



SURREY COLLEGE CALENDAR

FALL 2009



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Applied Behaviour Analysis Support Worker

The Applied Behaviour Analysis Support Worker Certificate program at Surrey College prepares graduates for work with students in the school system or in the home environment. The program includes lectures, group and individual learning projects as well as a job shadow component. There is increased need for Support Workers in the schools. Surrey College prepares its students for employment in this rewarding field. Time is given for students to work on relevant and related projects both individually and in a group lab environment. Specific Instructor tutorial time is scheduled for each class.

Intake: September and January

Length of Program: 10 months

Time of Program: Evenings, Part-time

Total Cost: \$3,070.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

Sep 15-Dec 10

T/Th

6:30-9:30pm

SC-1000121

ABA - SCHOOL BASED PRACTICES MODULE

Modules include:

ABA - FOUNDATIONS OF AUTISM

This course will prepare students to work with autistic children in a school setting. Students will review current Autism Spectrum Disorders (ASK) research, Ministry of Education requirements for ASKI, IEP's and technology resources and discuss other relevant issues.

ABA - PARAPROFESSIONALS WORKING IN THE SCHOOLS

This course will prepare students to work with autistic children in a school setting. Topics include: School/District personnel, role of the paraprofessional, professional conduct, ethical responsibilities, effective communication and collaborative teamwork.

ABA – THE ESSENTIAL PARAPROFESSIONAL TOOL KIT

i. NON VIOLENT CRISIS INTERVENTION

ii. EMERGENCY CHILD CARE FIRST AID

ABA - JOB SHADOW

The job shadow will take place in a school that provides qualified ABA support to autistic children. Students will observe the skills necessary to become a successful ABA Support Worker.

Canadian Securities

The Canadian Securities Supplementary Course provides in-class instruction of Canadian Securities Course (CSC) material. It is designed for students who are planning to enrol in the CSC offered by the CSI. Led by a Surrey College instructor, using materials provided by the CSI, the Canadian Securities Supplementary Course helps you learn, understand and retain key concepts required to successfully complete the Canadian Securities Course. It has been approved by the CSI as a supplementary learning course for the Canadian Securities Course.

Intake: September and January
Length of Program: 13 weeks
Time of Program: Evenings, Part-time
Total Cost: \$469.00

CAN-CANADIAN SECURITIES SUPPLEMENTARY COURSE

For students who plan to enrol in the CSC® offered by CSI®. Our Surrey College instructor will help you learn, understand and retain key concepts required to successfully complete the CSC®. Students must enrol in the CSC® from the CSI (separate fee), which covers on-line textbook access, course material, exam & certification costs. It is recommended that students bring a calculator to class: Texas Instrument BAI Plus. Instructor: Guy La Pierre

Sep 15-Dec 8 T 6:30-9:30pm 13 sess. SC-1000300

Child and Youth Care

Surrey College offers a Diploma Program in Child Youth Care which can be completed in 12 months. This four term intensive program prepares students for work as a CYC in settings such as schools, community centres and residential care. Child Youth Care Workers work with children, youth and their families in roles of support, encouragement and assistance in dealing with issues such as addiction, abuse, neglect, etc.

Intake: September
Length of Program: 1 year, divided into four 240 hour terms
Time of Program: 5 days a week, Monday – Friday, 6:00pm-10:00pm
Total Cost: \$8,269.00
Admission Requirements: Contact Surrey College for an Admission’s Checklist or see Surrey College’s website, www.surreycollege.ca

CYC - TERM 1

The Child and Youth Care Diploma Program at Surrey College prepares graduates with the necessary skills and education needed to work with at-risk children and youth in a range of settings. This program is designed to provide students with the core competencies needed to work effectively when confronted by issues such as addiction, street-entrenched youth, atypical development, marginalization, abuse, and neglect. This program will enhance learning through lectures, discussion groups, reflection papers, reading current research, case studies, guest speakers, as well as two full-time practica in the child and youth care field. ****A USB MEMORY STICK IS REQUIRED FOR THIS COURSE****

Sep 28-Dec 18 M-F 6:00-10:00pm 58 sess. SC-1000450

Dental Receptionist

The Dental Receptionist Certificate program prepares students to efficiently run the front end of a dental practice. Dental terminology, tooth morphology, stress and time management, communications and all related duties and responsibilities of the dental administrative assistant will be covered. Dental accounting, billing, insurance, appointment booking, recalls and related business skills will be taught in a simulated office environment to prepare you for hands on experience. Receive 188 hours of instruction and a required 64 hour (minimum) practicum at the end of the program based on site availability. 90% attendance is required to obtain a pass. \$100 material/supply fee is payable at registration.

Intake: September and February
Length of Program: 5 months

Time of Program: September intake: Mon, Tues, & Wed: 9:00am-12:30

February intake: Fridays: 9:00am-4:00pm

Total Cost : \$2,679.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

Sep 21-Feb 3

M/T/W

9:00am-12:30pm

53 sess.

SC-1000620

Digital Graphic Design

The 'NEW' Surrey College Digital Graphic Design Diploma program will prepare students to work as professional Digital Graphic Designers. The program uses the latest benchmark industry software to teach students the different skills needed to become successful in today's multi-media Printing, Photography & Graphic Design worlds. Focusing on the pre-press design and preparation, but also giving you the tools and knowledge to feel comfortable in the new world of Web design. The training is all hands-on. This program focuses on real world skills that will help you in your future, in one of the world's fastest expanding and creative industries. Our instructors are professionals in their fields and our program is extremely affordable.

Intake: September, January & April

Length of Program: Varies dependent upon course selection

Time of Program: Evenings, Part-time

Total Cost: \$4,661.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

DGA - ADOBE ILLUSTRATOR CS3 - INTRODUCTION

Students will learn the essentials of drawing vector based graphics using this industry standard illustration software. Topics will include the workspace, drawing and transforming shapes, working with text, using the pent tool and working with colour. Saving and exporting will also be covered. Students must have home access to a computer with CS3 Premium Suite loaded onto it with at least 1GB of ram. A USB jump stick or memory stick for transport of projects & homework. 2" three ringed binder for course materials & for taking in class notes.

Sep 22-Dec 8

T

6:30-9:30pm

12 sess.

SC-1000903

DGA - ADOBE INDESIGN CS3 - INTRODUCTION

Students will learn the essentials of this industry standard desktop publishing software. This hands-on course will take you through fundamentals such as document setup, placing and modifying images, working with text and final output for various media. General graphic design conceptualisation will also be covered. Students must have home access to a computer with CS3 Premium Suite loaded onto it with at least 1GB of ram. A USB jump stick or memory stick for transport of projects & homework. 2" three ringed binder for course materials & for taking in class notes.

Sep 17-Dec 3

Th

6:30-9:30pm

12 sess.

SC-1000902

DGA - DESIGN BASICS

This is a foundation course for the Digital Graphic Design Diploma. We will examine and learn the principals of design on which designers base their decisions when approaching a project. We will examine what works and does not work design-wise. We will look at good and mediocre work presently in the design world. Students will gain a thorough knowledge of graphic concepts that rule the design world.

Sep 25-Dec 11

Fri

6:30-9:30pm

12 sess.

C-1000908

DGA - DREAMWEAVER INTRODUCTION

Students will learn to create websites using this industry-standard HTML editing tool. Topics will include creating a web page, adding your content, creating hyperlinks and working with images. Site management will also be covered.

Sep 23-Dec 16 W 6:30-9:30pm 2 sess. C-1000906

Digital Photography

Surrey College's Digital Photography Certificate program introduces students to the fundamentals and techniques of Digital Photography. This program combines an understanding of how digital cameras work and digital capture, lighting, exposure evaluation, file formatting, image manipulation and understanding and application of proper composition. This program will interest those who wish to study digital photography, those already employed in the photography industry wishing to update their skills and knowledge, in addition to students wishing to work in the photography industry in the future.

Intake: September, January & April

Length of Program: 10 months

Time of Program: Evenings, Part-time

Total Cost: \$2,116.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

DPH-ADOBE PHOTOSHOP - BASIC

This course is designed to lay out the fundamentals of using Adobe Photoshop with digital photography for preparation for the graphics industry. This course will cover a brief history of Photoshop as well as teach the many skill sets and techniques needed for basic Photo enhancement and manipulation to prepare Photos for printing and or pre-press. Lab/Material fee payable at registration.**A USB MEMORY STICK IS REQUIRED FOR THIS COURSE**

Sep 21-Dec 14 M 6:30-9:30pm 12 sess. SC-1002040

DPH-DIGITAL PHOTOGRAPHY - BASIC

This course is designed to teach the basics of digital photography, from basic operation of a camera to creating well exposed and properly composed photographs for both personal and professional use. The course emphasis is on practical applications of skills, and will also include basic Photoshop as a digital darkroom tool to correctly edit, format and save your photographs. Material/Lab fee payable at registration.

A USB MEMORY STICK IS REQUIRED FOR THIS COURSE

Sep 22-Dec 8 T 6:30-9:30pm 12 sess. SC-1002020

DPH- ADOBE PHOTOSHOP – ADVANCED

Pre-Req: Basic Adobe. This course is designed to further enhance the foundation of knowledge laid out during Level I studies of Photoshop and to go onto in depth use of the skills covered in Level I. It will focus on the use of acquired Photoshop skills and how to use them in practical terms in today's graphics and pre-press business. Lab/Material fee payable at registration.

A USB MEMORY STICK IS REQUIRED FOR THIS COURSE

Sep 23-Dec 16 W 6:30pm-9:30pm 12 sess. C-1002050

DPH-DIGITAL PHOTOGRAPHY - ADVANCED

Pre-Req: Basic Digital Photography. This course is designed to teach advanced techniques of digital photography, from multiple exposures, multiple flash to photojournalism and portraiture. The course emphasis is on practical application of skills used to gain self employment as a professional photographer, where to market yourself and how. The course will also include Photoshop techniques as a digital darkroom tool to color correct, and maximize image quality. Lab/Material fee payable at registration.**A MEMORY STICK IS REQUIRED FOR THIS COURSE**

Sep 24-Dec 10 Th 6:30-9:30pm 12 sess. SC-1002030

Early Childhood Care and Education

The Early Childhood Care & Education Certificate program at Surrey College prepares graduates for registration as Early Childhood Educators with Early Childhood Educator (ECE) Registry, Ministry of Children & Family Development. The program includes lectures, group and individual learning projects as well as two fulltime practica in the daycare and preschool classes. Surrey College prepares its students for employment in this rewarding field. Time is given for students to work on relevant and related projects both individually and in a group lab environment. This Surrey College program is officially approved by the Ministry of Children and Families

Intake: September and January

Length of Program: 1 year

Time of Program: September intake: 9:30am-2:00pm

January intake: 6:00pm-10:00pm

Total Cost: \$7,166.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

ECCE - TERM ONE

The first term topics include: Foundations of Early Childhood; Child Growth & Development 0-5 years; Health, Safety and Nutrition; Observation & Recording; ECCE Child Study.

A USB MEMORY STICK IS REQUIRED FOR THIS COURSE

Sep 28-Dec 18 M-F 9:30am-2:00pm 58 sess. SC-1000710

Hairdressing

This 1500 hour, one year, full-time, Certificate program is designed to provide a strong foundation in the Trade of Hairdressing. Combined studies in all aspects of practical, theory of Cosmetology, technical and artistic training prepare the student to sit the Cosmetology Industry Association of B.C. Examination and seek employment in the Salon Industry.

Intake: September and January

Length of Program: 1 year, divided into three 500 hour levels

Time of Program: 5 days a week, Mon-Wed, 9:00am-4:00pm & Thurs-Fri, 9:00am-4:30pm

Total Cost: \$6,974.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

HAIR - LEVEL 1:

Level One consists of 500 hours of classroom and Salon work. Course content includes: Ethical and professional manner; safety, sanitation, hygiene, personal grooming; History of the Trade; Opportunities for employment and the Salon Business; Anatomy, Physiology, structure, composition and disorders of the hair,

scalp and skin; Performing haircutting techniques utilizing Principles of Design; Perform wet and thermal styling techniques utilizing Principles of Design; Perform client consultations; Retail products and services; Participate in practical skill development through customer service.

Sep 2-Dec 18

M-F

9:00am-4:30pm

SC-1000831

Make-Up Artistry

MAKE-UP ARTISTRY CERTIFICATE PROGRAM

This program is approved by the BC Cosmetology Association and prepares you for certification. Students learn basic skin care, hygiene, skin types, skin tones, face shapes, eye shapes and corrections, eyebrow shaping, lip corrections and all other aspects to achieve a day makeup application. After successful completion of the basics, the emphasis is on increasing skill and application speed and developing creative style. Topics covered are evening make-up, application of individual and strip lashes, smokey eye, bridal and decade make-up and mature make-up. Upon successful completion of Term 1, Term 2 covers air brush techniques, including body art and airbrush tanning, introduction to make-up for TV and film including kit effects, cuts, bruises and burns. Material fee and Kit fee payable at time of registration.

Intake: September and January

Length of Program: Term One: 16 sessions

Term Two: 10 sessions

Time of Program: Day and evening programs

Total Cost: \$1,923.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

MAKE-UP ARTISTRY CERTIFICATE PROGRAM - TERM 1

Sep 14-Nov 9	M/W	5:30-9:30pm	16 sess.	SC-1001110
Sep 16-Nov 6	W/F	10:00am-2:00pm	16 sess.	SC-1001112
Nov 16-Jan 20	M/W	5:30-9:30pm	16 sess.	SC-1001111
Nov 18-Jan 22	W/F	10:00am-2:00pm	16 sess.	SC-1001113

MAKE-UP ARTISTRY CERTIFICATE PROGRAM - TERM 2

Oct 13-Nov 12	T/Th	5:30-9:30pm	10 sess.	SC-1001121
Nov 17-Dec 17	T/Th	5:30-9:30pm	10 sess.	SC-1001120

Medical Office Assistant

This program prepares the student to work in various medical office settings as a medical office assistant. The program offers a full complement of both administrative and clinical skills that will equip the student to work in the field. The student can focus on clinical skills and work in a position of "assisting the physician" or focus on administrative skills and work in a more administrative capacity. Students will complete a practicum in which ever area they chose to focus. All courses are offered each term so students can plan their schedules and can complete the Diploma program in one year. Part time students can take up to three years to complete. Students must be able to type 50 words per minute by the conclusion of the program.

Intake: September, January & April

Length of Program: Minimum 1 year, up to 3 years to complete

Time of Program: Evenings, Part-time

Total Cost: \$2,656.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

MOA - MEDICAL TERMINOLOGY

This course is designed for persons interested in entering a career in the health care field. The program focuses on a total approach to each body system, covering very basic anatomy and physiology, common diseases, medical abbreviations and word building. The greatest emphasis will be placed on the language of medicine - terminology. Textbook fee payable at time of registration.

Sep 15-Dec 3 T/Th 6:30-9:30pm 24 sess. SC-1001210

MOA - OAS - INTRODUCTION TO COMPUTERS

Comprehensive, complete and informative hands-on instruction allows students to build a solid foundation of computer knowledge. Curriculum instruction includes MS Windows, MS Word, MS Excel, and MS Internet Explorer.

This course is a requirement for the following programs:

Office Administrative Support Certificate

Medical Office Assistant Diploma

Medical Transcriptionist Certificate

****A USB MEMORY STICK IS REQUIRED FOR THIS COURSE****

Sep 21-Dec 14 M 6:00-9:00pm 12 sess. SC-1001261

MOA - MEDICAL OFFICE PROCEDURES

This is a comprehensive course that will cover the administrative and clinical procedures in a medical office. This course covers specialties, referrals, pharmaceuticals, telephone skills, record-keeping, correspondence, medical office appointment scheduling, medical office filing and charting, emergencies and assisting the physician for minor office procedures and surgeries. Textbook fee payable at time of registration.

****A USB MEMORY STICK IS REQUIRED FOR THIS COURSE****

Sep 16-Dec 9 W 6:30-9:30pm 12 sess. SC-1001230

MOA - MEDICAL TRANSCRIPTION LEVEL 1

Pre-requisite: Medical Terminology & Introduction to Computer Systems. The object of this course is to give the student an opportunity to experience different voices and accents when transcribing medical dictation. The student is given an opportunity to work with newer technology of a foot peddle that is connected to the computer and the voice files from the computer. Textbook/CD fee is payable at time of registration. ****A USB MEMORY STICK IS REQUIRED FOR THIS COURSE****

Sep 15-Dec 1 T 6:30-9:30pm 12 sess. SC-1001240

MOA - HEALTH AND SAFETY

This course includes a number of certified health and safety related programs related to the work of a Medical Assistant. These include: Occupational First Aid Level 1 (Red Cross), CPR C (Red Cross), Oxygen Administration (Red Cross), Prevention of Disease Transmission (Red Cross), WHMIS (WCB) and Occupational Health & Safety In Small Business (WCB). Attendance and completion of all classes is mandatory.

Sep 16-Nov 4 W 6:00-10:00pm 8 sess. SC-1001215

MOA - COMPUTERIZED MEDICAL BILLING AND SCHEDULING

Prerequisite: Office Procedures & Introduction to Computers. The student will work with Wolf Medical Systems learning to input the information, transmit to MSP, process remittance statements and follow payables and receivables. The student will be able to handle cash only practices and provide receipts. Textbook fee payable at time of registration.

Oct 1-Nov 5 Th 6:30-9:30pm 6 sess. SC-1001250

MOA - MEDICAL CAREERS

This course consists of two modules that will assist students in finding employment, and also assist the employee in ethics and confidentiality issues.

Sep 28-Nov 23 M 6:30-9:30pm 8 sess. SC-1001270

MOA - PRACTICUM

Medical Office Assistant 80 hour practicum

Instructor will meet with students at the beginning of term as a group and then independently as required.

All assignments must be submitted and 80 hour practicum completed by the end of the term.

Sep 21-Dec 14 M 6:00-7:00pm 12 sess. SC-1001290

Medical Transcription

The modules of this certificate program prepare the student for a career as a medical transcriptionist either working in a facility/office or in a self employed capacity running their own business from home. Along with the modules, students need to have strong keyboarding speed and accuracy to be successful. Students must be able to type 50 words per minute by the conclusion of the program.

Intake: September, January & April

Length of Program: Minimum 1 year, up to 3 years to complete

Time of Program: Evenings, Part-time

Total Cost: \$1,950.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

MT - MEDICAL TRANSCRIPTION LEVEL 2

Pre-Requisite: Medical Transcription Level 1 and minimum keyboarding of 50 wpm.

We will continue with the Level 1 textbook as well as develop more grammar and punctuation. The student will gain more confidence and skill development. The career of Medical Transcriptionist will be discussed in more detail. ****A USB MEMORY STICK IS REQUIRED FOR THIS COURSE****

Sep 23-Dec 16 W 6:30-9:30pm 12 sess. SC-1001311

Nail Technology

Learn the art of Nail Technology including sanitation techniques, nail product chemistry, basic procedures for manicures and pedicures, application of nail tips, gel nails, and nail wraps. The program is a combination of theory and practical experience in a salon setting and is divided into two modules. Upon successful completion of the program, students qualify to write the exam for BC Certification. Program uses curriculum approved by the Cosmetology Industries Association of BC.

Intake: September and January

Length of Program: 300 hours

Time of Program: Mon, Tues & Thurs evenings: 6:00pm-9:00pm OR
Mon, Tues & Thurs daytime: 10:am-1:00pm

Total Cost: \$2,295.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

NAIL TECHNOLOGY - LEVEL 1

This Surrey College Certificate program is a combination of theory and practical experience in a salon setting and is divided into two modules. Upon successful completion of the program, students qualify to write the exam for B.C. Certification. Kit and text fee payable at time of registration.

Sep 8-Jan 14	M/T/Th	10:00am-1:00pm	49 sess.	SC-1001410
Sep 8-Jan 14	M/T/Th	6:00-9:00pm	49 sess.	SC-1001411

NAIL TECHNOLOGY - LEVEL 2

Builds on the skills learned in level 1. Pre-requisite: Nail Technology - Level 1. Kit fee payable at time of registration.

Sep 8-Jan 14	M/T/Th	10:00am-1:00pm	49 sess.	SC-1001420
Sep 8-Jan 14	M/T/Th	6:00-9:00pm	49 sess.	SC-1001421

Nursing Unit Clerk

The Nursing Unit Clerk program is designed to prepare students for careers in health care facilities that require the performance of a variety of office and communication skills. These duties are directly related to, or in support of, the delivery of patient care in a Nursing Unit. Well trained Nursing Unit Clerks are always in great demand. Employment may be found in acute care hospitals, rehabilitation hospitals, psychiatric hospitals, nursing homes, clinics and other health care facilities. Prior to graduation students must complete the "Introduction to Computers" course or show evidence of equivalence. Surrey College is pleased to offer a fulltime daytime Nursing Unit Clerk program which includes a six week practicum. Documented record submitted showing a keyboarding skill of minimum 45 wpm required by course completion. Textbooks and materials payable at registration.

****A USB MEMORY STICK IS REQUIRED FOR THIS COURSE****

Intake: September and March

Length of Program: 23 weeks

Time of Program: Mon, Tues, Thurs & Fri: 9:00am-3:30pm

Total Cost: \$4,739.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

NUC

Sep 8-Feb 19	M,T,Th & F	9:00am-3:30pm	58 sess.	SC-1000710
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Keyboarding

Sep 21-Dec 14	M	4:30pm-5:30pm	12 sess.	SC 3000530
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Office Administrative Support

This program, designed in cooperation with School District #36 Human Resources Department, will provide the learner with entry-level skills for any office. Topics include mandatory functions of a Administrative Assistant. Upon completion of this course, students will be knowledgeable in the following topics: Office Etiquette, Confidentiality, Time Management, Office Equipment/Technology, E-Mail and Incoming/Outgoing Mail, Filing and Records Management, Receptionist/Front Desk Work. Documented record submitted showing a keyboarding skill of minimum 45 wpm required by course completion.

Intake: September, January & April

Length of Program: Minimum 2 terms up to 3 years to complete

Time of Program: Evenings, Part-time

Total Cost: \$1,859.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

OAS - OFFICE DUTIES LEVEL 1

Topics include mandatory functions of a Administrative Assistant Upon completion of this course, students will be knowledgeable in the following topics:

- Office Etiquette
- Confidentiality
- Time Management
- Office Equipment/Technology
- E-Mail and Incoming/Outgoing Mail
- Filing and Records Management
- Receptionist / Front Desk Work

Sep 23-Dec 16 W 6:30-9:00pm 12 sess. SC-1000510

OAS- INTRODUCTION TO COMPUTERS

Comprehensive, complete and informative hands-on instruction allows students to build a solid foundation of computer knowledge. Curriculum instruction includes MS Windows, MS Word, MS Excel, and MS Internet Explorer.

This course is a requirement for the following programs:

Office Administrative Support Certificate

Medical Office Assistant Diploma

Medical Transcriptionist Certificate

****A USB MEMORY STICK IS REQUIRED FOR THIS COURSE****

Sep 21-Dec 14 M 6:00-9:00pm 12 sess. SC-1001261

OAS - CUSTOMER SERVICE

This course will introduce students to the principles and challenges associated with Customer Service. Customer Service is a philosophy that places value on the customer. Through participatory exercises and discussions students will develop competencies to demonstrate effective and efficient customer service.

Sep 22-Dec 8 T 6:30-9:30pm 12 sess. SC-1000550

OAS - EFFECTIVE COMMUNICATIONS

This participative and interactive course is designed to help you enhance your communication skills. You will identify the causes and patterns of conflict and speak with confidence. You will acquire techniques that will empower you to express your ideas and concerns. Discover your preferred style and learn how to build on the strengths of each style.

Sep 24-Dec 10 Th 6:30-9:00pm 12 sess. SC-1000540

OAS - OFFICE DUTIES LEVEL 2

The following topics are covered in this course: Handling money procedures, procedures for ordering goods/services, preparation & distribution of meeting agendas & minutes, use of office equipment, and safety in the workplace. The final section of the course includes job search, cover letter and resume preparation.

Sep 23-Dec 16 W 6:30-9:00pm 12 sess. SC-1000520

KEYBOARDING

This class will assist you to bring your typing speed up to office standards. Emphasis on technique and speed.

Sep 21-Dec 14 M 4:30-5:30pm 12 sess. SC-3000530

Orton Gillingham Multi-Sensory Math Tutor Training

This course is a study of ideas and techniques based on the Orton-Gillingham Approach and adapted to provide intensive development in mathematics. It is a hands-on, interactive, instructional approach intended for all underachieving students in primary, intermediate and middle school including those with dyslexia and learning disabilities. The overriding goal of the approach is to present practical ideas for implementing instruction so that teachers, tutors and parents can provide an environment in which all children will learn up to their potential.

Intake: September, January & July

Length of Program: 64 hours

Time of Program: September & January: Saturdays, 8:30am-4:30pm
July: Monday – Thursday, 8:30am-4:30pm

Total Cost: \$1,079.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

Sep 26 -Dec 5 Sat 8:30am-4:30pm 8.5 sess. SC-1001611

Orton Gillingham Tutor Training

OG- ORTON-GILLINGHAM TUTOR TRAINING

This course will train individuals in the Orton-Gillingham approach for the remediation of individuals with Specific Language/Learning Difference - Dyslexia. O-G is used effectively in general education, special education, learning resource, tutoring, and home-school programs by educators, tutors, and parents who are extensively trained in the approach.

Intake: September, January & July

Time of Program: January & September: (10) Saturdays, 8:30am-4:30pm & (4) Wednesdays, 4:00pm-9:30pm
July: Monday to Friday, 8:30am-4:30pm

Total Cost: \$1,680.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

Sep 23-Dec 12 Sat (10) 8:30am-4:30pm 14 sess. SC-1001710
Wed (4) 4:00pm-9:30pm

Payroll Compliance Practitioner

Payroll is an essential function to any organization. It is dynamic and demanding profession that requires dedication, professionalism and accuracy. Certified payroll professionals are in demand in today's employment market. Ensure you have a competitive edge over other candidates by achieving payroll certification.

Intake: September and January

Length of Program: Approximately 3 months

Time of Program: Days, Full-time

Total Cost: \$3,207.75

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

PAY - PAYROLL COMPLIANCE PRACTITIONER - FULL TIME

The Payroll Compliance Practitioner (PCP) certification is the foundation of your career in payroll. The PCP certification will provide you with the payroll compliance knowledge required to process an organization's annual payroll cycle; be able to effectively communicate payroll information to all stakeholders; and understand the accounting function as it relates to payroll. The Canadian Payroll Association is now requiring Surrey College to offer only daytime certification courses. This program includes all required: Payroll Compliance Legislation and Payroll Fundamentals Level 1 and Level 2 courses, and the compulsory course Introduction to Accounting.

Sep 14-Dec 9 M-Th 9:30am-1:30pm 49 sess. SC-1001850

Special Education Assistant Certificate

Surrey College's Special Education Assistant Certificate Program is an evening/weekend part-time program, that will train students to function as efficient and effective assistants to classroom teachers in the school setting. **Submit your application for admission early, as receipt of your completed application determines your registration date for the program; seat availability for this Program is limited.*

Intake: September and January

Length of Program: Part-time; can be completed in two years

Time of Program: Tues, Wed & Thurs evenings & Saturdays

Total Cost: \$3,675.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

SEAC - 100 HISTORY AND ISSUES IN ED. (WAS PEP 200)

This class will enable students to gain an understanding of the evolution of special education, educational funding and school governance in the province of British Columbia. Through an exploration of current educational issues, students will develop insights into the complexity of issues as they develop and strengthen their analytic and problem-solving skills. A \$20 supply fee is payable prior to first session.

Sep 8-Nov 24 T 6:30-9:30pm 12 sess. SC-1002610

SEAC - 200 HUMAN DEVELOPMENT

This course will involve students in examining and studying the physical, emotional and social development of children through childhood and adolescence. Students will study the impact development has on children's educational success. A \$20 supply fee is payable prior to first session.

Sep 9-Dec 2 W 6:30-9:30pm 12 sess. SC-1002620

SEAC - 300 SPECIALTY SKILLS

This class concentrates on academic tutoring strategies and developing an understanding of learning disabilities as well as ADHD. Topics included: Helping Children Write, Learning Disabilities, ADHD, Tutoring Spelling, Tutoring Reading, Tutoring Math. Supply fee of \$20 payable at registration.

Sep 9-Dec 2 W 6:30-9:30pm 12 sess. SC-1002130

SEAC - 400 SPECIAL NEEDS

This course will focus on assisting children with visual, hearing and speech difficulties. Students will learn techniques and strategies for assisting these children, including the use of adaptive technologies. Students will be exposed to basic sign language. A \$20 supply fee is payable prior to first session.

Sep 19-Dec 5 Sa 9:00am-3:30pm 6 sess. SC-1002640

SEAC - 500 BEHAVIOUR MANAGEMENT

Learning to be pro-active in dealing with students is crucial to be a success in the school system. Students will examine theories of behaviour and look at various methods to change and modify behaviours that hinder student progress in the school environment. A \$20 supply fee is payable prior to first session.

Sep 8-Nov 24 T 6:30-9:30pm 12 sess. SC-1002650

SEAC - 600 EXCEPTIONALITIES

This course will enable students to explore the developmental exceptionalities encountered by some children and to examine strategies and resources to help these children to progress to the best of their abilities. A \$65 supply fee is payable prior to first session.

Sep 19-Dec 5 Sa 9:00am-3:30pm 6 sess. SC-1002660

SEAC - 700 MEDICAL ISSUES

This course will involve students in examining child medical issues that confront school personnel. Students will learn the protocols and procedures commonly used in a school setting for dealing with medical concerns. Students will receive a OFA Level One first aid certificate. A \$35 book fee is payable prior to first session.

Sep 12-Nov 14 Sa 9:00am-3:30pm 5 sess. SC-1002670

SEAC - 800 WORKING IN SCHOOLS

Students will examine the primary, intermediate and secondary curriculum. Students will explore ways to work collaboratively with the teacher to modify and adapt curriculum to meet the needs of children. Students will develop an understanding of the role and expectations of the Special Education Assistant. A \$20 supply fee is payable at the first session.

Sep 10-Nov 26 Th 6:30-9:30pm 12 sess. SC-1002680

SEAC - 900 PRACTICUM

Under the supervision of a classroom teacher and practicing Special Education Assistant, our students will complete a four-week practicum. This will enable our students to apply their knowledge and skills and gain experience working in a school setting. Monday to Friday, approx. 8am-3pm at assigned schools.

Nov 16-Dec 11 M-F 8:00am-3:30pm 20 sess. SC-1002690

Special Education Assistant Diploma

Surrey College's Special Education Assistant Diploma one-year daytime program will train students to function as efficient and effective assistants to classroom teachers in the elementary and secondary school setting. **Submit your application for admission early, as receipt of your completed application determines your registration date for the program; seat availability for this Program is limited.*

Intake: September and January

Length of Program: 10 months

Time of Program: Tuesdays to Fridays, 9:00am-2:30pm

Total Cost: \$5,980.00

Admission Requirements: Contact Surrey College for an Admission's Checklist or see Surrey College's website, www.surreycollege.ca

SEAD - TERM ONE

Sep 8-Dec 2 T, W, Th & F 9:00am-2:30pm 49 sess. SC-1000710

*Applications for programs are dated upon receipt of student's completed application package.
The earlier your application is received, the greater the likelihood of registering in the
Program or Course of your choice.*

To Register:

Visit our office, located at Building 700 – 9260 140 Street, Surrey, BC V3V 5Z4, to pick up an application package for the Program of your choice.

Office Hours:

Monday – Thursday	8:45am-6:00pm	(lunch 12:30pm-1:30pm)
Friday	8:45am-4:00pm	(lunch 12:30pm-1:30pm)

Education is the most powerful weapon which you can use to change the world.”

- Nelson Mandela



Surrey College

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