

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: Leaoni 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.

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.