

Management Skills for Supervisors Certificate Program FALL 2021 Information Sheet



This information sheet provides supplementary information specific to the FALL 2021 delivery of the program.

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

Program Delivery: ONLINE

Important Information

Management Skills for Supervisors Certificate Program – FALL 2021 (Nanaimo)	Date(s)
Registration Opens	Ongoing
Start of Program In this program, there are 3 courses which can be taken in any order (no pre-requisites) . Courses can be registered separately but tuition must be paid at the time of registration.	September 23, 2021
End of Program This set of courses ends with Administrative Skills (MGMT 147). Certification is awarded when all three courses have been completed successfully.	December 18, 2021

Program Schedules

Course Title	Course Code	Dates
Interpersonal Skills	MGMT 145 F21W70	8 Sessions Thursdays, 1800 - 2100 (Sep. 23, 30; Oct. 07, 14) Saturdays, 0900 - 1300 (Sep. 25; Oct. 02, 09, 16)
Team Building Skills	MGMT 146 F21W70	8 Sessions (Nov. 11, 2021 Remembrance day) Thursdays, 1800 - 2100 (Oct.21, 28; Nov. 04, 18) Saturdays, 0900 - 1300 (Oct.23, 30; Nov. 06, 13)
Administrative Skills	MGMT 147 F21W70	8 Sessions Thursdays, 1800 - 2100 (Nov. 25; Dec. 02, 09, 16) Saturdays, 0900 - 1300 (Nov. 27; Dec. 04, 11, 18)

Tuition (All fees are subject to change)

Fees per course: Students can register for courses individually; the tuition is \$760.72 per course.

Fees per program: Students are interested in completing the certificate, the tuition is \$2,282.16 (6 credits).

Note: An application fee of \$42.55 will be assessed for first time VIU applicants. Both student union fees and student activity fees apply to this program. Link to fee [schedule](#).

**All three courses must be completed, along with the assignments, in order to receive the certificate and credit towards certificate, diploma and degree programs at Vancouver Island University. Attendance in all sessions is mandatory to pass each course.*

**For more information on this program, please contact the
Faculty of Management's Professional Development & Training office at 250-740-6580 or [FoM PDT@viu.ca](mailto:FoM_PDT@viu.ca)
To enroll please call VIU Registration at 1-888-920-2221, Ext. 6400 or email Alana Gaetz at Alana.Gaetz@viu.ca**