-10hs-1

Planning Your Vegetable Garden – Year Round

Victoria is one of the few places in Canada we can grow vegetables year round. A good garden plan will allow you to enjoy fresh greens and vegetables throughout the year. Learn basic plot planning and design, including assessing soil type and fertility, irrigation, vegetable choices and seeds, and plant rotation. Participants are asked to create a diagram of their garden space and bring a list of vegetable favourites—what you like to eat and grow.

Facilitator: Candace Thompson

Fee: \$39 + gst

• Mon Mar 15 - Mar 22
6 - 8 pm 122-09vg

Growing Food in Small Spaces

Using intensive organic growing methods, the average urban yard or community plot can grow a tremendous amount of fresh fruit, berries, veggies and herbs. This session will explore a variety of techniques and strategies for increasing back yard food production while building healthy soil, conserving resources like water and energy, and creating a habitat for other species. Models such as lasagna gardening, square foot gardening, bio-intensive raised beds, no-till gardens, and perennial forest gardens will be presented.

Facilitator: Candace Thompson

Fee: \$25 + gst

• Mon Apr 19 6 - 8 pm 122-09fss

Designing an Attractive & Edible Landscape

Growing your own food can be extremely satisfying with great benefits for your health, your pocketbook and the environment. Based on permaculture principles, this workshop will explore unique approaches to integrating fruits, berries, herbs and annual and perennial vegetables throughout the landscape. Participants will have the opportunity to develop a landscape plan for their own yard. Bring a diagram of your garden space to class, noting sun, shade, soil type and what is presently growing.

Facilitator: Candace Thompson

Fee: \$25 +gst

• Mon Apr 12 6 - 8 pm 122-09el

WestShore Teaching Garden

This Spring, the Teaching Garden will begin its second year of teaching youth and the community about food and plant growing. Thanks to the many volunteers and supporters, the Garden now has an orchard of heritage apple trees, six large raised garden beds for school and youth groups to learn about vegetable and herb gardening, a three bin composter, a propagation cupboard to start flower and vegetable seedlings, herb beds, a large and flourishing perennial garden, a potting bench, a welcoming cedar garden entrance and gates, an



information board, six community garden boxes and a productive vegetable garden.

Between July 1 and Sept 16, over \$2400 was raised from the sale of vegetables grown at the Teaching Garden.

Thank you to Colwood Market and Smoken Bones for their support of this project. Three young people gained valuable experience and knowledge and shared in some of the profits for their

work in the garden over the summer.

During the fall, the grade 12 Sustainable Resources class harvested beans, tomatoes, potatoes and carrots from the garden and prepared delicious salsa and other dishes for a Harvest Celebration feast. They planted more apple trees, composted, mulched and learned about the business of food and plant growing from various experts and organizations in the community, including Candace Thompson (organic farmer), Dick Gibson (retired nursery owner) and Ken Hueston (owner of Smoken Bones).

In February, the preparation for spring planting will begin with garden planning and seed propagation. This spring youth from Spencer and Dunsmuir Middle Schools, Colwood Elementary and Power To Be will work in the garden and garden boxes to learn about composting, soil preparation, how to plant and grow vegetables, herbs and flowers.

Look for the spring bulbs in bloom as you drive along Sooke Road. Take a walk through the garden.

Anna says about her summer experience working in the Teaching Garden.

I can definitely say my experience at the garden has influenced how I used to think about growing food. Before taking part in this, I never even really thought about my food and where it comes from but after working in the garden, I have a better understanding how important it is to teach youth how to be able to grow their own food.

Kelly says

I now know how to price food and plant many types of veggies. I know what the veggies do for your body and how good they are for you.

TEACHING GARDEN & ProD

Candace Thompson
established *Eagle Paws Organics* in 2000 at *Chipperfield Farm* in East Sooke. She educates farmer apprentices through *SOIL (Stewards of Irreplaceable Land)*, and is part of *SIOPA (Southern Island Organic Producers Association)*. Candace believes in maintaining an outdoor lifestyle through sustainable and environmentally conscious living. *The incredible world of food is her passion.*

Earth Day
is April 22nd
Look for what's going on in the WestShore at the Colwood Community Place website.

Indoor Plant Growing Systems

An early start on vegetable and herb plants can help ensure abundant crops in this cooler climate. Cindy MacDonald, of Wee Garden Delights, will show you how to construct an inexpensive indoor growing system to get these plants started. This system can be set up easily in a classroom or at home and will enable you to get a head start on the season. Plants and seeds will be provided.

Instructor: Candace Thompson

Fee: \$35 + gst (Includes materials)

For Educators

This workshop will focus on how to set up a growing system in a classroom.

• Fri Feb 19 9 - 11:30 am
122-10ipg-1

For home growers

• Sat Feb 20 9 - 11:30 pm
122-10ipg-2

Growing and Planting from Seeds in the Classroom

With a focus on starting seeds in a classroom environment, Candace Thompson will examine types of seeds to select for the age levels, planting, germination, the handling of seedlings, and transplanting methods that work best for selected species. Teachers will have the opportunity to work with flower, herb and vegetable seeds.

Instructor: Candace Thompson

Fee: \$25 (includes gst)

• Fri Feb 19 1 - 3:30 pm
122-10prod-2

Teaching Assistant Certificate Program

Teaching Assistants and Education Assistants work in schools from K to grade 12 and provide support for pupils with physical, learning & emotional needs. This 10 month part-time program prepares you to this exciting profession. Offered in partnership with Greater Victoria Continuing Education

Program begins September 2010

Still space available

To register, contact SJ Willis at

250-360-4332

How can you get involved in the Teaching Garden?

Become part of the Community Gardeners

Grow your own food. Learn organic gardening practices. Spend some time helping in the garden.

As a member of the **Community Gardeners** at the Teaching Garden, you will have access for one year to a raised garden box located at the Teaching Garden. In exchange, you will spend a minimum of 8 hours per month, helping to maintain the main teaching garden including weeding, trimmming, mulching and other garden tasks. A limited number of garden boxes are available. If interested, please call Westshore Centre or email learnforlife@sd62.bc.ca to request an application.

Become a Community Garden Helper

Lend a helping hand. Help to keep the Teaching Garden a beautiful and restful place to visit.

A garden needs regular care. Grass and shrubs need trimming. Weeds need to be plucked. And in the summer, once classes are out, the grass and weeds continue to grow.

Find some peaceful time working alone, or gather a group of friends or family to work together. And be sure to take a few moments to enjoy sitting on the tree bench beneath the oak tree. Check out the Information board on what tasks and assistance is required. Contact the garden coordinator to become a Community Garden Helper.

Thank you to those who have supported the various WestShore Centre programs throughout the year.

WestShore Centre would like to thank RONA for its overwhelming generosity and support of the Carpentry program based at the WestShore Annex and at Port Renfrew Paachedaht First Nations. As well, we would like to thank:

- Thrifty Foods for their support of school events
- Dick Gibson for his donation of plants and gardening expertise
- Ken Hueston of Smoken Bones Cookshack
- University of Victoria Law for All Club
- Project Respect
- Paul Jasmin and Junior Achievement
- Janet Warren for her help in the garden

REGISTRATION

How to Register

Office Hours:

Monday to Friday, 8:30 am – 4:00 pm

Please check our website at westshorecentre.com for any changes in office hours.

The registration office will be open until 7:00 pm on Wed, January 6 - 27, 2010.

In Person:

WestShore Centre for Learning & Training (WCLT)

814 Goldstream Avenue, in downtown Langford at Peatt Road.

Pay by cash, cheque, Mastercard, Visa or Interac.

By Phone: 250-391-9002

Pay by Mastercard or Visa.

By Fax: 250-391-9007

Pay by Mastercard or Visa.

By Mail:

WestShore Centre for Learning & Training,

#101 - 814 Goldstream Ave,

Victoria, BC, V9B 2X7

Method of Payment

Cash, Cheque, VISA, Mastercard or Interac

Payment of all course fees (or confirmation of payment from an appropriate agency) is required before you are registered in a course.

Make cheques payable to:

School District #62 (Sooke)

Post-dated cheques must be dated a minimum of 5 days prior to the start date of the program. A service charge will be applied to N.S.F. cheques.

WestShore Centre for Learning & Training is a BC Ministry of Education accredited school within Sooke School District.

WestShore Centre for Learning & Training is a registered member of the Private Career Training Institutions Agency (PCTIA).



Continuing Education Refund Policy

If written notice of course withdrawal by the student or dismissal by WCLT, is received:

- after the contract is made and up to seven (7) calendar days before the course start date, WCLT will refund the full course fee.
- seven (7) calendar days or less BEFORE the course start date, WCLT may retain 10% of the total fees up to \$100;
- within the first 10% of the course duration AFTER the start date, WCLT will retain 30% of the fees;
- within the first 30% of the course duration AFTER the start date, WCLT will retain 50% of the fees.

There will be no refund after 30% of the course has been completed. Refunds will take 3 to 4 weeks to be processed and mailed.

Course Cancellations

Occasionally we must cancel a course if there is insufficient enrollment. The decision to cancel a course is usually made five days prior to the course start date. We try our best to contact you by phone or message if a course is cancelled. However, we recommend you contact our office two to three days prior to verify the course start, if you cannot be reached. Full refunds will be processed if the course is cancelled.

WestShore Centre 2010 School Calendar

WestShore Centre is closed on all stat holidays.

End of Semester 1	Fri, Jan 23
Provincial exams (no classes)	Jan 25 - Jan 29, 2010
Semester 2 - Feb 1 to June 18, 2010	
Classes begin	Mon, Feb 1
Non-instructional Day	Fri, Feb 19
Non-instructional day	Thur, Mar 4
Spring Break	Mar 8 - Mar 12
Easter	Apr 2 - 5
Apr Provincial Exams	Apr 15 & 16
Parent Interviews	Thur, Apr 15
Victoria Day	Mon, May 24
WestShore Graduation	Fri, June 11
Last day of classes	Tue, June 18
Provincial Exams (no classes)	June 21 - June 29
Summer Program -	July 5 - August, 2010

Events

Garden and Grad Plant Sale & Fundraiser

Fri, Apr 30

& Sat, May 1

11 am to 2:30 pm

WestShore students will host a car wash and will be selling plants & seedlings. Drop by the Westshore Annex to support the student grad and the Teaching Garden.

Open House

Our renovations are done! We have two new classrooms and a new office. come visit us at 814 Goldstream Ave for WestShore Centre's Open House on Thursday, Jan. 14, from 2:00 - 5:00 pm. You are welcome to drop by and visit our school.