winter 1998

part-time
courses and
programs

VANCOUVER COMMUNITY COLLEGE

Adult upgrading and high school completion
Programs for students with disabilities
Sign language studies
English as a second language
Music
Baking and pastry arts
Culinary arts
Hospitality supervision
Business
Health sciences



part-time courses and programs

# part-time courses and pi



The courses and programs in this section are offered on a part-time basis through various College departments.

For more details call VCC Program Information: 871-7550 or 443-8443, or call the individual department telephone numbers listed in this section.

#### Adult Upgrading and **High School Completion**

Providing strong support for adult learners in a friendly college setting

How do I register for Adult Upgrading and High School Completion courses:

1. Attend a free information session

Get details on programs, plan your courses and get advice from Counselling staff. Sessions are held weekly at the King Edward Campus (KEC) Counselling Centre, 3rd Floor, 1155 East Broadway: Tues. 10:00 am and Wed. 6:00 pm or call the telephone number for desired course/program listed below.

2. Register in person

If you would simply like to register, pick up a course schedule and application form at the KEC Admissions Department (4th Floor, 1155 E. Broadway) or the KEC Counselling Centre. The staff can answer questions you may have about registration, including course fees and course prerequisites.

Why take Adult Upgrading courses at VCC? To earn credit for entrance to career, technical and university programs; earn grade 10, 11 or 12; prepare for career change; upgrade specific skills or topics; prepare for entry exams or prepare for the General Educational Development (GED) test.

#### What are my choices?

- · part-time OR full-time
- day, evening OR flexible schedule
- · self-paced/personalized programs and/or termbased instructor-led classes
- · terms start Jan, May, July, Sept (OR start any time in self-paced, personalized programs — see CCA)

#### GRADES 1 - 8. BASIC EDUCATION

- Reading. Writing and Math
  day, afternoon, evening classes full-time or part-time
- small group and self-paced programs

#### Classes are offered at:

- KEC 871-7369 (classes start Jan 6, late registration runs Jan 5-9. Terms also start in May and Sept)
- Learning Centres, listed below: (start anytime)
- First United Church 681-8365
- Mount Pleasant Neighbourhood House 879-8208 Vancouver Public Library Ctrl Branch 331-3739
- Van East Community Skills Connection 606-6554

#### **GRADES 9 - 12,** ACADEMIC CREDIT COURSES: INSTRUCTOR-LED, TERM-BASED **CLASSES AT KEC**

#### College Foundations Departments

- · Instructor-led classes offered day/evening on a term basis, in Winter, Spring, Summer and Fall Complete a full course in 4 months (one term) or
- in 8 months (two terms) · Classes for next term start the week of Jan 5; reg-
- istration runs Jan 2-9. (Terms also start in May, July
- Drop-in registration begins 2 months before the start of each term
- Classroom learning is supported by fully equipped labs, seminars and tutorial assistance at the Learn-
- Schedule of Courses is available for pick-up at King Edward Campus, 1155 E. Broadway, from the Admissions Department (4th Floor) or from the Counselling Centre (3rd Floor).
- To determine course placement or for more information, contact the individual department telephone number, listed below.

#### English (871-7289)

- English 9 12 Reading and Study Skills
- Writing Skills
- Writing for the Workplace (new) First year university transfer English (second half)

#### Math (871-7294)

Courses in basic mathematics, algebra, trigonometry

- Math 9 and 10 and Math 11 Prep
- Math 11 and 12 (academic credit courses)
- · Calculus 12

#### Sciences (871-7293)

- · Biology 11 and 12
- Chemistry 11 and 12 • Physics II and I2

#### Social Sciences (871-7289)

- Economics 12
- Geography 12
- Psychology 12

#### Business (871-7376)

- Accounting 11 and 12
- Law 12

#### Personal Finance

- Computers (871-7376)
- Computer FundamentalsComputer Keyboarding
- Computer Science 12
- Desktop PublishingSpreadsheets and Charts
- · Word Processing

#### **GRADES 9 - 12, ACADEMIC CREDIT COURSES:**

#### SELF-PACED, PERSONALIZED CLASSROOM-BASED INSTRUCTION AT KEC AND CITY CENTRE

#### College and Career Access (CCA)

- CCA provides flexible, personalized upgrading for adults who prefer to learn at their own pace
- Instruction is a combination of one-on-one tutoring, workshops, seminars, labs and group
- Start anytime and arrange a study schedule that fits your work and family commitments, day or
- Previous school records not required; assessments and diagnostics identify past learning
- Study only what you need to meet your goals
- Flexible and/or structured classes
- · For further information on assessments and to arrange an interview call: 871-7366 (KEC) or 443-8644 (CC)

#### English (871-7365)

- English 9 12
- English Literature (Women's Studies) 12
- Reading and Study Skills
- Spelling
- Writing Skills

#### Math (871-7358)

- Academic Math 9 12
- Business and Consumer Math 9 11
- Math Skills (Personalized)
- Technical Math 11

#### Sciences (871-7358)

- Biology I I
- General Science 9 11
- Physics 11
- · Science Skills (Personalized)

#### Social Sciences (871-7365)

Social Science 10 and 11

#### Personalized Preparation (871-7366)

Personalized, self-paced preparation for General Educational Development (GED), Language Proficiency Index (LPI), and other tests as well as preparation for Health Care, Business and Technical programs.

#### English as a Second Language

VCC's well-known ESL (English as a Second Language) program has classes at our King Edward and City Centre Campuses and at many smaller places in Vancouver and Burnaby.

For information on our ESL classes, please come to one of our information sessions, listed below.

#### 1998 INFORMATION SESSIONS are held on Thursdays in Room 5025, KEC Campus, 1155 East Broadway

January 2 (Friday)	1:00 p.m.*
January 15	10:00 a.m.
January 29	
February 12	10:00 a.m.
February 26	6:30 p.m.
March 12	10:00 a.m.
March 26	10:00 a.m.

\*This special Friday afternoon session will be held in the KEC Auditorium on Level 2

## Programs for Students with Disabilities

#### DEAF AND HARD OF HEARING ADULT PROGRAM

This is a basic skills program for further vocational and/or academic training; English, Math and English as a Second Language.

- Varying length; self-paced continuous intake Sept to June (KEC) Call 871-7341 (TTY only), or 871-7342 (Voice/Voice Mail); or email: lvlug@vcc.bc.ca
- Prerequisites: Deaf or hard of hearing adults; 18 years or older or out of school for at least one year; ability to communicate independently in spoken or written English, American Sign Language or another sign language; interview with Program Coordinator. Assessment may be required.

#### Speechreading (Lipreading)

Part of the Deaf and Hard of Hearing Adult Program, this practical course is designed to help students with hearing loss be more successful in day-to-day conversation. Learn to combine what you can see with what you can hear, and how to repair conversational misunderstandings.

- 12 weeks, once a week statement of completion - classes start Jan 5, late registration is permitted until Jan 12 (KEC)
- 871-7341 (TTY only)
- 871-7342 (Voice/Voice mail)
- Prerequisites: Hard of hearing or deafened adults; 18 years or older or out of school for at least one year; good spoken English; interview with the instructor or program staff. Friends and family members are also encouraged to enrol.

#### VISUALLY IMPAIRED ADULT **PROGRAMS**

(part-time or full-time)

Basic skills for further vocational and/or academic training; Braille, keyboarding/WordPerfect for DOS, Intro to Windows, WordPerfect 6.1 for Windows,

- English, Math and English as a Second Language Varying length - continuous intake from Sept to
- June (KEC) 871-7339 Prerequisites: Visually impaired adults; 18 years and older or out of school for at least one year. Interview with Program Coordinator and Assessment may be required.

#### COMMUNITY AND CAREER **EDUCATION COURSES**

The Community and Career Education Department offers a variety of part-time courses for persons who have a difficulty with learning. These courses are listed

Applicants for programs and courses in the Community and Career Education Department must first meet with the Coordinator of Services for Students with Disabilities to determine entrance criteria. Successful applicants will then meet with an instructor for a program/course interview.

- · Prerequisites: difficulty with learning; interview with instructor and Counsellor for Students with
- · Call 443-8451 for more information

#### Introduction to Microcomputers

Course content includes: computer literacy, terminology, Typing Tutor 7, Microsoft Word, Windows 95, some database and other applications. • 5 months, starting Feb 17

#### Reading and Writing for Everyday

Basic reading and writing based on community topics such as supermarket flyers, fast food menus, sending postcards and other functional literacy needs.

#### • 10 months, starting Sept 2 (interviews start the first week of Mar)

Knowing Yourself: You and Your Relationships This course is about people becoming more comfortable with their bodies and expressing their

• 10 months, starting Sept 2 (interviews start the first week of Mar)

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# Winter<sub>1998</sub>

#### **Music courses**

- Preparatory courses in Theory, Solfege and Rhythmic Notation
- Wind Ensemble
- Willan Choir (community based, classical repertoire)
- Other jazz and classical ensembles open by audition
- For details phone: 871-7301 (Program Information) or 871-7297 (Reception)

#### Sign Language Studies

- Phone 871-7030, 871-7500, 871-7443 (Voice)
- · 871-7444 (TTY)
- · email: vchauvet@vcc.bc.ca

Sign Language Studies - American Sign Language (Part-time/eve only)

Preparatory and Basic Levels offered. Follows the VISTA 'Signing Naturally' curriculum. Graduates receive statement of completion. Call the numbers listed above for price information.

- PREP 010 "Fastrack" Jan 6-June 18 19:00-21:30 classes held Tues and Thurs
- PREP 012 Jan 6-Mar 24 19:00-21:30 Tues
- · Registration is available until the second night of class, pending available space
- Prerequisite: 18 years of age

#### PART-TIME COURSES AT CITY CENTRE CAMPUS

The following courses are offered through various departments at the City Centre Campus, 250 West Pender Street, Vancouver. All registration is handled through the Admissions Department at City Centre, Monday through Thursday, 08:00 to 16:00 and Friday, 08:00 to 15:00.

#### Three ways to register for City Centre courses

- 1.by fax 443-8450
- 2. by telephone 443-8400
- 3.in person, at the Admissions Office, 250 W. Pender St.
- · Payment is by cash, cheque, MasterCard or VISA.

For general information and space availability call the Admissions Department, 443-8400.

#### **Baking and Culinary Arts**

#### **BAKING AND PASTRY ARTS**

Are these credit courses?

Yes; after you have successfully completed any of the part-time courses, you will get a transcript with the appropriate credits. These credits could be used toward the Baking and Pastry Arts Certificate. You will not receive a certificate at the end of each part-time course. You must accumulate a total of 43 credits in order to obtain a Baking and Pastry Arts Certificate.

#### What are the prerequisites?

Medical clearance is required for all baking courses (negative Tb test and completed health questionnaire).

### **Yeast Dough Products**

(#s 1753 and 1754)
The theory and practice of preparing various yeast dough products. Students will be involved in the baking of bread, buns, croissants, Danish pastries, sweet dough and other yeast dough speciality products

- 10 days Sat. Jan 24, 08:00-13:30 Rm 217, CC • Tuition: \$122.65; Text: VCC Recipe Book, \$10; Uniform: \$60 (refundable deposit)
- Cake Baking and Decorating (#s 3489 and 3268)

An introduction to the preparation and baking of tortes, mousses, cheesecakes and many other products, as well as an overview of cake decorating.

- 10 days Sat. Jan 24, 08:00-13:30 Rm 212, CC Tuition: \$122.65; Text: VCC Recipe Book, \$10; Decorating tools: \$20; Uniform: \$60 (refundable
- **Chocolate Making and Marzipan** Modelling (#s 3491 and 3492)

This is a hands-on course covering the tempering of different kinds of chocolate, making a variety of fil

ings, and dipping and molding of chocolates. The modelling of marzipan animals, fruits and vegetables will also be included in these sessions.

- 10 days Sat. Jan 24, 08:00-13:30 Rm 211, CC

#### **Wedding Cake Decorating Rolled** Fondant (# 7360)

This is a hands-on course which includes the covering of cakes, crimping, ribbon insertion, frills, piping and extension work.

- 10 eve Wed. Jan 21, 18:30-21:00 Rm 212, CC
- Tuition: \$65.15

#### Chocolate Making (# 3491)

This is a hands-on course covering the tempering of different kinds of chocolate, making a variety of fillings, and dipping and molding of chocolates.

- 10 eve Tues. Jan 20, 18:30-21:00 Rm 211, CC
- Tuition: \$65.15

Cake Decorating (# 3268)

This course includes learning techniques of icing cakes, piping flowers, figure piping, and the decorating of theme and special occasion cakes

- 10 eve Tues. Jan 20, 18:30-21:00 Rm 212, CC
- Tuition: \$65.15; Decorating tools: \$20

#### General Baking (#s 2291 2619)

Includes: cookies, quick breads, slices, pies, puff pas-

- 10 days Sat. Jan 24, 08:00-13:30 Rm 214, CC
- Tuition: \$122.65; Text: VCC Recipe Book, \$10; Uniform: \$60 (refundable deposit)

#### Sugar Crafting (# 7130)

This hands-on course includes the cooking of sugar, sugar casting, sugar pulling, sugar blowing and the making of display pieces.

- 10 eve Mon. Jan 19, 18:30-21:00 Rm 211, CC
- Tuition: \$65.15

#### **PROFESSIONAL COOKING - LEVEL I**

- 20 days Sat. Feb 7, 08:00-14:00 CC
- Prerequisites: Grade 10 or equivalent, Foodsafe Certificate and medical clearance (negative Tb test and completed health questionnaire)
- \$283.65 per course plus \$60 uniform deposit
- Call 443-8443 for detailed program information

#### Hospitality and Tourism

#### HOSPITALITY SUPERVISION **CERTIFICATE PROGRAM**

**Certificate Requirements** 

Students must successfully complete all four core courses and three courses in a major area (either food and beverage or accommodation). Additionally, students must demonstrate three years of industry experience or complete a project for each year less than three years. (For example: applicants with two years industry experience receive credit for two years experience and are required to complete one

Prerequisite: successful completion of Grade 12 English or equivalent

#### Hospitality Supervision **Certificate Open House**

Tuesday evening, January 13 at 18:00 in the Four Corners Restaurant, 3rd floor, City Centre Campus, 250 West Pender Street.

The program includes a total of fourteen evening courses, offered at various times throughout the year:

Hospitality Marketing, Human Resources, Hospitality Management Principles and Finance for Managers

#### Food and Beverage (5)

Menu Design and Planning, Catering Management, Cost Control, Beverage Operations and Independ-

#### Accommodation (5)

Convention Management, Front Office, Tourism and Group Operations, Housekeeping and Independent

#### Courses offered in the Winter 1998 term:

**Catering Management** 

Provides an understanding of the planning, control and management of catering and special events. Content includes catering, catering sales, bookings, policies, guarantees, the meeting market, including associations, corporations and types of meetings held and catered functions and special events.

- · Instructor: William Greaves, Director of Catering for the Delta Vancouver Airport Hotel and
- 12 eve Tu. Jan 27, 18:30-21:30 CC

#### **Finance for Managers**

Provides an overview of the key financial topics required by managers. Content includes cost controls, financial and management accounting, audit, ARR, expenditure controls, renovations and repairs, financial management, spreadsheets and inventory and cost benefit analysis.

- · Instructor: Jim Miller, Accountant and Systems Analyst for the Rosedale on Robson Suites Hotel
- 12 eve Wed. Jan 28, 18:30-21:30 CC

Housekeeping

Understanding the terminology, workings and fundamental procedures of a Housekeeping Department in the lodging industry is essential in Hospitality Administration. The student will become fully conversant with the terminology, techniques and forms used in Housekeeping. The student will also be able to write a critical path for the control of, and carry out personnel functions in, a Housekeeping Department.

- Instructor: TBA
- 12 eve Mon. Jan 26, 18:30-21:30 CC
- \$267.65

#### **Human Resources Management**

Human resources management has a profound effect on the success of tourism operations. An understanding of sound human resources theory and practices is necessary in the service sector where the link between the tourism operation and the guest is so critical. This course focuses on the critical issues that concern managers in the tourism industry: human resources development, team building, motivational techniques, recruiting and hiring the right people, appraisal procedures, challenges and trends in the 1990s, and employment standards.

- · Instructor: Vicki Adam, Director of Human Resources for the Delta Pacific Resort
- 12 eve Th. Jan 28, 18:30-21:30 CC

#### Open to the Public

Enjoy a fine dining experience at JJ's Restaurant, 3rd Floor, City Centre Campus

Fine cuisine at very reasonable prices, prepared by the awarding-winning students of VCC's Culinary Arts department.

Open for dinner Monday to Friday Reservations required: telephone 443-8479

#### **Business Programs**

#### **EXECUTIVE ASSISTANT PROGRAM**

This part-time program provides graduates with the advanced communication skills, business administration concepts, human relations and supervisory techniques required in today's rapidly changing glo-

Professional executive administration skills are further developed in the program by preparing students to write the examinations for the designation of Certified Professional Secretary® once all CPS® criteria and prerequisites are met.

#### **Executive Assistant Program** Information session

Tuesday January 13, 18:00-19:00, Room 626, City Centre, 250 West Pender Street

The program includes a total of eight evening courses, offered at various times throughout the year:

Accounting, Economics, Business Communication, Office Administration, Business Law, Office Technology, Business Management, Organizational Behaviour

#### Course offered in the Winter 1998 term: Introduction to Accounting (# 7387)

This course teaches students how to understand and apply fundamental accounting principles in order to prepare, summarize and interpret financial data. Topics include the accounting cycle, theory and classification of accounts, accounting procedures, managerial accounting, budget requirements, credit and banking, government services and taxes, investment and stock options, and analysis and interpretation of financial statements

- 12 eve Th. Jan 15, 18:30-21:30 CC

For detailed Executive Assistant course information call Roberta Collins at 443-8525 or 443-8639.

#### FINANCIAL ACCOUNTING & MANAGE-MENT COMMUNICATIONS PROGRAM

This evening program is designed for people who wish to continue their studies in accounting at an intermediate level, either with a professional accounting body or through transfer to other post-secondary institutions. Graduates will acquire the skills and knowledge to work with accounting systems. Students will study intermediate financial accounting, introductory management accounting, finance, economics and computer based introductory systems.

The program includes a total of nine evening courses, offered at various times throughout the year: Intermediate Financial Accounting 1, Intermediate Financial Accounting 2, Introduction to Management Accounting, Management Information Systems, Public Speaking, Business Issues, Finance, Economics,

#### Course offered in the Winter 1998 term:

Computer-based Introductory Systems

#### Introduction to Management Accounting (#7351)

This course introduces the concepts and practices of management accounting, including cost accounting fundamentals, job and process costings, cost-volumeprofit analysis, budgeting and control, inventory costings and information for management controls and decision analysis.

- · 24 eve Mon. Jan 12, 18:30-21:00 (classes two eve/week, Mon and Thurs) - CC
- \$327.65 plus textbook

For more information on the Financial Accounting and Management Communications Program contact Ed Wakulchik, 443-8540.

#### **Health Sciences**

#### **ACCESS TO PRACTICAL NURSING**

Prepares applicants with previous education to enter the Practical Nursing Program at an advanced level.

 31 weeks (28 weeks, two days per week, followed) by three weeks full-time) - starts Sept 1/98 - CC Prerequisites: Grade 12 or equivalent; RCA or RCA/HSA certificate or equivalent, six months work experience; current CPR level C; English lan-

guage assessment; criminal record search; medical

• Tuition \$537.65

#### **BASIC MEDICAL TERMINOLOGY**

Focuses on medical terminology and basic anatomy and physiology.

- 12 sessions (72 hours) starts Feb. 28 CC
- No prerequisites
- Tuition \$99.65

#### **CARING FOR PERSONS WITH DEMENTIA**

Designed for those caregivers who work in facilities/ agencies and are involved in the care of elderly people with dementia. Offered at VCC or at care facilities. • 120 hours - starts Feb - contact Admissions for

- course schedule 443-8400 CC • Prerequisites: Open to all members of the health care team with at least six months work experi-
- ence as validated by an employer. • Tuition \$161.65

#### RESIDENT CARE ATTENDANT **UPGRADE CERTIFICATE**

Provides training to caregivers presently working as an Aide in a continuing care setting. Designed to meet the educational needs of learners with a variety of backgrounds and experiences.

- week starts yearly in Sept months, one day per · Prerequisites: Grade 10 or equivalent; presently working as an aide with 8 months of experience in a continuing care facility or agency; medical clearance; criminal record search
- contact Admissions for course schedule, start dates and price information 443-8400 - CC

The information in this flyer is subject to change without notice.

### VANCOUVER COMMUNITY COLLEGE

city centre campus 250 west pender street 443-8443

king edward campus 1155 east broadway 871-7550

website: http://www.vcc.bc.ca

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