

Real Estate

Visit our website at www.langara.bc.ca/cs for more information
For course or program advice call 604-323-5409 or email bpink@langara.bc.ca
For registration call 604-323-5322

Social Housing Management Certificate

This part-time program was developed through a partnership between Langara College and the BC Non-Profit Housing Association. It is designed for staff, managers, and volunteers engaged in social housing operations or development. Students may enroll in individual courses. The certificate includes five required courses, as listed below.

Required Courses:

- Social and Affordable Housing in BC
- Social Housing Management
- Negotiation and Dispute Resolution
- Financial Skills for Managers
- Business Communications

September to December 2010

Social and Affordable Housing in BC

Explore the history of social and affordable housing in BC and examine current government policy and social housing conditions. Management topics include: financial planning and budgets; operations and purchasing; risk and insurance; and working with staff, volunteers, and tenants. An introductory course for anyone involved in social housing operations or development. Tuition fee includes course textbook. This course is offered in the Sep-Dec semester only. \$360
(70503) 10 Thursday evenings beginning September 23, 18:30-21:30

Social Housing Management

This course involves an in-depth study of contemporary social housing management issues and challenges, with a focus on social housing in BC. Major topics include: assessing housing needs, redeveloping the housing stock, creating development partnerships, tenant support programs, community relations, and financial management. Each student will complete a major project offering analysis and recommendations on a contemporary management problem. Tuition fee includes course workbook. Prerequisite: Social and Affordable Housing in BC or permission from the instructor. This course is offered in the Jan-Apr semester only. \$405
Available January 2010

Negotiation and Dispute Resolution

Develop the dispute resolution, negotiation, and mediation skills essential in today's demanding workplace. Learn to contribute to organizational objectives by analyzing complex issues, finding common ground, dealing with different communication styles, envisioning win-win outcomes, avoiding litigation, and effectively resolving disputes. This course is offered in two semesters each year, Sep-Dec and Jan-Apr. \$410
(70497) 12 Wednesday evenings beginning September 22, 18:30-21:30

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BC Non-Profit
Housing Association

BCNPHA MEMBER DISCOUNT

BC Non-Profit Housing Association Members are entitled to a **15% discount** from the *Social and Affordable Housing in BC* and *Social Housing Management* Course tuition. In order to obtain the discounted rate, BCNPHA members **must register by phone** by calling the Langara Continuing Studies Office at 604.323.5322. Let the office know that you are a member of BCNPHA, and they will register you using the discounted rate.

Financial Skills for Managers

This course explains accounting concepts, tools, and methods in concise and understandable terms. Students will learn basic skills such as reading financial statements, analyzing financial reports, developing and modifying revenue and expense forecasts, and identifying and monitoring critical measures of business performance. This course is offered in three semesters each year, Sep-Dec, Jan-Apr, and May-Aug. \$269

(70459) 8 Tuesday evenings beginning September 07, 18:30-21:30

Business Communications

This course introduces the fundamentals of interpersonal and group interaction, including written, verbal, and non-verbal communication. Topics include options in presentation preparation and delivery techniques, awareness of tone, consideration of audience, and selection of indirect and direct message organization. Course text discussed at first session.

This course is offered in three semesters each year, Sep-Dec, Jan-Apr, and May-Aug. \$395

(70637) 6 Saturday sessions beginning September 18, 09:00-16:00

(70636) 12 Tuesday evening sessions beginning September 14, 18:30-21:30

(70638) 6 Saturday sessions beginning November 06, 09:00-16:00

Certificate Completion Requirements

Completion of the five certificate courses over a three-year period with a minimum grade of C (60%) in each course. Courses are offered in the fall term (Sep-Dec), spring term (Jan-Apr), and summer term (May-Aug). Not all courses are offered every term.

To view all Continuing Studies courses – visit www.langara.bc.ca/cs

How to Register for Courses

Classes fill quickly and only receipt of payment guarantees a place in a class.

Langara College offers 5 convenient ways to register!

PHONE IN... 604-323-5322. Register using Visa or MasterCard. Receipts will be mailed.

DROP IN... Register in person at the Continuing Studies Office, Langara College. Pay by cash, cheque, or credit card.

OFFICE HOURS FOR PHONE IN AND DROP IN REGISTRATION

Monday through Thursday, 9:30 – 19:00

Friday, 9:30 – 15:00

MAIL IN* ...Mail in completed registration form. Register by cheque. Make cheques payable to Langara College. Sorry, no post-dated cheques. Mail to: **Langara College Continuing Studies, 100 West 49th Ave., Vancouver, BC V5Y 2Z6.** Receipts will be mailed.

FAX IN* ... 604-323-5899. Fax in registration form. Receipts will be mailed.

ONLINE ... <http://www.langara.bc.ca/cs>. Register using Visa or MasterCard. Receipts will be mailed.

****Registration Forms for Mail/Fax Ins can be printed from our website: www.langara.bc.ca/cs/register**



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