

*Ref Desk.*

# Continuing Education Winter 1995





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David Clifford Design Inc.  
Laura Wallace, artist

Laura Wallace is a local illustrator whose work is seen in Vancouver and Toronto. Now in New Westminster, she is associated with Sharpshooter Creative Representation.

# 4 Ways to Register

## 1. By Mail

Fill in the registration form on page 51 and send it with your cheque or charge card information.

Sorry, NO POSTDATED CHEQUES

Mail to:  
Vancouver Community College  
Continuing Education Division  
1155 East Broadway  
Box 24785, Station "F"  
Vancouver, BC V5N 5V2

## 2. By Phone

Charge to your MasterCard or Visa card

City Centre Campus, 443-8380  
King Edward Campus, 871-7070  
King Edward Campus West, 874-9923  
Langara College, 323-5322

## 3. In Person

Register at any of our three campuses.  
Pay by cheque, cash or charge card.

## 4. By Fax

Use the form on page 51 and FAX to  
871-7300. Pay by charge card.

## Registration hours:

City Centre, King Edward Campuses and  
Langara College: Monday-Thursday,  
09:00-20:00; Friday, 09:00-15:00 and  
Saturday, 09:00-12:00

King Edward Campus West (Nursing and  
Health): Monday to Friday, 09:00-16:30

## Don't Wait

If a course tempts you, don't wait to register. Some courses fill up quickly. Others are cancelled if insufficient advance interest is shown.

## Course Listing

For detailed course listing see page 44.

## Certificate Programs

For a complete list of Certificate Programs see page 48.

## Continuing Education Phone Numbers

City Centre Campus, 443-8380  
King Edward Campus, 871-7070  
King Edward Campus West, 874-9923  
Langara College, 323-5322



The winter season is a time of mourning for Demeter, Greek goddess of fertility. While waiting for her daughter Persephone to return from the underworld she blows a cold wind over the lands, bringing the growing season to an end. Persephone reigns as Hades' Queen every year the three months we know as winter.

# Warm Up Your Winter with Continuing Education

Beat the winter doldrums. This term Continuing Education offers many new courses to get you moving on your career path, to learn new things, meet new people or just to broaden your interests.

We offer more than 35 Certificate Programs (see page 48) to help you get ahead in your career or to embark on a new career. A CE certificate is recognized by business, industry and the professions, and marks your achievement in a subject.

Continuing Education is the instructional division serving part-time, adult students at both Vancouver Community College and Langara College.

Whether for fun or for a Certificate, join Continuing Education this winter.

New courses for Winter '95 include:

## Mastering the Unfamiliar: Working as a Foreign Correspondent (102909) Page 12

The course is designed to give students a sense of life in a foreign news bureau and to equip them with some of the skills, techniques and strategies required in that situation. These skills will include: networking in unfamiliar areas, news gathering in unknown territory, assessing the credibility of sources and the information they impart and keeping one's own credibility with various parties often in conflict with one another. Writing under conditions of severe pressure will be considered in this context. The course will draw on material from foreign correspondent Edward Behr's work on a foreign correspondent's life behind the lines, Tom Wolfe's edited collection, *The New Journalism*, as well as articles and videos that deal with aspects of the profession.

## Snakes, Salamanders, Frogs and their Friends (502871) Page 10

How many different frogs can you find in the Lower Mainland? What's the difference between a salamander and a newt? Find out the answers to all your questions on the widely misunderstood reptiles and amphibians. Using specimens, taped calls and slides, this workshop will focus mainly on native BC species, their identification, where to find them and their importance as indicators of environmental health. You'll learn the truth behind the myths and the present concern over their worldwide population declines. A field trip (as a separate course) is planned in June to explore their habitats.

## Managing Change 1020 (100304) Page 18

Change is the only thing that is constant nowadays. It seems that as soon as one is announced another one closely follows. Employees are tired of hearing that another change is on the way, especially since they are still adjusting to the last one. Organizations need to consider both the business side of change as well as the human side. Too many organizations focus solely on business matters and neglect the emotional impact change has on its employees. When this happens management often gets frustrated by the low productivity and resistance of employees. This program will help managers learn how to address employees' emotions as they manage the change process. During the program, participants will recognize how they personally react to change; understand their role in the change process; apply five steps to communicating change to employees; deal with employee resistance; and increase team commitment to change.

## CSW16A - Computer and Communications Hardware - Level I (100530) Page 25

A comprehensive introduction to IBM PC/Compatibles hardware. The course concentrates on identification of basic computer systems (CISC, RISC) and their components (video cards, drive controllers, etc.) Practical assembly disassembly, upgrade and troubleshooting by each participant on supplied PC. Topics will include: memory upgrade, hard drive installation and preparation and troubleshooting of all basic components. Instructors will be working field-service technicians. Prerequisite: strong familiarity with PC in general and DOS in particular. Knowledge of memory management would also be beneficial. Enrollment limited to six students.

## Oriental Bodywork (504051) Page 43

A friendly, practical, hands-on introduction. This course demonstrates basic Japanese Shiatsu massage techniques as well as introducing some elementary Chinese Qi Gong healing exercises. Students will learn useful and effective ways to relieve stress and improve health. Some basic theory will be provided to illustrate the unified holistic outlook underlying oriental bodywork methods. This course is suitable for all ages. Please wear loose, comfortable clothing.

## Writing Movies: The Basics (104111) Page 11

If you love movies and have always wanted to write one yourself, this course will give you the tools you need to start you on your way. From the nuts and bolts of how a screenplay looks on the page to coming up with a story and creating believable characters, this hands-on class takes you step-by-step through the entire creative process. Using clips from recent blockbuster films such as "Sleepless in Seattle" and "Speed," we will master the secrets of successful film writers. Classroom discussion and exercises will get those creative juices flowing while proving learning can be fun.

## The Meaning of Life (505611) Page 10

This course aims at promoting a sense of clarity in the search for a meaningful existence. What is the best life? What is really worth doing or worth having? Is there any ultimate purpose? Some of the most perceptive philosophical minds have explored life's meaning in its various forms: objective meaning, socially-created meaning and self-created meaning. Short readings will be selected from Plato, Aristotle, Epicurus, Seneca, Lao-Tsu, Spinoza, Hegel, Kierkegaard, Nietzsche, Camus, Russell, Beauvoir, Nagel, Nozick and others.

## The Best B&Bs: A Beginner's Guide to Starting a Bed and Breakfast (504650) Page 42

Stimulated by the demands of sophisticated travellers and rising hotel rates, big city and country B&B establishments are fast growing in popularity. Whether it's a comfortable country inn perched high above the pounding surf, a rambling tudor mansion in a ghost town or the quiet oasis of a heritage home minutes from downtown, this is a must course if you dream of starting a successful bed and breakfast. The Best B&B is an excellent introduction to this demanding and distinctive hospitality industry. The course includes valuable B&B tips, tricks, techniques, touches and trade secrets gathered through personal, careful surveys, personal interviews and firsthand inspections and stays at more than 50 successful establishments throughout North America. From architecture to ambience, cleanliness to comfort, privacy to price, scenery to service - participants will learn what does and does not work in the B&B business. Targeted for dreamers and doers with either little or no hospitality experience, the course provides an insider's look at the art, science and hard work involved in a successful B&B.



# Free Career & Information Sessions

Please join us for the following FREE sessions:

## Business Administration Certificate Program

Th. Jan 05, 17:30-18:30  
Continuing Education Office, Langara College,  
100 West 49th Avenue

## Computer Skills for the Workplace Certificate Program

Th. Jan 12, 18:00-19:00  
Room A215, Langara College,  
100 West 49th Avenue

## Counselling Skills Certificate Program

We. Jan 18, 18:00-19:00  
Continuing Education Office, City Centre Campus,  
250 West Pender Street

## Court Interpreting Certificate Program

We. Apr 12, 19:30  
Continuing Education Office, Langara College  
100 West 49th Avenue

## English Skills Improvement

Th. Jan 05; We. Jan 11; Th. Jan 19, 17:30-20:00  
Continuing Education Office, Langara College  
100 West 49th Avenue

## Floral Design Certificate Program

Th. Jan 05, 18:30-19:30, 19:30-20:30  
Room 4043, King Edward Campus  
1155 East Broadway

## Health Professions

Gerontology Certificate Program-Nursing  
Home Care Nursing Program  
Learning to Teach Program  
Nursing Management Certificate Program  
Th. Jan 12, 19:00-21:30  
King Edward Campus West  
691 East Broadway

## Legal Assistant Certificate Program

Mo. Jan 09, 17:00-18:15  
Room 237, City Centre  
250 West Pender Street

## Non-Profit Management Certificate Program

Fundraising Management Certificate Program  
Th. Jan 05, 12:00-13:00 or 17:30-18:30  
Room 4043, King Edward Campus  
1155 East Broadway

## Office Administration Certificate Program

Th. Jan 12, 17:30-18:30  
Room 237, City Centre Campus  
250 West Pender Street

## Property Management Certificate Program

We. Jan 04, 17:30-19:00  
(Formal presentation begins at 17:30)  
Continuing Education Office, Langara College  
100 West 49th Avenue

## Substance Abuse Certificate Program

We. Jan 18, 18:00-19:00  
Continuing Education Office, City Centre Campus,  
250 West Pender Street

## Telecommunications Management Certificate Program

Th. Jan 05, 17:00-18:30  
Room 220, City Centre Campus  
250 West Pender Street



# Program Coordinators

## Arts & Science

**Anthropology/History/Philosophy, Comedy, Film/Television/Theatre, Financial Planning & Investment, Interior Design, Media Writing & Communications, Wine, Writing**  
Wayne Decle, 871-7065

### Art

Bernie Lyon, 323-5322

### Floral Design

Joyce Jackson, 871-7462

### Fashion Arts

Evelyn May, 443-8387

### Gemmology

Linda Devine, 443-8380

### Graphic Design

Janet Russell, 443-8380

### Jewellery

Maciek Walentowicz, 443-8571

### Music

Ted Greene, 871-7316

### Natural History

Marja de Jong Westman, 323-5322

### Photography

Walter Evans, 224-3636

## Career, Business, Management & Training

### Building Services

Sharon Kelly, 443-8380

### Business Administration

Gordon Clough, 323-5322

### Business English, Essential Skills For Supervisors, Management Skills, Office Administration

Anne Tollstam, 871-7021

### Professional Skills Development

Brian Cole, 871-7062

### Library Skills

Susan Huber, 871-7461

### Small Business

Peggy Worobetz, 871-7427

### Training Skills

Paula Yunker, 871-7457

## Computers, Technology & Telecommunications

**Computer Skills for the Workplace, Local Area Network Administrator, Multimedia Programmer**  
Cornelius Constantinescu, 323-5322

### Electronics

Gareth Williams, 443-8565

### Oakridge Computer Centre & City Centre Lab

Pat Austin, Mischele Mathern, 261-2806

### Telecommunications

Peggy Worobetz, 871-7427

## ESL Teacher Training

**Teaching English as a Second Language**

Jennifer House, 871-7056

## Health Care & Self-Improvement

### Childbirth Educators

Diane Donaldson, 874-9923

### Foodsafe

Sheila Stickney, 874-9923

### Professional & Allied Health Care

Grace Hodgins, 874-9923

Sheila Stickney, 874-9923

### Self-Improvement

Wayne Decle, 871-7065

Grace Hodgins, 874-9923

### Sterile Supply Aide

Sheila Stickney, 874-9923

## Human & Social Services

### Counselling Skills, Substance Abuse

Joanne Rykers, 443-8392

### Court Interpreting

Silvana Carr, 323-5585

### Early Childhood Education, Family Day Care, Infant-Toddler Educator, School Age Child Care, Administration, Continuing Study

Gyda Chud, 324-5521

### Multicultural/Settlement

Annie McKittrick, 871-7110

## Languages

### English Skills Improvement

Leanne Quirk, 323-5322

### Modern Languages

Patricia Martin, 323-5322

### Vancouver First Mandarin School

Jennifer Lo, 871-7070

## Non-Profit, Voluntary & Fundraising Sector

### Fundraising Management, Non-Profit Management

Barbara Berry, 871-7060

### Volunteer Management

Brenda Reynolds, 871-7059

## Real Estate, Law & Financial Planning

**Financial Planning & Investment**  
Wayne Decle, 871-7065

### Building Manager

Sharon Kelly, 443-8380

### Legal Assistant

Anne Tollstam, 871-7021

### Property Management

Chuck Dunn, 323-5322

### Real Estate Development

Brian Pink, 443-8388

## Travel & Recreation

### Educational Study

Wayne Decle, 871-7065

### Recreation

Wayne Decle, 871-7065

## Withdrawals, Refunds & Course Cancellations

Unless otherwise stated in course advertising, requests for refunds must be received in writing by Vancouver Community College, Continuing Education Division before the second session of the class. Requests for refunds must state reasons and be accompanied by your original receipt.

A different refund policy may apply for some courses and events: e.g. courses of five sessions or less require refund requests 24 hours before the start date; Nursing and Health courses and so me Business seminars require refund requests either five or ten business days before the course start date.

REFUNDS ARE SUBJECT TO AN ADMINISTRATIVE CHARGE OF 20 PERCENT OF COURSE FEES OR A MINIMUM OF \$10 AND TO A MAXIMUM OF \$30. As an alternative, we would be pleased to issue a "deferred fee credit" for 100 percent of the course registration fee valid for one year. Please allow three weeks for processing any refunds. Fee payments made by charge card are refunded by means of a credit to your account. All other refunds are made by cheque.

The college reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrollment. Should a course be cancelled, a FULL refund will be made.

## Satisfaction Guarantee

Your Satisfaction Guaranteed—My Personal Guarantee

Continuing Education  
Vancouver Community College  
1155 East Broadway  
Box 24785, Station "F"  
Vancouver, B.C.  
V5N 5V2

Dear Prospective Students:

As the Director of Continuing Education, I have a definite interest in your satisfaction with our courses.

If, at any time, you are not satisfied with the return on your investment of money and time, simply write to me at the above address, telling me why you are dissatisfied and your tuition will be refunded—in full, no questions asked. Please write to me within two weeks of the course's normal end date and enclose the original of your tuition fee receipt.

Sincerely,

*Gail Rochester*

Gail Rochester  
Director  
Continuing Education

### The Small Print

"Tuition Fee" applies only to the tuition portion of your fee. This does not cover any expenses for books, course materials or meals. It applies only to the tuition portion of travel tours.

## Arts & Science

### Art

This art program with an emphasis on drawing, is designed for students wishing to draw for personal interest and development, to prepare a portfolio for entry into an art-related school, practise professional drawing skills, prepare for a career change into a related art field and upgrade drawing skills for professional development. Supply lists will be given on the first evening. If course includes drawing, students will be asked to supply his/her own drawing board.

### INSTRUCTORS

*Fran Alley is both a painter and a printmaker. She holds a B.F.A. degree from the University of Calgary and has studied at the Banff Fine Arts Centre. Fran has had both group and solo exhibitions in Vancouver, Calgary and Toronto.*

*Debbie Dewar graduated from Emily Carr College of Art and Design with honours in drawing and ceramics. She is currently running her own ceramic business.*

*Elliot Drobner has been teaching screen printing for 15 years. He operates a successful screen printing, textile dyeing business, 'Clothworks', 3210 Dunbar Street, Vancouver.*

*Gordon Finlay, B.A., B.Arch., is a painter currently working in large format oils. He has exhibited widely and is the recipient of a number of awards, two of them international.*

*Bernie Lyon, program coordinator, is a cartoonist/illustrator whose work appears in Vancouver newspapers and magazines.*

*Valerie Skemp studied decorative painting for many years in the USA and has been teaching decorative painting since 1973.*

### Sandblasting Glass—An Introduction (500158)

Students will learn about the many possibilities in carving glass. Experimentation with techniques and ideas will be encouraged using both flat glass and blown forms. The course begins with an introduction to the history of surface decoration on glass, with slides and examples of work from Europe and North America. A demonstration of basic sandblast techniques will allow the students to choose an approach for the first project. Students will respond to the three different glass forms provided and then choose their own direction for further works. Glass blanks and sandblast resist are available for purchase from the instructor at an approximate cost of \$50. Students should bring a pad of paper (any size), exacto knife, and a pen that marks on glass. Class will meet at Ravens Craft Studio, 1751 West 2nd Avenue, rear entrance, (Morosoff) \$240  
8 eve - Tu. Jan 24, 19:00-22:00 - RCS

### Learning to Draw from the Right Side of the Brain (500148)

Discover the artist inside you! Through a variety of interesting techniques, this course will lead you through a step-by-step exploration of drawing by learning to listen to the right side of your brain. Two sessions include life drawing from a model. Please bring a sketchbook and 4B or 6B pencils to first class. (Dewar) \$125  
10 eve - We. Jan 25, 19:00-21:00 - Lan

### Anatomy for the Artist/Illustrator (500154)

This course will assist artists and illustrators in creating more realistic and 3-D figures by a detailed study of human anatomy as it relates to drawing including bones, musculature, and the dynamics of locomotion. Bones and slides will be used as teaching aids and life drawing from a model will be part of each session. (Finlay) \$145  
8 eve - Th. Jan 26, 19:00-22:00 - Lan

### Creating Depth: Perspective for Artists (500155)

This course, designed specifically for artists, conveys in simple, straightforward ways, the means to create believable depth in pictorial space. Drawing problems are formulated each week to explore definitions and techniques of linear perspective, atmospheric perspective, creating shadows and reflections, defining form with light, coherent composition and perspective in figures. All

levels welcome. (Finlay) \$125  
8 eve - Mo. Jan 23, 19:00-21:30 - Lan

### Painting (500103)

In this course we will begin with the basics of acrylic painting and expand into related areas of collage, texture and the relationships between colours. The course will include landscape and figure painting as well as framing and marketing your work. You will be encouraged to develop your own individual style using a wide variety of techniques. All levels welcome. (Alley) \$130  
10 eve - We. Jan 25, 19:30-21:30 - Lan

### Painting the Figure (500118)

This painting course will be entirely devoted to painting from models. Students will further explore aspects of acrylic painting imaginatively and creatively. The focus will be on colour, proportion, perspective, composition and technique. Students will be encouraged to experiment with mixed media in a fun and challenging atmosphere. Bring a pencil or charcoal to first class. (Alley) \$135  
8 eve - Mo. Jan 23, 19:00-21:30 - Lan

### Decorative Painting—Level I (500129)

Revive worn furniture and walls with a painted flourish. Give a fanciful finish and character to your garage sale bargain. Learn to decorate walls, woodwork, picture frames and furniture with gold leaf, marbling, combing, vinegar painting, tortoise shelling and more. Beginners can achieve very professional results. Supply list given at first class. (Skemp) \$190  
10 eve - Mo. Jan 23, 18:00-21:30 - Lan

### Textile Screen Printing Workshop (500124)

Learn from start to finish basic textile screen printing techniques. Explore ideas to capture and print images on T-shirts and yardage. Learn: screen-making methods, stencil methods from paper to photo-stencil, setting up a dark room, how to prepare art for printing, how to execute basic multi-colour screen printing techniques, what types of inks to use and how to use them: water-based, solvent-based, puffs and metallics. Things to bring: Exacto knife, hair dryer, fine-tipped paint brushes, scissors, pen, paper, pencils, 1-1/2" wide masking tape, and lunch. No toxic chemicals or solvents are used in this workshop—only polyfab water-based textile dyes. Please call Clothworks—263-4493 for more information. \*\*NB Clothworks, (CLW) 3210 Dunbar Street, Vancouver. (Drobner) \$149.80 (Includes GST)  
1 day - Su. Jan 29, 08:00-15:00 - CLW  
1 day - Su. Mar 26, 08:00-15:00 - CLW  
1 day - Su. May 28, 08:00-15:00 - CLW

### Textile Painting Techniques Workshop (500156)

This covers brush, sponge, finger and spray painting, stamping, stencils, fish and other 3-D prints using the polyfab water-based textile paints. No solvents are used. For more information please call Clothworks (CLW), 3210 Dunbar Street, Vancouver (263-4493). (Drobner) \$101.65 (Includes GST)  
1 day - Su. Apr 30, 09:00-16:00 - CLW

Other ART related courses can also be found in these sections: FASHION ARTS: Fashion Illustration GRAPHIC DESIGN: Creative Commercial Illustration and Perspective Sketching and Drawing.

## Graphic Design

Graphic design uses words and images to visually communicate ideas and information effectively. These courses have been designed to meet the rapidly-changing needs of the graphic design community. For those wishing to upgrade their skills or explore a career change, we are now offering three core courses which will provide you with over 75 comprehensive hours of graphic design instruction. In addition, a series of in-depth seminars covering various aspects of the graphic design industry have been developed to augment the core courses. Several of these seminars will be conducted in Macintosh computer labs.

### INSTRUCTORS

*Marcel Beaulieu is a graduate of the University of Manitoba with a Bachelor of Interior Design, Faculty of Architecture. His professional work experience includes corporate office design, as well as residential design and building. He is currently employed with one of Vancouver's leading design firms.*

*Roland Clifford has 30 years' experience in the production of high-quality typography using hot metal, photo-mechanical, digital and laser technologies. After a traditional apprenticeship he practised photocomposition in London, Paris, Toronto, Auckland and Vancouver. Currently he is studio manager of Karacters at Palmer Jarvis Advertising, Vancouver.*

*Deanna Gomes studied typography in a five-year apprenticeship with VVI and has 17 years' experience in the graphic arts industry. She has spent the last six years working in the Macintosh environment. Deanna currently works for a major printing company as their electronic pre-press operator and also has her own pre-press company.*

*Lynda Hurst graduated with honours from the Humber College Advertising and Graphic Design Program in*



*Toronto in 1972. She has also completed courses in editorial illustration at the Ontario College of Art, and photography at Ryerson Polytechnical Institute. She worked as a graphic designer/illustrator in marketing and communications until moving to Vancouver in 1983. In the past ten years Lynda has worked as production manager/art director with the Georgia Straight and advertising production coordinator/media buyer for VCC.*

*Maureen Johnston holds a B.A. in English and Journalism from Washington State University. Her many years of journalism and advertising experience include seven years as copy editor for CFAC in Calgary, seven years as a news writer for NBC-TV in New York City and 18 years with the advertising department of the Hudson's Bay Company. As advertising manager of the Bay's Western Region, Maureen is responsible for the production of a number of company newsletters. She also produces a variety of newsletter for outside corporations and associations on a freelance basis.*

*Evelyn Kirkaldy is a graduate of the Ontario College of Art. She was a senior art director at Palmer Jarvis Advertising for three years and has been working in the field for 14 years as a graphic designer and illustrator.*

*David Lim has been working as a graphic designer/art director/educator for the past 16 years. He is currently a graphic design consultant. David also works as a training consultant, teaching graphic design to desktop publishing departments of large and small corporations.*

*Ljuba Levstek is a graduate of the Ontario College of Art. She has ten years' experience as a freelance illustrator in Toronto, London (England) and Vancouver. Ljuba has worked for a wide range of clients, including advertising agencies, magazine publications, book publishers, greeting card companies and package design firms.*

*Richard Rodak is a graphic artist with almost 15 years' experience in the graphics industry. He has an extensive background in traditional methods of design, typography and production, supplemented with computer skills. He has worked as a freelance designer, art director and production coordinator for various companies.*

*Janet Russell, program coordinator, B.F.A. University of Victoria, works as a graphic designer specializing in book design. She is also a computer consultant and a document design instructor at Kwantlen College and Douglas College.*

*Bill Stockmann has a Visual Arts diploma from the Alberta College of Art and is a freelance graphic designer and illustrator.*

## Core Courses

### Graphic Design—An Introduction (050408)

This non-computer, introductory course examines the many aspects of the graphic design industry with an emphasis on creativity and problem solving. Explore a wide variety of products and techniques and gain a sound understanding of basic typography and design concepts. Class projects include business card and poster design. This course is considered the basic level of the graphic design series. Please bring pencils and paper to the first class. (Rodak/Stockmann) \$140  
9 eve - Tu. Jan 24, 18:00-21:00 - CC  
9 mng - Sa. Jan 28, 10:00-13:00 - CC

### Paste-Up and Assembly—Intermediate Graphic Design (050414)

The assembly of logos, type, photos and line drawings creates camera-ready copy for the printer. This course integrates the preparation of camera-ready artwork with single and multiple colour printing. Class projects are designed to demonstrate efficiency and rationale as well as the tactile skills demanded for paste-up. Projects include a stationery package, display ad, hand-cut separations and a hands-on demonstration of computer-generated production. Material cost is approximately \$50 to \$70. (Hurst) \$145  
8 mng - Sa. Jan 28, 10:00-13:00 - CC

### Advanced Layout and Design (050429)

Beyond the fundamentals, this hands-on course is for those who wish to improve their design and visualization skills. Learn how to create more powerful, better quality layouts. Felt pen rendering techniques will be developed through exploration of colour, composition, typography and design. Drawing skills helpful but not essential. Class projects include ad design and rendering a TV story board. Please bring pencils and paper to first class. (Kirkaldy) \$120  
8 eve - Th. Jan 26, 19:00-22:00 - CC

## Design Seminars

### Talking to Your Printer (050430)

Are you and your printer speaking a different language? This seminar for graphic designers and desktop publishers will help you to communicate more effectively with your printer to achieve the best possible results for you and your client. Starting with the different kinds of printing, you will learn how to prepare complete specs for getting an estimate and how to choose the right printer for your specific needs. This course also addresses questions like how to prepare, in advance, materials that will work best when going to a printer, whether you should output to lino or film; what kind of paper you should use; will it fold the way you want it to and a myriad of other printing mysteries. Two evenings will deal with desktop file preparation guidelines and how to best prepare electronic artwork for your printer, specifically Macintosh. (TBA/ Gomes) \$100  
5 eve - Tu. Jan 24, 19:00-22:00 - CC

### Typography—Level I (050434)

This theory course covers typeface history, design and usage. Learn to make good typographic decisions based on sound principles and avoid the obvious excesses of the desktop revolution. (Clifford) \$120  
4 eve - Mo. Jan 23, 18:30-21:30 - CC

### Typography—Level II (050437)

This is a computer course for students who regularly use page layout programs. Using Macintosh computers, students will complete a series of typesetting/layout projects designed to improve typographic skills. All students will be critically examined one-on-one by the tutor and compare his work with that of a professional compositor. Students will be working in QuarkXPress so a working knowledge of QuarkXPress (or PageMaker) is necessary. The instructor will teach typographic taste and refinement, not the program itself. (Clifford) \$140  
6 eve - Mo. Feb 20, 18:30-21:30 - CC

### Logo Design (050436)

Learn the fundamentals of creating an effective logo. In a step-by-step approach, students will go from initial research and logo concept, through to making a corporate presentation, to the final creation of camera-ready art. Students will apply their knowledge by creating a logo for a number of newly-formed businesses. (Lim) \$85  
5 eve - Tu. Jan 24, 19:00-22:00 - CC



### Perspective Sketching and Drawing – An Introduction (050415)

This course is intended to develop your visual skills while teaching perspective sketching and projection techniques. The fundamentals of perspective will be introduced through the study of quick sketches using basic geometry as building blocks for more complex drawings. The introduction of one-point, two-point and three-point perspective will continue as you study plan projection as a means to create three-dimensional views of buildings, interior spaces and design objects. While focusing on perspective drawing the course will feature a variety of drawing skills such as tint, tone, shade, shadow, etc. Bring a large sketch pad and a variety of coloured pencils to first class. (Beaulieu) \$120  
8 eve - We. Jan 25, 19:00-22:00 - CC

### Creative Illustration (050410)

This course is designed to familiarize the student with various aspects of a professional illustration career. Emphasis is placed on exploring the creative working process. The three illustration projects will expose the student to a variety of illustration tools to expedite and enhance their finished drawing. These three projects will also familiarize the student with the three most common starting points dictated by the client: starting with the concept, as in editorial illustration; starting with the layout, as in advertising; or starting with the reproduction process. The business side of commercial illustration is also discussed. Topics include working with an art director, pricing a job, aspects of self-promotion and the limitations of various reproduction processes. Transform your intuitive artistic abilities into a commercial vehicle. (Levstek) \$120  
8 eve - Tu. Jan 24, 18:30-21:30 - CC

### Newsletter Courses

Yikes! You've been told to produce a newsletter. The boss has given you a brand new computer and now he expects miracles! Relax! Here is a course that has been designed just for you by someone who's already been there – a professional with more than a decade of newsletter design, editing and production experience. If you're responsible for putting out a publication, you'll gain a wealth of usable knowledge – and have fun doing it. A working knowledge of desktop computers would be an advantage. This course is presented in two parts, which may be taken in sequence or individually.

### Newsletter Preparation – Level I (050438)

Level I of this course will deal with newsletter design theory. We will define the objectives, develop a budget, select a name, set the editorial policy, design a grid and a convincing nameplate. Appropriate typefaces will be discussed, as well as writing techniques and how to work with graphics and photos. In six sessions you'll learn the secrets to planning and designing the kind of newsletter your readers can't put down! Nothing short of a miracle! (Johnston) \$165  
6 eve - Th. Jan 26, 18:00-21:00 - CC

### Newsletter Production – Level II (050439)

Students will engage in the hands-on exercise of completing a publication to the camera-ready stage, or as we say in the trade, "putting it to bed." First we will look at the various computer programs used in newsletter production. You will then learn how to work with printers, choose the best paper, strip in photographs, proofread blueines and correct negatives. How to get a printing quote and how to stretch a production budget are also covered, as well as distribution, labelling and mailing. Each student will be supplied with a take-home reference manual of Levels I and II. Students MUST have a working knowledge of QuarkXPress for Level II. The instructor will teach newsletter design and production, NOT the program itself. (Johnston) \$110  
4 eve - Th. Mar 09, 18:00-21:00 - CC

Other GRAPHIC DESIGN related courses can also be found in these sections: ART, ADVERTISING, FASHION ART, COMPUTERS.

## Fashion Arts

The Fashion Arts Program offers professional instruction in the following non-credit courses designed to introduce the beginner to fashion skills, to assist those planning to apply for the Fashion Arts Certificate Program, to upgrade the skills of those already experienced in Fashion Arts and to introduce new fashion-related courses. These courses have limited enrollment – early registration is advised. Call 443-8380 to register.

### INSTRUCTORS

*Edna Marie Olsen, B.S.N., M.A., is a hat designer and instructor. Trained in Vancouver, she designs under her own label, producing original hats in her Gastown studio/store at The Landing.*

*Deborah Rootman, Provincial Instructors Diploma, graduated in Fashion Merchandising at Ryerson Polytechnical Institute, has been involved in the fashion industry since 1975 and is currently a freelance wardrobe consultant for corporate and private clients.*

*Barbara Saunders graduated from Ryerson Polytechnical University and has worked as a designer/merchandiser in women's fashions for over 15 years. As well as designing under her own label, she has worked with a number of well-known designers including Alfred Sung and Marilyn Brooks.*

*Fredericka Staiger is a graduate of the VCC Jewellery Design Diploma and Fashion Arts Programs. She is currently completing the Provincial Instructors Diploma, is a freelance fashion illustrator and has taught the subject for five years.*

*Brenda Swinglehurst, N.D.D., graduated in Fashion at Croydon College of Art and Design, England. She has worked as a pattern maker for manufacturers in London, Montreal, Chicago and Vancouver for almost 30 years.*

*Yolanta Tang, B.F.A., graduated in Fine Arts at the Art Institute of Chicago. She is a nationally-recognized designer, known for original and unique designs and has successfully managed her own retail and wholesale companies.*

*Anne Yeadon-Jones graduated in South Africa with a diploma in Fashion Design and Manufacture, followed by postgraduate studies in England. She has been a designer and consultant to the children's wear industry for 16 years and is owner of Bright Sparks, the Vancouver children's wear label.*

*Marg Zibin, Provincial Instructors Diploma, is a graduate of the Fashion Arts Certificate Program, a freelance pattern maker and has taught this course for seven years.*

### Design Studio (050950)

Taught by a professional designer, this course will cover the many aspects involved in owning and operating your own design studio. Highlights include topics such as: how to get started; resources for business counselling; finding your studio/showroom; custom design/wholesaling/retailing; pricing; holding your market – keeping your customer. This course is developed to provide you with knowledge and skills essential to success in business. (Saunders) \$95  
5 eve - Tu. Jan 17, 18:30-21:30 - CC

### Exploring Fashion (050948)

This course offers a dynamic look at the field of fashion and is a great introduction for people who are thinking of pursuing their interest in fashion. The course will examine the work of top international designers and analyze the latest trends. You will learn about sources of inspiration, the ways in which designers carry out their ideas, and how you can acquire your own personal style and fashion philosophy. (Tang) \$105  
6 eve - Tu. Jan 17, 18:30-21:30 - CC

### Children's Wear (050938)

Taught by a professional designer, this course is structured to meet the needs of students wishing to know more about designing children's wear and for fashion designers who want to develop a personal design philosophy in this direction. Understanding the designing of children's wear includes market research, proportion and sizing, colour and fabric trends, styling, coordination and presentation. You will design a coordinated line of children's wear in your chosen category. Bring to the first class: sketch book, notebook, pen, pencils. (Yeadon-Jones) \$175  
4 day - Sa. Jan 14, 09:00-16:00 - CC

### Children's Wear I – Pattern Making (050943)

Taught by a professional pattern maker, this course provides the knowledge, skills and experience necessary to draft patterns for children's wear in a variety of styles. You will construct all the blocks needed as a basis for this area of pattern making and, using standard size 4 blocks, draft patterns for various current popular styles. Drafting paper and pattern card are provided, but bring to first class: HB pencil, eraser, 38 cm ruler – clear plastic, metric fibre-glass tape measure, french curve, set square, tracing wheel, a three-ring binder. (Swinglehurst) \$170  
4 day - Sa. Jan 14, 09:00-16:00 - CC

### Children's Wear II – Grading (050949)

Taught by a professional pattern maker, this course provides the knowledge, skills, and experience necessary to grade children's wear patterns. You will learn to develop a "nest" of complete size ranges manually and by the use of grading machines. Prerequisite: pattern making experience or Children's Wear – Pattern Making I. Drafting paper and pattern card are available, but bring to first class: HB pencil, eraser, 38 cm ruler – clear plastic, set square, five coloured pencils. (Swinglehurst) \$105  
2 day - Sa. Feb 11, 09:00-16:00 - CC

### Fashion Illustration (050915)

Learn the basics or improve your skills and update your style of drawing in line with current fashion. The workshop format of this course enables you to work at your own level and develop at your own pace. Study the work of well-known illustrators, view the current international fashion videos and draw from the live fashion model at each session. Bring to the first class – for beginners: newsprint sketch-pad (approx. 18" x 24"), Conte crayon (black or brown) 4B pencil. For students with experience in fashion illustration: paper, sketch-pads and media of your choice. (Staiger) \$185  
10 eve - Mo. Jan 16, 18:30-21:30 - CC

### Personal Pattern Making (050924)

Patterns becoming too expensive? Learn to make your own patterns to suit your own measurements with a perfect fit ensured. Individual instruction enables you to work at your own pace in constructing a set of personal Blocks (Slopers) and learning how to draft patterns for any design of your choice. Bring to first class: HB pencil, eraser, 38 cm ruler – clear plastic, metric fibre-glass tape measure, set square, tracing wheel, a 3-ring binder, a package of 1/4" elastic. Come prepared to be measured; wear usual bra and a simple slip. This course is for women dressmakers only. (Zibin) \$200  
10 mng - Th. Jan 12, 09:30-12:30 - CC

### Millinery – Level I (050937)

Hats are In! Learn the basic millinery skills from a professional designer in her studio. The course covers structured fabric hats, blocking and trimming both felts and straws. A "mad-hatter" or more "haute couture," you will have fun, learn a lot, and make at least two hats of your own design. Early registration is advised as only six students are accepted. All necessary materials may be purchased directly from the instructor. Bring to the first class: tape measure, scissors, needles, thread and dressmaker's extra long pins. Classes are held at e. marie studio, The Landing, #425 (fourth floor), 375 Water Street, Vancouver. \$250  
7 mng - Th. Feb 09, 09:00-12:00 - EMS  
7 mng - Sa. Feb 11, 09:00-12:00 - EMS

### Image Make-over Workshop (050945)

Spend a Saturday creating a new fashion image for your lifestyle. Discover your seasonal palette, body style, wardrobe choices for figure flattery, and accessorizing. Wardrobe planning will save you time, improve your image and prevent future costly wardrobe mistakes. (Bring a bag lunch or take a half-hour break.) (Rootman) \$35  
1 day - Sa. Jan 21, 09:30-16:00 - CC

## Fashion Arts

### Certificate Program

If you are interested in entering the fashion industry, or are already in the industry and need to upgrade your skills, the Fashion Arts Certificate Program was designed for you. Providing a comprehensive training, on a part-time evening basis, the flexible timetable allows you to maintain your regular employment while completing your training. Successful from the start in 1986, the program attracts many applicants and those selected are already

making their mark on the local, national and international scene. Taught by professionals in each discipline, the program has a reputation for teaching excellent technical skills and for developing individual creativity. This success is reflected in employment, with companies seeking our graduates to work in design, pattern making and grading. Others have successfully launched their own company, are working freelance, have become illustrators, costume designers or teachers. Even those who decided not to make a career change appreciate that the program has greatly enhanced their skills in the Fashion Arts. Planned by experienced educators and an advisory committee of professionals from all areas of the industry, the program is taught by experts in each subject.

### INSTRUCTORS

*Evelyn May, B.H.E., is the Fashion Arts coordinator at VCC and has been the instructor responsible for the garment construction courses for seven years. She has taught fashion subjects in BC secondary schools, developed a textile manual for a national company, designed and manufactured under her own label, was vice-president in charge of production for Gechtwerk and has worked as a pattern-maker for local companies including the House of Virani. She graduated in Home Economics and Education at the University of British Columbia in 1980 and is a member of the Capilano College Textile Arts Advisory Committee.*

*Lisa Gellert, A.A.S., is a freelance illustrator and textile designer. She has worked in the fashion industry and education in New York and Vancouver. She graduated as an Associate Applied Science, majoring in Fashion, at the Parsons School of Design, New York, 1985.*

*Sonya Milly, is a designer and instructor in costume, fashion and hair design in Vancouver. Experienced at every level of the design process in each discipline, she is currently responsible for curriculum development at a school of hairdressing. She graduated in Fashion Arts at VCC, 1988; Provincial Instructors Diploma, 1991.*

*Peggy Morrison, B.A., A.R.C.T., has worked in the fashion industry since 1966. Her career started as fashion coordinator for The Bay and Eatons and, since 1972, she has been involved in administration and teaching at local fashion schools, combining this with freelance work as a fashion show producer and coordinator. She is program director at a fashion career institute and an advisory board member for the Western Canadian Design and Fashion Association; and a long-standing board member of the Private Career Training Association. She graduated from the University of British Columbia in 1966.*

*Gayle Ramsden, B.H.E., is the manager responsible for the operation of the computerized systems at Jax Fashions Inc., Vancouver. Previously a pattern maker and grader for fashion manufacturers in Winnipeg and Vancouver, she trains personnel in the use of computerized pattern design, markers, grading and cutting systems. She graduated in Home Economics at the University of Manitoba, 1981, Provincial Instructors Diploma, VCC, 1991.*

*Janet Russell, B.F.A., is a graphic designer, computer consultant, desktop publishing instructor at a technical institute, and is the program coordinator for the VCC – CE Graphic Design courses. She graduated in Fine Art at the University of Victoria, 1984.*

*Concetta Sciarretta, is a computer pattern entry/grader at Jax Fashions Inc. She trained in fashion in Vancouver and has worked at various levels of design and production in the fashion industry in Hong Kong and Vancouver. She graduated in Fashion Design, 1984; Fashion Arts certificates, VCC, 1989.*

*Wanda Sustersich, B.App.Sc., is a couturier and sewing instructor. Making a 1982 career change from civil engineer to custom designer and dressmaker for private clientele; she is also a salesperson and advisor for a local fabric company. She graduated in Civil Engineering at the University of British Columbia, 1980. She is an award-winning graduate of the Fashion Arts Program, VCC, 1988; Provincial Instructors Diploma, VCC, 1991.*

*Marg Zibin is a freelance pattern maker with six years' teaching experience. She graduated in Fashion Arts, VCC, 1987; Provincial Instructors Diploma, VCC, 1989.*

### Program Content

#### Fashion Design Certificate

Term One – Fashion Drawing  
Term Two – Fashion Design  
Term Three – Collection Design  
Term Four – History of Fashion  
Term Five – Textiles

### Pattern Making Certificate

Term One – Block Construction  
Term Two – Design Drafting Theory  
Term Three – Design Drafting Practical  
Term Four – Designer Patterns/Draping  
Term Five – Production Patterns/Grading

### Garment Construction Certificate

Term One – Sewing Techniques  
Term Two – Industrial Sewing  
Term Three – Tailoring  
Term Four – Couture  
Term Five – Collection Toiles

After graduation from these three certificate programs the student is eligible for the

### Fashion Arts Certificate

Term Six  
• Fashion Graphics  
• Collection Portfolios  
• Collection Manufacture  
• Fashion Show Production

At the end of this term students present their individual Graduate Fashion Show.

### Entry Requirements

1. Have secondary school Grade 12 or equivalent.
2. Have a good knowledge of the English language and the ability to speak, read and write clearly and correctly.
3. Submit a letter with the application form, stating reasons for wishing to enter the Fashion Arts Program.
4. Present examples of fashion-related work (designs, illustrations or garments) at a successful interview prior to the commencement of the Program.

Apply by July 08 for next entry in September 1995. For detailed brochure and application form, call the Continuing Education office at City Centre – 443-8380.

## Floral Design

### Certificate Program

The purpose of this program is to provide a comprehensive training to persons seeking entry to the floral industry and to upgrade the skills of those presently employed in industry who lack formalized training.

The student will learn the fundamental principles of good design and will become proficient in constructing common floral arrangements. They will understand and apply the more complex elements of design included in wedding, funeral and custom work. The student will become proficient in all aspects of customer service, in the use of wire services and in the services of wholesalers. Tuition includes flowers and materials.

The program is taught by professionals from the floral industry and has been planned with the assistance of a professional advisory committee. It is unique in that it covers both the floral design skills and the business-related skills necessary to the floral designer.

### Course Content

Floral Design – Level I (250105)  
Floral Design – Level II (250106)  
Floral Design – Level III (250107)  
Basic Flower Shop Procedures (250108)

### Registration Information

There is no formal application required. Students are accepted into Design Level I (250105) on a first-come, first-served basis. Students wishing an exemption from Level I, due to prior learning experience, are required to successfully complete a basic Floral Design Evaluation (250104).

Basic Flower Shop Procedures can be taken upon completion of Level I or with permission from the program coordinator.

The Floral Design Certificate Program is recognized in the floral industry as a result of the student being evaluated on the theory and their design skills at each level of the program.

For detailed brochure, call the Continuing Education office at King Edward Campus – 871-7070.

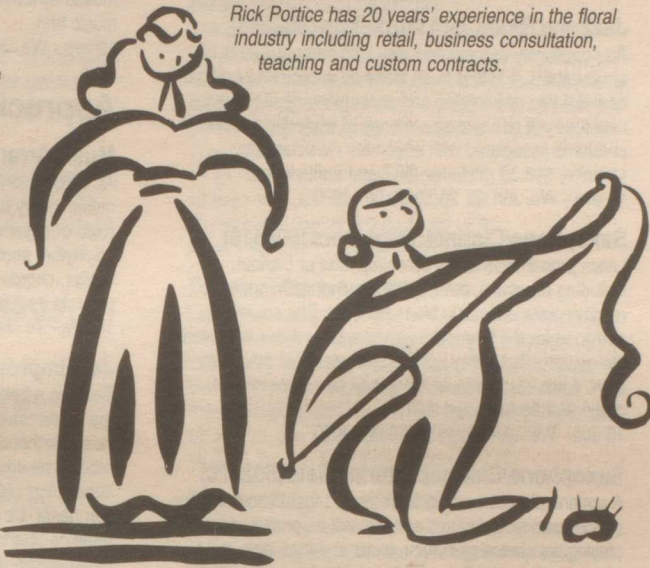
An Information Night will be held on Thursday, January 05, from 18:30-19:30 - KEC Room 4043

### INSTRUCTORS

*Joyce Jackson, program coordinator, has 15 years' experience in the retail and wholesale floral industry and has her own sales and marketing business.*

*Gail Harrison has 15 years' experience in floral design, both in retail and wholesale and is a successful freelance designer.*

*Rick Portice has 20 years' experience in the floral industry including retail, business consultation, teaching and custom contracts.*



### Floral Design – Level I (250105)

The student will learn to construct the five basic floral arrangements, including posy/nosegay, one-sided triangle, 3D triangle, crescent and gift baskets. They will learn the proper use of tools and equipment and the basic principles of floral design. Flower treatment and plant care fundamentals will be covered. The student will be introduced to basic business principles including the use of a pricing grid and the function of wire services. The student will focus on the elements and principles of design. They will also learn basic selling techniques to better service customers. Flowers included. Students required to purchase floral knife and cutters, available from instructor. (Harrison/Portice) \$675  
22 eve - Mo/Tu. Jan 16, 18:30-21:30 - KEC (TBA)

### Floral Design Evaluation (250104)

This evaluation is designed for those with previous training and/or experience who wish to be exempted from Floral Design Level I. The student is required to make one of five basic floral arrangements and successfully complete a written evaluation of the basic and fundamental aspects of floral design. The Floral Design Evaluation is held before the first class of Floral Design Level II. Pre-registration is required. (Jackson) \$30  
Sa. Jan 07, 13:00-15:00 - KEC

### Floral Design – Level II (250106)

The student will demonstrate and apply the fundamental principles and constructional mechanics to more sophisticated designs. Specialty, asymmetrical, small funeral spray, hand-held nose gay, wreaths, presentation bouquets, holiday and special occasion bouquets are the arrangements that will be covered in this course. They will focus on developing professional design techniques throughout this level. The student will also learn the importance of ethical considerations and professional business procedures. Flowers included. (Harrison) \$695  
24 eve - Mo/Tu. Jan 09, 18:30-21:30 - KEC (Portice)  
24 eve - We/Th. Jan 11, 18:30-21:30 - KEC (Harrison)

### Floral Design – Level III (250107)

The student will learn more advanced design principles as applied to custom floral designs common to weddings and funeral tributes. This course will also provide the students with the opportunity to develop their personal style by taking the basics to a higher level of interpretation. The student will learn specific business procedures for costing complex package order. They will learn selling techniques to educate and familiarize customers with exotic flowers and more sophisticated styles of design. (Portice) \$730  
24 eve - We/Th. Jan 11, 18:30-21:30 - KEC

### Basic Flower Shop Procedures (250108)

The student will learn the procedures that are specific to the day-to-day operation of a flower shop including the importance of computers in floral businesses, wire services, services of wholesalers, shop maintenance,

health and safety considerations, ethical behaviour, and the importance of setting priorities. Students will also learn to provide professional customer service and effective selling techniques and skills that are relevant to the floral industry. (Portice) \$325  
12 day - Sa. Jan 07, 10:00-13:00 - KEC

## Interior Design

### INSTRUCTOR

*Barbara Dilts, Graphics, Parson's School of Design, New York; B. of Environmental Studies, Master of Architecture, University of Manitoba; nine years' design experience.*

### Introduction to Residential Design – Part I: Theory (504201)

Learn personal expression in functional interiors. Topics include: space planning, scaled layouts, the history and development of design, style planning and colour theory. Find practical solutions for your residential design projects. (Dilts) \$160.50 (includes GST)  
5 eve - Tu. Feb 07, 19:00-22:00 - KEC

### Introduction to Residential Interior Design – Part II: Practice (504202)

Build upon concepts introduced in Residential Interior Design – Part I. Topics include: textiles, upholstery, window treatments, floors, walls, application of lighting, accessories, plants and pictures. (Dilts) \$160.50 (includes GST)  
5 eve - Tu. Mar 14, 19:00-22:00 - KEC

### New, Old Furniture (504209)

This workshop focuses on what "finds" of old furniture are worth and why. How to select fabric and re-make old furniture into new. Field trip to furniture store. (Dilts) \$128.40 (includes GST)  
2 day - Sa. Mar 04, 10:00-16:00 - KEC

### Designer's Storyboard (504211)

Making a designer's storyboard for every room in your house is an important part of decorating. You will not only begin to see how the spaces relate to one another, but you will also find it much easier to shop for new furnishing and accessories. Prerequisites: completion of Residential Interior Design, Parts I & II. (Dilts) \$69.55 (includes GST)  
1 day - Sa. Mar 25, 10:00-13:00 - KEC

### Interior Design: Condominiums, Townhouses and Apartment Living (504213)

Interior decorating and design for apartments, condos and townhouses. Learn to create a personalized and stylized interior for living. Plan your spaces creatively and effectively. (Dilts) \$69.55 (includes GST)  
1 day - Sa. Feb 18, 10:00-16:00 - KEC  
1 day - Sa. Apr 08, 10:00-16:00 - KEC

## Jewellery

### INSTRUCTORS

*Peter Thompson was trained under a master goldsmith in England. He has worked in Vancouver for the last 16 years in his own studio.*

### Metal Techniques I (051101)

This course will introduce the basic materials, tools and terminology in jewellery making. Students will become familiar with a variety of techniques including piercing, doming, texturing, riveting and soldering. Projects will include the making of chains, rings, brooches and other jewellery objects. Students will be required to purchase their own tools and materials (approximate cost \$200). No experience necessary. (Thompson) \$190  
10 eve - Mo. Jan 23, 18:00-21:00 - CC

### Metal Techniques II (051114)

A further exploration of materials, tools and a variety of techniques with an emphasis on soldering, construction and fabrication. Projects will include the making of chains, rings and brooches. Students will be required to purchase their own tools and materials (approximate cost \$130). Prerequisites: Successful completion of Metal Techniques I or equivalent. (Thompson) \$190  
10 eve - We. Jan 25, 18:00-21:00 - CC

### Metal Techniques III (051117)

This is a project-oriented course designed for students who have completed Level II. The course is designed so that students can further develop their skills in technique

and design. Emphasis will be on construction, soldering and basic stone setting. Students will be required to purchase their own tools and materials (approximate cost \$100). Prerequisites: successful completion of Metal Techniques II or equivalent. (Thompson) \$190  
10 eve - Th. Jan 26, 18:00-21:00 - CC

## Gemology

### Gemological Institute of America Courses

VCC is proud to offer two widely recognized Gemological Institute of America courses during the winter term. These courses are designed for salespeople, managers, owners, buyers, appraisers, wholesalers, designers, graders and gem lab personnel. GIA will issue a Letter of Completion after you have completed either of these stand-alone courses. The courses also count towards GIA's Graduate Gemologist diploma.

Class size is limited to 20 participants. Full payment is expected upon registration. No refunds will be issued if you withdraw within 30 days of the class start date. If you cancel before 30 days of the class start date, a cancellation fee of \$30 will be levied. Payment must accompany registration. For further information contact 443-8380.

### GIA Coloured Stone Grading –

#### Extension Course (051116)

The GIA's intensive coloured stone grading course is a four-day course that teaches the basics of how to judge and grade colour, clarity and quality of cut according to the GIA Coloured Stone Grading System. No previous gemmological experience is required. \$1095  
4 day - Tu/We/Th/Fr. Mar 07-10, 09:30-17:30 - CC

### GIA Diamond Grading –

#### Extension Course (051115)

For the second time CE offers the GIA's four-day diamond grading course. This intensive hands-on course teaches the student how to judge and grade clarity, colour and quality of cut in round brilliant-cut diamonds according to the GIA's internationally-recognized Diamond Grading System. No previous gemmological experience is required. \$1095  
4 day - Tu/We/Th/Fr. Mar 14-17, 09:30-17:30 - CC

### Canadian Gemmological Association Courses

Continuing Education offers the two-year part-time Canadian Gemmological Association Diploma course in Gemmology. This is a demanding and intensive professional course that requires a considerable amount of home study, weekly written papers and comprehensive final examinations.

The student will attain proficiency with a wide range of gemmological equipment including refractometers, microscopes, dichroscopes, spectroscopes and polariscopes. With this equipment you will learn to test and identify a comprehensive variety of gemstones from andalusite to zoisite. Emphasis is placed on the differentiation of natural and synthetic gemstones as well as the detection of gemstone treatments and alterations. Diamond and coloured stone grading and appraisal formats are also studied.

Tuition includes student membership in the Canadian Gemmological Association, all course notes and examination fees. Tuition is expected upon acceptance to the program. Additional costs include required textbooks and some equipment (approximate cost is \$150 in the first year, \$250 in the second year).  
Tuition: Preliminary year (051109) - \$955; Diploma year (051113) - \$1600 (fees are subject to change in September 1995)  
Classes begin in September 1995. Applications for the next entry are now being accepted.  
For a complete program guide call 443-8380.

For other related Gemmology courses please see: JEWELLERY.



## Music

### MUSIC PROGRAM FACULTY

**Ted Greene** – Program Coordinator. A member of the VCC music faculty for 12 years, Ted joins CE as program coordinator. He received his Bachelor of Musical Arts degree in Music Education at the University of Western Ontario. Ted's background as an educator and performer includes the instruction of many academic courses, performing ensembles, and new technologies in music.

**Carol Brauner** –Voice Program. Carol studied voice and vocal pedagogy in Austria, the US and Canada. She has been with VCC Continuing Education program since 1980. Carol is also actively involved with the Royal Conservatory of Music.

**Daryl Jahnke** – Guitar. Daryl studied at VCC before embarking on a very successful performing career. He taught for a number of years in the CE program before taking a leave to pursue a performing career in Japan. In addition to his current teaching duties, subsequent to his return to Vancouver, he is heard frequently throughout the Lower Mainland, leading the Daryl Jahnke Trio.

**Gary Keenan** – Improvisation. Gary is an accomplished jazz artist who has worked as a freelance musician in Vancouver for several years. He has developed his own very successful version of the 'jazz shorthand' approach to the study of improvisation.

**Mike Kinzie** – Arranging. Mike graduated from the University of Western Washington with a Bachelors degree in Jazz Studies and continued his study of music in the Composing and Arranging program at Dick Grove School of Music. In addition to regular appearances with Tuxedo Junction Orchestra, he is a sought-after freelance musician in Vancouver.

**Jeannie Lee** – Piano. Jeannie studied in the Keyboard Program at VCC and continued her studies at the Manhattan School of Music in the summer 1991. She has taught piano for several years and is skilled in both classical and jazz repertoire and techniques. In addition to her teaching duties, she is a much sought-after professional entertainer. Recently she authored a music game for the New York Metropolitan Opera Guild.

**Daniel A. Lutz** – Woodwinds. Theory. Dan received his diploma in Musical Arts from VCC, and has performed and taught both classical and jazz/pop music for over 20 years. Mr. Lutz is currently a woodwind clinician for several BC school districts and a dedicated private teacher.

**Lauri Lyster** – Piano. Lauri received her diploma in Musical Arts from VCC and finished her Bachelor of Music degree at UBC. In addition to her teaching responsibilities she is a regular performer in Vancouver, both as a keyboard player and as a percussionist. She is also an educational consultant for Yamaha Music Canada.

**Indrasani Mursalin** – Guitar. "Sani" received his Bachelor of Music degree from UBC, is currently completing his Master of Music and is one of the founding members of the UBC guitar quartet. He is on the faculty of the Douglas College Conservatory of Music. Sani performs extensively in Vancouver, not only as a soloist, but is also a part of a guitar duo and a flute and guitar duo. In addition to the classical guitar style, he is accomplished in the Flamenco and Brazilian styles.

**Greg Reid** – Business/Computers. Greg has been self-employed in the music industry for 17 years, as the sole proprietor of McReid Music. During that period of time he has worked in many different areas as a producer, engineer, publisher, writer, arranger, performer and educator. He has been involved in the design and development of two major recording studios. He has also engineered and co-produced three albums for the VCC Department of Music.

**Robin Shier** – Stage Band. Robin is an active performer, director and arranger locally and nationally. In addition to working with the CE Stage Bands, he is a much sought-after clinician, adjudicator for music festivals and also teaches privately.

**Craig Tompkins** – Singing. Craig began his professional career 20 years ago, as a flute player and instructor, while he trained as a solo voice major. For the past 15 years he has been a member of the world-acclaimed Vancouver Chamber Choir. He has been an annual participant at the Summer Master Class at Oberlin College dealing with all aspects of vocal pedagogy. In addition to his duties with the chamber choir and VCC, he has also taught at the Vancouver Academy of Music.

## Piano

### Piano: Beginners (502517)

Class instruction on individual pianos. Learn notation, basic playing skills and chording techniques. Students should have access to piano for home practice. Enrollment limited to eight per class. In the event of insufficient enrollment in a particular class, some classes may be combined. Seniors discount not available due to limited enrollment. (Lyster) \$123.05 (Includes GST and a music fee)

10 eve - Mo. Jan 23, 18:00-19:00 - KEC

10 eve - Mo. Jan 23, 19:00-20:00 - KEC

### Piano: Intermediate (502518)

Further instruction in reading, playing skills and chording techniques. Students should have access to a piano for home practice. Enrollment is limited to eight per class. Seniors discount not available due to limited enrollment. (Lyster) \$123.05 (Includes GST and a music fee)

10 eve - Mo. Jan 23, 20:00-21:00 - KEC

### NOTE

Prerequisites for Intermediate Piano classes are completion of the appropriate Beginners' class, or by permission of the instructor.

### Jazz Piano: Beginners (502504)

Instruction on individual pianos. A practical elementary course for students with little or no piano background. Fundamental piano techniques relative to the study of jazz and popular music will be emphasized. Enrollment limited to eight per class. Seniors discount not available due to limited enrollment. (Lee) \$123.05 (Includes GST and a music fee)

10 eve - We. Jan 25, 18:00-19:00 - KEC

10 eve - We. Jan 25, 19:00-20:00 - KEC

### Jazz Piano: Intermediate (502531)

A continuation of the beginners course with emphasis on reading and chording skills. Enrollment limited to eight per class. Seniors discount not available due to limited enrollment. (Lee) \$123.05 (Includes GST and a music fee)

10 eve - We. Jan 25, 20:00-21:00 - KEC

10 eve - We. Jan 25, 21:00-22:00 - KEC

## Instrumental Music

### NOTE

Students wishing to register for the instrumental music courses must have an instrument before the first class of each course. For further information on instrument rentals and sales, call Ted Greene at 871-7316 before registering for the class.

### Flute: Beginners (502505)

Practical instruction for the novice. Throughout the course students will learn proper breathing techniques, tone control and musical skills. Some small ensemble playing will be included. Each student must have a flute. (Lutz) \$64.20 (Includes GST)

10 eve - Mo. Jan 23, 18:00-19:00 - KEC

### Flute: Intermediate (502506)

Continuing practical instruction in flute performance study, students will continue technical skill development and participate in more small ensemble playing. Music provided. Each student must have a flute. (Lutz) \$64.20 (Includes GST)

10 eve - Mo. Jan 23, 19:00-20:00 - KEC

### Guitar: Beginners (502507)

This course includes basic theory, note reading and accompaniment styles for contemporary guitar. A wide range of styles are introduced, from classical to folk and blues/rock. Learn accurate tuning, a variety of chords, strums and picking patterns. Meet other beginners and broaden your musical horizons in a cooperative and friendly atmosphere. (Mursalin) \$101.65 (Includes GST)

10 eve - We. Jan 25, 18:00-20:00 - KEC

### Guitar: Intermediate (502508)

Have you had a few lessons in the past, or are you a self-taught player stuck at a certain level? This class will help you learn to use the wide range of materials available to improve your technique and musicality. The course includes theory, note reading, solo techniques, ensemble playing and insights into various styles from classical to contemporary. An excellent opportunity to meet other guitarists and improve your playing. (Mursalin) \$101.65 (Includes GST)

10 eve - We. Jan 25, 20:00-22:00 - KEC

### Guitar Jazz Rock Improv (502544)

Beginning with an introduction to intervals and ear training, the course goes on to explore the structure and movement of chords and their corresponding scales. Special attention is given to creatively expressing class information on the guitar. This hands-on approach will also be used to look at concepts in chord and song structures and at new directions in improvising. Prerequisite: Knowledge of notes on finger board and staff. (Jahnke) \$64.20 (Includes GST)

10 eve - We. Jan 25, 19:00-20:00 - KEC

### Jazz and Blues Jam Workshop (502543)

An opportunity to meet and play with other guitarists of similar ability. Explore fresh ideas on improvising and gain new insights into soloing and accompanying. Each week a new tune will be used as a means of exploring specific problems associated with ensemble musicianship. (Jahnke) \$96.30 (Includes GST and a music fee)

10 eve - We. Jan 25, 20:30-22:00 - KEC

### Saxophone/Clarinet: Beginners (502519)

Learn proper techniques on saxophone or clarinet, including breathing, tone, basic playing skills, some reading skills and basic blues patterns. The course is designed for the beginning player and for those who want the opportunity to play with other students at their own level. Each student must have their own instrument. (Lutz) \$64.20 (Includes GST)

10 eve - We. Jan 25, 18:00-19:00 - KEC

### Saxophone/Clarinet: Intermediate (502520)

A continuation of the beginners class. Improve upon your reading ability. Solo lines and riffs will be analyzed for playing and jamming in rock, blues and jazz idioms. An ideal way to meet other players at your level who share your interests. (Lutz) \$64.20 (Includes GST)

10 eve - We. Jan 25, 19:00-20:00 - KEC

## Vocal Music

### Singing I (102614)

Designed to give beginning singing students, or those who have studied no more than two years, a good basic foundation for their art, by using exercises and songs. Vocal technique includes: breath onset, focusing of tone, posture, relaxation, extension of range, projection, dramatization of text, diction, etc. All styles of music. Group classes alternate with half-hour individual lessons tailored to meet the needs of each student. Permission of instructor required to register. \$214 (Includes GST)

10 eve - Mo. Jan 23, 18:00-20:00 - KEC (Tompkins)

10 eve - Tu. Jan 24, 18:00-20:00 - KEC (Brauner)

### Singing II (102630)

Continuation of Singing I. Group classes will work on repertoire from musical theatre, early folk, classical, etc., and prepare solos, duets, trios, 3-4 part harmony, rounds, in anticipation of presenting a musical evening to seniors when music is ready for performance. Alternates with half-hour individual lessons continuing the vocal technique taught in Singing I. Prerequisite: Singing I and permission of instructor. (Brauner) \$214 (Includes GST)

10 eve - Th. Jan 26, 18:00-20:00 - KEC

## Ensembles

### Woodwind Ensemble (502548)

Put the skills you have learned in the woodwind instructional classes to use by joining this performance ensemble. Players of all woodwind and brass instruments are welcome to participate. Repertoire will be determined by ensemble makeup. The course is not limited to students who have participated in group lessons. However, those who have not previously registered in an instrumental course should talk to the ensemble director before registering. (Lutz) \$74.90 (Includes GST and music fee)

10 eve - Mo. Jan 23, 20:30-22:30 - KEC

### Vocal Jazz Ensemble: Beginner (502523)

This ensemble is designed for the singer who would like to experience vocal jazz. Some previous choral experience is helpful, but not mandatory. Ability to sight-sing will improve during the course. Topics covered will be through the repertoire sung: jazz style, improvisation, stylizing a ballad, movement for performance. Correct vocal production will be stressed at all times with good warm-up techniques being used. Some rehearsals will be with sound system. An ideal course for directors wishing instruction in vocal jazz techniques. A small music deposit will be collected on the first evening. (Warren) \$123.05 (Includes GST and music fee)

10 eve - We. Jan 25, 18:00-20:00 - KEC

### Vocal Jazz Ensemble: Advanced (502524)

This group will function as a rehearsal group with the emphasis on advanced repertoire. Jazz styles, improvisation and some solo work will be included. Performing opportunities will be explored. Students must have previous vocal jazz experience and the permission of the instructor. Grads - recent and not-so-recent - of high school jazz programs are particularly welcome! Some rehearsals will be with sound system. Students unsure of their level should register in beginner's level and may be moved by instructor. (Warren) \$123.05 (Includes GST and music fee)

10 eve - We. Jan 25, 20:00-22:00 - KEC

## Appreciation and Theory

### Music Arranging (102629)

An introductory arranging course for students with some music theory background. The class will cover the basic roles of ensemble instruments, including specific lectures on rhythm section. Discussion will also centre around scales, chords and modes. Students will be assigned projects throughout the course. (Kinzie) \$110

10 eve - Tu. Jan 24, 20:00-22:00 - KEC

### Jazz Improvisation (102611)

Become a better improviser. Students will study in-depth the relationship between scales and chords, using the jazz shorthand approach to theory, involving the study of modes, chord progressions, analysis and chord substitution. Also included will be an analysis of several standards, blues and contemporary jazz works. Students must be able to read music and have a knowledge of all major scales. (Keenan) \$110

10 eve - Th. Jan 26, 19:00-21:00 - KEC

### Music Theory (102613)

Open to musicians and non-musicians alike. Learn the basic fundamentals of music theory, including rhythm, intervals, chords and transposition. Students should be able to read one clef. (Lutz) \$110

10 eve - We. Jan 25, 20:00-22:00 - KEC

## Commercial Music

### MIDI Music I (102604)

This introductory course provides an overview of music creation with MIDI by exploring how many different MIDI devices such as keyboards, drum machines, samplers and other sound modules can properly be connected to computers and sequencers. Learn how to set up your own MIDI systems and discover what pieces of equipment are necessary and cost effective. Get hands-on experience with keyboard controllers, computers and sound modules using the sequencer program for the Mac, 'Deluxe Recorder'. No previous experience required. (Reid) \$140

12 eve - Th. Jan 12, 18:00-20:00 - KEC

### Live Sound Engineering (102606)

Become proficient with sound equipment. This course explains how PAs and other sound equipment are set up and operated. Learn how to use microphones, consoles, equalizers, compressors, digital reverbs, power amps, monitors and speakers to get the most out of a sound system. Important troubleshooting tips and easy repairs to keep a system running properly will be included. This is a hands-on course; be sure to wear your jeans. (Reid) \$140

12 eve - Mo. Jan 09, 20:00-22:00 - KEC

### Music Publishing and Record Company Contracts (102619)

Explore the ways in which revenue can be derived from song writing and recording. This course offers in-depth information on copyrights; methods of registration and publication; the roles of music publishers; performance rights organizations. A complete look at how royalty payments are structured, as well as record company contracts and payments to artists will be included. Learn how you can untangle the maze of contracts and deals to be successful in this area of the music industry. (Reid) \$130

12 eve - Mo. Jan 09, 18:00-20:00 - KEC

### Multi-Track Recording Workshop (102631)

Be in the control room with record producer Greg Reid as he engineers and produces a song from start to finish. Have the opportunity to work with 24 track digital recorders, a large studio console, plenty of outboard gear as well as MIDI. Your instructor will demonstrate and explain the operation of all the equipment in a relaxed professional environment. Class size will be limited to six, which will allow ample hands-on experience for all. Permission of instructor required. (Reid) \$300

8 eve - We. Feb 08, 19:00-22:00 - TBA

## Photography

### Visual Arts Certificate – Photography Major

## Certificate Program

This certificate program is designed for those employed in the photographic industry and for those who use photography in their work.

AMATEUR PHOTOGRAPHERS and those not interested in the certificate may take these courses for general interest.

### Entry Requirements

Students wishing entry into the program may be required to have an interview and show a portfolio of their work. Students wishing entry into basic courses do not require an interview or need to show a portfolio.

### Certificate Requirements

Satisfactory completion of approximately 450 hours of instruction.

### NOTE

Not all certificate courses are offered each term.

### Application/Registration

Registration will take place from 10:00-16:00, Monday through Saturday, starting Tuesday, January 03, 1995

Registration may be done either by phone using a VISA/MasterCard or in person with cash, cheque, or VISA/MasterCard.

**Registration is ONLY available at Focal Point, 4474 West 10th Avenue.**

For those unable to register during the day, we have evening registration available Tuesday, January 03 or Wednesday, January 04 from 19:00-20:30.

Register early – these courses are very popular and fill quickly. For information please contact Focal Point ONLY at 224-3636.

### INSTRUCTORS

Darren Bernaerdt is a photographer for the advertising department of a large retail company.

Greg Blue is a commercial photographer, specializing in product photography.

Tim Harvey is a commercial photographer specializing in fashion photography.

Susan Hayes, B.F.A., M.F.A., is a commercial photographer specializing in brochure designs and slide presentations.

Mary Jensen, B.A., P.P.O.C., is a professional portrait photographer and retoucher working independently.

Sabea Mantle is a freelancer in computer graphics design. Marilyn McEwen is a local freelance photographer with an extensive accounting background and is also editor/artist director for Camera Canada.

Andrew Tripp is a commercial photographer specializing in people photography.

Jennifer Walton is a stock photography consultant.

Jeff Weddell is a commercial freelance photographer who specializes in people.

Ingrid Yuille is a freelance photojournalist.

### Basic Photography (300101)

Learn to take good pictures in a variety of situations. Through lectures, workshops, demonstrations, field trips and critiques, students will develop a good foundation in basic photographic concepts such as: exposure control, depth of field, motion and night photography. Black and white film processing and printing techniques will also be covered. Prerequisite: None. (Hayes/Tripp) \$225

10 eve - Mo. Jan 16, 19:00-22:00 - FP

10 aft - Tu. Jan 17, 12:30-15:30 - FP

10 eve - Tu. Jan 17, 19:00-22:00 - FP

10 eve - Fr. Jan 20, 19:00-22:00 - FP

### Intermediate Photography (300103)

Improve your knowledge of camera operation while learning compositional and lighting techniques. Learn basic studio lighting techniques for both portraiture and

still life, and learn how to get the most out of available light. Students will gain hands-on experience with lighting equipment through shooting sessions with professional models. Good technical and compositional techniques are stressed throughout the course. Prerequisite: Basic Photography or equivalent. (TBA/Weddell) \$235

10 eve - Mo. Jan 16, 19:00-22:00 - FP

10 aft - Tu. Jan 17, 12:30-15:30 - FP

10 eve - Tu. Jan 17, 19:00-22:00 - FP

10 eve - Fr. Jan 20, 19:00-22:00 - FP

### Basic Darkroom (300102)

Through lectures, demonstrations and hands-on experience, learn the basic principles and practices of black and white darkroom use, including film processing, contact prints, enlargements, dry mounting and some print finishing techniques. Prerequisite: None. (Weddell/Tripp) \$225

10 aft - We. Jan 18, 12:30-15:30 - FP

10 eve - We. Jan 18, 19:00-22:00 - FP

10 mng - Sa. Jan 21, 10:00-13:00 - FP

10 aft - Sa. Jan 21, 14:00-17:00 - FP

### Practical Darkroom (300104)

Learn fine quality black and white photographic print making through practical applications of various techniques, including individualized teacher instruction. Bleaching and toning procedures are also covered.

Prerequisite: Basic Darkroom or equivalent. (Tripp) \$235

10 eve - Th. Jan 19, 12:30-15:30 - FP

10 eve - Th. Jan 19, 19:00-22:00 - FP

### Practical Lighting (300122)

Learn advanced fundamentals of lighting as it applies to people and still life. Examined are equipment selection and shooting techniques. There are several practical shooting sessions in and out of the studio, some sessions with models. Learn to recognize the potential of lighting, use it in a way that suits the needs of the subject and treat each set as a completely fresh situation. Prerequisite: Intermediate Photography or equivalent. (Harvey/Bernaerdt) \$275

10 eve - Th. Jan 19, 19:00-22:00 - FP

10 mng - Sa. Jan 21, 10:00-13:00 - FP

### Advanced Studio Lighting (300133)

This course branches off from the theory and practical experience gained in Practical Lighting. Experiment with unconventional lighting techniques. Areas such as still life, people, editorial, automobiles, buildings and manipulating sunlight are explored. Course has many demonstrations and practical shooting sessions. Prerequisite: Practical Lighting or equivalent. (Blue) \$275

10 aft - Sa. Jan 21, 14:00-17:00 - FP

### Photojournalism (300108)

This course will examine topics related to photojournalism, using a single photograph or a series of photographs to tell a story. Technical emphasis will be on the ability of the student to use equipment and materials quickly and with confidence in a variety of situations. Camera technique, composition, picture editing, basic picture layout, and working to specifications are some of the topics to be covered. Prerequisite: Intermediate Photography or equivalent. (Yuille) \$275

10 eve - We. Jan 18, 19:00-22:00 - FP

### Commercial Photography (300116)

This course will give students practical experience in the field of commercial photography with emphasis placed on advertising. Students will be given assignments each stage of which will be guided by the instructor assuming the role of an art director/client. Topics will include: working with clients, art director and models, composing layouts and getting the most of photographic equipment and lighting. Prerequisite: Intermediate Photography or equivalent. (Blue) \$275

10 aft - We. Jan 18, 12:30-15:30 - FP

### Fashion Photography (300117)

This course, taught by a fashion photographer, will introduce the various styles and types of this special field of photography as well as the history. Specific lighting techniques and the relationship between the model and photographer will be covered. Students will have practical demonstrations in both fashion styling and make-up and will also have shooting sessions with professional models. Choosing the right model will be covered during a practical casting session. Prerequisite: Intermediate Photography or equivalent. (Harvey) \$275

10 aft - Th. Jan 19, 12:30-15:30 - FP

### Stock Photography (300134)

This course will introduce the students to the many facets of stock photography. Shooting for stock, marketing your

work, equipment selection, selecting an agency and copyright laws will be some of the topics covered. Prerequisite: Intermediate Photography or equivalent. (Walton) \$175

5 aft - Sa. Jan 21, 14:00-17:00 - FP

### Getting the Most from Custom Labs (300119)



sauté with pan juices; salmon with lime and ginger beurre blanc; decadent chocolate cake and more. This class will include a lecture on the origins and current techniques in classical French cooking.

#### Evening 2

Pates, gratins, pan sauces, patee brisee, patee sucre, choux pastry; roasted garlic; eggplant and pepper tartlets; chicken liver pate; potato and artichoke gratin; – profiteroles – Paris bistro pannequets; tarte au citron. This class will include a wine tasting and a lecture on the wines and various growing regions of France by a guest wine specialist.

#### Evening 3

A modern Provencal dinner: tepanades, olive, sun dried tomato and herbs. Medallions of scallop mousse with a red pepper rouille, chilled balsamic chicken with a red onion marmalade, flageolet beans with garlic rosemary and shallots, tarte au chocolat. This class will include a lecture on what makes Provence such a distinctive, unique area within France. Each participant will receive for free a gift basket full of French food items, including a cook book and a bottle of French wine, value \$40. (Morgan) \$192.60 (Includes GST) 3 eve - Mo. Mar 13, 18:00-21:00 - The CookSchool, City Square Centre, 3-555 West 12th Avenue, Vancouver

## Wine Education

#### INSTRUCTOR

Paul Warwick, certified wine educator. For the past 13 years, VCC, Kind Edward Campus, has been the home of the most consistent wine courses in the country. The instructor is Paul Warwick, certified wine educator, by the Society of Wine Educators. As a celebrity chef and cook book author he adds spirit and fun to his courses. There are always light refreshments served, together with plenty of knowledge and some wine. It is always a full, fun night, whatever the subject.

#### Wine Certificate Course (505250)

The Wine and Spirit Education Trust, based in London, is the internationally-recognized standard of comprehensive training for the wine and spirits trade. Its courses lead toward the Master of Wine title, signifying the wine world's highest level of academic achievement. VCC is proud to offer the Trust's Certificate course, a first step toward Master of Wine. Among the topics covered in the program are: wine through history and culture; the vine, it's grower nature's role; the science and art of wine making; the science and art of wine tasting, a survey of the wines of the world; spirits; liqueurs, beers and cocktails; wine and food – affinities and clashes; the proper storage and service of wine. There are comprehensive tastings to illustrate each session. A non-refundable portion of the tuition is a registration and examination fee sent to the Trust in London, who issue a Certificate of Competence on successful completion of the course. This is an essential course for anyone in the hospitality industry or in the wine and spirits trade and is highly recommended for all who have an interest in wine. (Warwick) \$350 9 eve - Th. Feb 02, 19:30-21:30 - KEC

#### Introduction to Wine Appreciation and Wine Tasting (505211)

An increased knowledge of wine will enhance your enjoyment of this most temperate of alcoholic beverages. Topics include a history of wine, production methods, soil, climate and man's influence; proper reading of labels; purchasing, storing, caring and serving; and getting the best value for money. Tastings each night will feature different grapes and countries, e.g., France, Italy, USA, Germany and others. Food will be served. (Warwick) \$107 (Includes GST) 4 eve - Mo. Jan 23, 1995, 19:30-21:30 - KEC 4 eve - Mo. Feb 27, 19:30-21:30 - KEC 4 eve - Mo. May 07, 19:30-21:30 - KEC

#### Advanced Wine Appreciation and the Nose of Wine (505202)

This course is designed for those who want to know more about the intricacies of wine and about the importance of your nose. You will gain an increased understanding of the importance of balance, acidity and finish. The nose is the most important part of tasting and we will try and show you why. You will taste some wines that put it all in perspective. Refreshments will be served. (Warwick) \$29.96 (Includes GST) 1 eve - Tu. Feb 07, 19:30-21:30 - KEC

#### Great Red Wines of the World (505221)

Cabernet Sauvignon, Pinot Noir, Barolo, Chianti, Hermitage and of course Port, just to name a few, are the best wines in the world. You taste and compare and decide if the choice is not up to your standards. I think that you will agree, but you have to be there to taste. Refreshments will be served. (Warwick) \$37.45 (Includes GST) 1 eve - Tu. Feb 21, 19:30-21:30 - KEC

#### Wine and Food – How to Match Them (505226)

There are some wines that don't go with food. We will attempt to answer those obvious questions and show the sensations. This seminar will allow the interchange and analysis of the rights and wrongs of food and wine. There will be a number of wines that will be paired up with the right and wrong foods. This type of seminar was famous by Barbara Lang Food Consultant at Inglenook Winery in the Napa Valley. (Warwick) \$27.82 (Includes GST) 1 eve - Tu. Mar 07, 19:30-21:30 - KEC

#### Italian Stallions – The Tasty Tavolas (505256)

Most times you pass up the table wine section in most countries for varietals or the quality wine. But in Italy the Vino da Tavola are some of the finest wines in the world (yes, the world), so let's get down to some serious drinking. We will discuss this abnormal classification and how it is misunderstood. It may change your mind and lead you to "La Dolce Vita." Tignanello, Sassicaia, Sangiovetto, Mormoreto, Cabreo and Predicato are some of the names that are just tables wines, or are they? Join us for Vino d Tavola. Refreshments will be served. (Warwick) \$37.45 (Includes GST) 1 eve - Tu. Mar 14, 19:30-21:30 - KEC

#### Champagne and Port – What a Pair (505240)

The wines of Champions and the wine of the Upper Class; these two wines are so different, but they have a common thread – quality and class. We will tour Champagne and taste some true wines of the region and some not from the region. We will visit the Port houses of Cadiz and taste their luscious, lovely juices. This will be a fun course and what a way to end a season. (Warwick) \$38.52 (Includes GST) 1 eve - Tu. Mar 28, 19:30-21:30 - KEC

#### Advanced Notice

Join Paul Warwick for a trip to the Napa and Sonoma Valleys in California to sample some wine, sun and relaxation. Thursday to Monday, June 1995. Further information to follow. Ask for more details in your class, or call VCC, Continuing Education, Wayne Deale – 871-7065 to enquire.

## Anthropology/History/Philosophy

#### INSTRUCTORS

Tamara Little has studied First Nations culture on the coast for seven years, concentrating on art and oral traditions and has done field work with the Sto:lo Nation of the Lower Fraser River Valley.

Kurt Preinsperg, who immigrated from Austria and earned his Ph.D. at UBC, has enjoyed introducing students to philosophy for the past seven years. He has a special interest in applying philosophy to existential predicaments and currently teaches at Langara College.

#### Ethnology of the Northwest Coast (505606)

This course will provide students with a practical knowledge of the First Nations cultures of the Northwest Coast, with a concentration on issues relating to contemporary politics (land claims and self-government), economics (particularly fishing), history (both pre-contact and contact/historical periods), art (the expanding art market on the coast) and other special issues such as First Nations health care and education. The class will be run as a discussion group, centred loosely on readings on selected topics. Individual or class concerns will be addressed in this flexible format. It will be held in the Museum of Anthropology, at UBC and students will receive passes to that institution. This course is designed specifically to provide people in the work force who deal with First Nations issues or clients with an understanding,

history and appreciation of First Nations cultures on the coast today. (Little) \$133.75 (Includes GST) 8 eve - We. Feb 08, 19:00-21:30 - MOA

#### World Religions (503461)

Be introduced to the aims and objectives of interfaith dialogue. Learn about Buddhism, Christianity, Hinduism, Islam, Judaism, Sikhism and the Unitarian faith. (various) \$37.45 (Includes GST) 7 eve - Th. Feb 06, 18:30-21:30 - Lan

#### The Philosophy of Love (505609)

This course will help you work out a personal philosophy of love. We will study the complex nature of love, the conditions required for love to flourish and our ethical responsibilities in love relationships. Love is at the heart of well-lived life. This interactive course aims at a more conscious appreciation of love relationships and will introduce you to a rich literature There are no prerequisites, but an inquiring mind and a zest for relationships naturally help. (Preinsperg) \$117.70 (includes GST) 6 eve - Th. Feb 06, 19:00-21:30 - Lan

#### The Meaning of Life (505611)

This course aims at promoting a sense of clarity in the search for a meaningful existence. What is the best life? What is really worth doing or worth having? Is there any ultimate purpose? Some of the most perceptive philosophical minds have explored life's meaning in its various forms: objective meaning, socially-created meaning and self-created meaning. Short readings will be selected from Plato, Aristotle, Epicurus, Seneca, Lao-Tsu, Spinoza, Hegel, Kierkegaard, Nietzsche, Camus, Russell, Beauvoir, Nagel, Nozick and others. (Preinsperg) \$117.70 (includes GST) 6 eve - We. Feb 08, 19:00-21:30 - Lan

#### The Art of Critical Thinking (505610)

This course will try to make you a more effective thinker. We will study the logic of real-life reasoning – as used in discussions, newspapers, TV programs, books, political campaigns or advertising. We will learn how to spot common errors in everyday reasoning and how to back up our own beliefs and decisions with good reasons. Our emphasis will be on reasoning about cause-and-effect relationships and especially on the recognition of dynamic causal interconnections. (Preinsperg) \$117.70 (Includes GST) 6 mg - Sa. Feb 11, 10:00-12:30 - Lan

## Natural History

### Programs

The college's natural history programs are developed by biologists and implemented by specialists in the field of natural history. The courses appeal to both the lay person and professional biologist. Tuition for our programs is tax deductible. Children nine and over are welcome.

Please call 323-5322 for itineraries and bookings.

### Field Trips

#### Bald Eagles Field Day (502855)

In January bald eagles congregate along the Squamish River to feast on spawning salmon. They migrate here from distances as far away as Alaska and reach numbers in the thousands. Join Dr. Alice Cassidy on this fascinating day trip where you're guaranteed to see more eagles than you can imagine and other interesting wildlife, as well as enjoying a hot tasty mid-day lunch at Brackendale. \$68.85 (includes lunch) Field trip: Sa. Jan 14; all day

#### Hawks, Eagles and Owls (502859)

On a guided field trip to Boundary Bay with ornithologist Dr. Alice Cassidy you'll observe the exhilarating field habits of such birds of prey as snowy owls, red-tailed hawks, bald eagles, gyrfalcons and short-eared owls. During the winter the fields and marshes of the area supply these birds with a ready supply of small mammals and birds as food. You're guaranteed some close encounters and exciting photographic opportunities. \$33.17 Field trip: Sa. Jan 28, 09:00-13:00

#### Victoria Birding Weekend (502821)

Victoria boasts an abundant, diverse and rare collection of wintering birds. With ornithologist, Alice Cassidy, this excursion introduces the richest birding spots in and near

Victoria. . . Martindale Flats, Clover Point, Quick's Bottom and Beacon Hill Park. Transportation is via chartered van and lodgings are prearranged at a bed and breakfast inn. Cost TBA Field trip: Sa/Su. Feb 25/26

#### Gulf Islands Day Cruise (502813)

On a boat trip around the Gulf Islands, observe the thousands of seabirds and other marine animals which congregate at the peak of herring spawning. Wildlife biologist Rob Butler accompanies cruise and provides a wealth of information on the natural history of the area and on the field habits of seabirds. Cost includes boat charter but excludes ferry cost. Bring lunch. \$90.95 Field trip: Sa. Mar 25; all day

#### Carmanah Valley Weekend (502837)

Hike with naturalists into the valley revered world-wide for its expanse of old-growth forest. Some of its massive Sitka spruce are over 800 years old. Weekend includes a visit to a selectively logged forest near Ladysmith, a tour of the Mesachie Lake forestry research station and the hike into Carmanah Valley. Ferry, van charter, accommodation at station and most meals included in cost \$270 (subject to change) Apr 22/23

#### Widgeon Creek Natural History Excursion (502819)

The marshlands and meandering sloughs of Widgeon Creek are ideal for close-up nature observations and easy-paced canoeing. Harbour seals come up Pitt River from the ocean, marsh wrens, song sparrows, many warblers and red-winged blackbirds live in the maples and willows along shore and Osprey, bald eagles and red-tailed hawks are active year-round residents. \$53.50 canoe rental included. Field trip: Sa. May 6

### Illustrated Lectures

#### Snakes, Salamanders, Frogs and their Friends (502871)

How many different frogs can you find in the Lower Mainland? What's the difference between a salamander and a newt? Find out the answers to all your questions on the widely misunderstood reptiles and amphibians. Using specimens, taped calls and slides, this workshop will focus mainly on native BC species, their identification, where to find them and their importance as indicators of environmental health. You'll learn the truth behind the myths and the present concern over their worldwide population declines. A field trip (as a separate course) is planned in June to explore their habitats. (Brent Matsuda) \$53.50 We. Feb 15/22, 19:30-21:30

#### Bird Song (502872)

Wherever you go, birds are singing and calling all around you. Dr. Alice Cassidy, well known for her research on song variation in island song sparrows, will cover such fascinating topics as the evolution of bird song, how birds learn to sing, the meaning and function of bird song and tips on how to identify birds by song in the field. \$53.50 We. Feb 01/08, 19:30-21:30

### Bird Identification Workshops

\*\* Co-sponsored by the Vancouver Natural History Society These workshops are designed to offer both the beginning and intermediate birder detailed information on field identification techniques for some of the most interesting groups of BC birds, as well as general bird biology and behaviour. Each workshop consists of one 2-hour lecture using slides and museum specimens and one 4-hour field trip. Workshops are conducted by experienced birders.

#### Workshop 1: Gulls (502870) \*\*

Gull identification presents a challenge to even experienced birders. Lecture and field trip to the Fraser River Delta will focus on the identification of the different gull species most likely seen in the Vancouver area. Experienced birder Alvara Jaramillo will emphasize how to recognize the various plumages of immature and mature gulls. \$40.12 Lecture: Tu. Mar 21; 19:30-21:30 Field trip: Sa. Mar 25, 08:00-12:00

#### Workshop 2: Waterfowl (502867) \*\*

Late fall and winter are exciting times for Vancouver birders with the arrival of thousands of wintering loons,

grebes, ducks, geese and swans to the shores of southwestern BC. Martin Gebauer, an environmental consultant and keen birder, will cover all the facets of identification and biology of these birds. Field trip to Fraser Delta and Boundary Bay. \$40.12 Lecture: Tu. Apr 04; 19:30-21:30 Field trip: Sa. Apr 08, 08:00-12:00

#### Workshop 3: Shorebirds (502865) \*\*

The Fraser Delta is of global importance as a migration stopover for many species of shorebirds. Alvaro Jaramillo will conduct this workshop which includes a field trip to Boundary Bay. He is a doctoral student at SFU and one of Canada's top birders. \$40.12 Lecture: Tu. Apr 25; 19:30-21:30 Field trip: Sa. Apr 29, 08:00-12:00

#### Workshop 4: Songbirds (502866) \*\*

Many species of songbirds migrate down the Pacific Coast each spring. Tom Plath will discuss techniques to assist in easy field identification of warblers, flycatchers, sparrows and their relatives. Destination of the field trip will be announced at the lecture, since it depends on the timing of the migration. Tom is a wildlife technician with the BC Ministry of the Environment Wildlife Branch and a very active birder. \$40.12 Lecture: Tu. May 02; 19:30-21:30 Field trip: Sa. May 06, 08:00-12:00

### Educational Travel Tours

For information and booking call Fraser MacLean at Great Expeditions at 257-2044 or FAX at 257-2037.

#### Belize

Led by Martin Gebauer The small country of Belize (British Honduras) located on the Yucatan Peninsula is one of the last tropical frontiers. Accompanying the diverse habitats of limestone mountains, heavily forested jungles, coastal mangrove swamps and the largest unbroken offshore coral reef in the world, is a startlingly diverse collection of birds and mammals and a fascinating human history of both the Carib and Mayan Indians. Belize has the distinction of having over half of its mainland established as national parks and nature sanctuaries and we will visit many of these. Mar 07-24, 1995

#### Firth River Arctic Canada

Led by Dick Cannings Flowing out of Alaska into the northwesternmost corner of Canada, the Firth River provides one of the best introductions to Arctic wilderness anywhere. Rafting through its valley, you'll watch the last forests dwindle to a single white spruce and to the vast tundra of the Yukon north slope. You'll see Dall's sheep, moose, grizzly bear, caribou, musk ox, golden eagles and beluga whales and visit fascinating old historical sites. Jun 18-28, 1995

#### Australia

Led by David Stirling Australia . . . rainforests with strange and wonderful birds, song reefs and cays teeming with colourful fish and giant clams, hot savannah spiked with giant termite mounds and mangrove swamps and billabongs seething with crocodiles. On a 21-day trip you'll explore the rainforests of the Great Dividing Range, the deserts of the Red Centre, the coral islands of the Great Barrier Reef and the savannahs and rich wetlands of the Top End. First you'll travel from Sydney to Alice Springs, to Ayers Rock and the Olga's; then it's on to Darwin to Kakadu National Park and to Brisbane for Lamington National Park. You'll spend several days on the offshore coral islands before going further north to visit the Atherton Tablelands near Cairns. Oct 1995.

#### Trinidad and Tobago

Led by Nancy Baron and Johnny Mikes The island nation of Trinidad/Tobago combines South America's rainforests with the spectacular coral reefs and exotic spice of the Caribbean. Trinidad/Tobago offers a remarkable diversity of landscapes in a very small area and abundant bird and animal life including toucans, tufted coquettes, spectacled owls and bellbirds. Based out of two beautiful lodges, we'll explore rainforests, lakes and marshes on Trinidad then relax, snorkel and wander the beautiful beaches of Tobago. Eleven-day trip. Jan 26 – Feb 06, 1996

## Comedy

#### INSTRUCTOR

Gerry McAteer has been teaching for 12 years. He is a member of two World Championship Improv teams, and has written, directed and produced for the Vancouver Theatre Sports League for the last eight years.

#### Comedy Improvisation – Level I (503404)

Designed to free the imagination through the spontaneous use of words, sound and movement. Though the emphasis is on basic acting skills, this course is geared to anyone who loves to laugh. A good starting point for people who have toyed with the idea of becoming involved in theatre. (McAteer) \$107 (Includes GST) 8 eve - Mo. Feb 06, 19:00-21:00 - CC



#### Comedy Improvisation – Level II (102900)

This program picks up where Level I left off. It will focus on improvisation as a performance tool. A number of advanced improv games and structures will be introduced and focus will be given to creating a performer's attitude. Improvisational comedy relies more on listening and attentiveness than wit. This will become evident through the sessions in this program. Completion of Level I is necessary before entering this course. (McAteer) \$107 (Includes GST) 8 eve - Tu. Feb 07, 20:00-22:00 - CC

## Film, Television & Theatre

#### INSTRUCTORS

Dwayne Beaver has written, produced and directed short films, music videos and live television. He is a graduate of the Canadian Film Centre and won various awards and bursaries for his short films. Currently, he is writing and producing a television mini-series and sitting on the Vancouver International Film Festival's New Filmmaker's Day Committee.

Alan Borden, M.A., has been writing professionally for over ten years, with TV dramatic and commercial credits. He has sold and optioned numerous screenplays while living in Vancouver and Los Angeles.

Ed Farolan has a wide range of experience as a professional lecturer, actor and playwright. He acted with Theatre Philopine and the Covenant Players of Los Angeles. He was a founder/director of Montreal Experimental Theatre and a director of Mission Community Theatre, San Francisco. He directed "Critical Paths" in the Vancouver Fringe Festival in September 1994.

Allan Lysell is a professional actor, writer, producer. He has worked in film, television, radio and theatre for 24

years. He is also a professional educator with degrees from UBC and a certificate from Harvard University.

Bill Mackie is a freelance TV producer/director with 21 years' experience in television broadcasting and dramatic film production.

#### Careers in the Film Industry: An Introductory Course (104102)

A review of career and employment possibilities in the growing BC film industry, with emphasis on working conditions, skills required and professional associations. Students will examine common avenues into the industry and the functions of major production personnel. (Mackie) \$90 3 day - Sa. Jan 28, 09:00-12:00 - CC

#### The Keys to Entry Into Acting for Film, Television and Theatre (503447)

A six-hour workshop focusing on the information and techniques necessary to enter the world of film, television and theatre as an actor. Topics covered include: talent and casting agents, performers' unions, auditioning, the genres, the actors' magic key, script analysis, professional training, resumes and photos, directors and producers, names, addresses and phone numbers you need. The day is a combination of practical work, discussion and information. You will leave knowing what the next steps are to reach your goal and with the tools to be successful in taking them. This course is appropriate for beginning actors and those interested in knowing more about auditioning. Those making a transition from theatre to film will also benefit. (Lysell) \$58.85 (Includes GST) 1 day - Sa. Feb 04, 10:00-16:00 - Lan

#### Acting – Level I (503484)

This introduction to acting concentrates on voice, movement and acting techniques. We will do dramatic readings, some improvisation, and have fun while doing it. (Farolan) \$85.60 (Includes GST) 6 eve - Tu. Feb 28, 18:30-20:30 - CC

#### Short Subject Filmmaking (104110)

Many artists are simply unaware of the superabundance of resources available to them as first-time and emerging filmmakers. This program will provide an excellent primer to those wanting to write, produce and/or direct their own films. The class explores the development, financing and distribution of short films in Canada. Students will prepare scripts, financing plans and production packages for delivery to funding agencies. (Beaver) \$187.25 (Includes GST) 6 eve - Mo. Feb 06, 19:00-22:00 - CC

#### Writing Movies: The Basics (104111)

If you love movies and have always wanted to write one yourself, this course will give you the tools you need to start you on your way. From the nuts and bolts of how a screenplay looks on the page to coming up with a story and creating believable characters, this hands-on class takes you step-by-step through the entire creative process. Using clips from recent blockbuster films such as "Sleepless in Seattle" and "Speed," we will master the secrets of successful film writers. Classroom discussion and exercises will get those creative juices flowing while proving learning can be fun. (Borden) \$144.45 (includes GST) 6 eve - Th. Feb 09, 19:00-21:30 - Lan

## Media Writing & Communications Certificate Program

### (Certificate Pending)

The Media Writing and Communications Certificate Program provides a practical alternative to a traditional journalism or communications school. The program offers high-level courses to those who wish to continue their professional education while working or pursuing alternative options during the day. It also allows students to explore the possibilities of a career in journalism, public relations or corporate communications.

The program is designed for interested students, working professionals and those re-entering the workforce who wish to acquire the key skills necessary in the writing field today. Several of the certificate courses are transferable to Langara College's daytime, two-year Diploma Program in Journalism

The Media Writing and Communications Certificate Program recognizes that many private and public organizations need individuals trained in a variety of writing styles, public and media relations and multi-media communications. This certificate program teaches the core skills necessary to obtain jobs in the writing field.

Students will receive the certificate upon completion of 20 units of instruction. It is compulsory that students complete a minimum of five 3-unit courses as part of the total 20 units to receive a certificate (one of the four must be Fundamentals of Journalism). The 20 units must also be completed within three years to receive a certificate.

All courses may be taken as separate courses or as part of the certificate program.

#### INSTRUCTORS

Rob Dykstra is a journalism instructor at Langara College. He has been a reporter for the Montreal Star, Calgary Herald, Vancouver Province and several weekly newspapers including the Coast News in Gibsons, BC.

Sharon Fuller is an instructor in the Department of Sociology at the University of British Columbia. Before returning to the academy she had been a journalist for nine years from 1979 to 1987, during which time she worked as a foreign correspondent for the British news organization Reuters. She has worked at freelance journalism in print and radio since coming to Vancouver to do a Masters program in communication at Simon Fraser University, after which she entered the Ph.D. program in Interdisciplinary Studies at the University of British Columbia.

Duncan MacDonnell owns and operates 2M Media Services, a print communications consulting firm. He is a freelance writer/editor with extensive experience in corporate communications and community newspapers.

Robin Roberts is the editor of Westworld Magazine, a travel and motorist magazine published by Canada Wide Magazines for members of the Canadian Automobile Association in the four western provinces. The four editions (two are published bi-monthly and two are quarterly) have a combined circulation of approximately one million.

Mac Rymal has 30 years' experience in radio, television and video production as a reporter, columnist, producer and trainer. He is now in charge of the broadcast section of the Langara College Department of Journalism.

Peter Walls is a journalism instructor at Langara College. He has been a reporter for the Calgary Herald, Vancouver Province and newspapers in California and Idaho.

Peter Walton is a public relations and communications consultant with 15 years' experience in journalism, public relations, corporate communications and community relations. He is former head of communications and fundraising for Vancouver General Hospital.

### Winter 1995

#### Fundamentals of Journalism (102904)

This course is a prerequisite to many other courses in the program and must be completed to obtain a certificate. The course explains the structure and function of the news story, principals of concise, fair and accurate reporting, effective interviewing and media law. Writing effective news and feature leads and the body of the news story will also be covered. The course begins by reviewing effective journalist writing. – 3 units (Walls) \$280 12 eve - We. Feb 01, 18:30-21:30 - Lan Room 283

#### Corporate Communications (102905)

This course reviews the wide range of services provided by a corporate communications department. Topics include newsletters, promotional brochures, annual reports, media relations, issues management and crisis communications. The course also examines "corporate culture" and dealing with internal and external politics. – 3 units (MacDonnell) \$280 12 eve - Th. Feb 02, 18:30-21:30 - Lan

#### Editing and Publication Design (102906)

In this course students learn to edit and proof copy, write headlines and photocaptions. In the second portion of the class, students design a publication. Topics include page design and layout, photo choice and sizing and an overview of the pre-press and printing process. – 3 units (Dykstra) \$280 12 eve - Th. Feb 02, 18:30-21:30 - Lan



### Introduction to Broadcasting (102907)

This course introduces basic skills used in radio, television and video production. The course features how to write for the spoken word as used in radio, television and video. The student will learn how to produce other students in "on-air" delivery. Students will learn how to interview for broadcasting, how to select and use interview clips for maximum effect, using sound to tell a story or convey a message. - 3 units (Rymal) \$260  
12 eve - Tu. Jan 31, 19:00-22:00 - Lan

### Travel Journalism (102908)

This course shows students how to turn a weekend trip, vacation or a travel experience into a magazine or newspaper article. The course reviews the techniques of travel writing. Students research and write two travel articles. - 1 unit (Roberts) \$95  
5 eve - Th. Feb 23, 19:00-21:00 - Lan

### Introduction to Personal Computers (100501)

Knowledge of computers is a must in today's writing field. For this reason, students who are not familiar with computers are encouraged to take an introductory course. CSW1 - Introduction to Personal Computing and DOS (100501) is offered by the Computer Skills for the Workplace Certificate Program. (See Computer Skills for the Workplace Certificate Program section.) Successful completion of this course is equivalent to two units towards the Media Writing and Communications Certificate Program. - 2 units

### Public Relations (102913)

This course provides a foundation to public relations, focusing on the skills and techniques required to provide concise, targeted and effective publications services - from writing to communicating with special interest groups. Writing is a major component of course, with emphasis on hands-on preparation of news releases, backgrounders, newsletter, brochures and other forms of persuasive public relations writing. Prerequisite: Fundamentals of Journalism or prior approval by program coordinator. - 3 units (Walton) \$280  
11 eve - Mo. Jan 30, 18:30-21:30 - Lan

### Desktop Publishing (102910)

Using PageMaker 5, students produce brochures, pamphlets and newsletters geared toward corporate and public agencies. Students learn effective use of type sizes and styles, graphics and photographs. - 3 units (TBA) \$280

### Writing and Selling the Feature Article (102911)

Students learn research techniques for writing feature articles for newspapers and magazines. Topics include developing story ideas, conducting research and writing effective leads using colourful language and detail. Students also learn how to market articles as a freelancer to the print and broadcast industry. Prerequisite: Fundamentals of Journalism or prior approval by program coordinator. - 3 units (Ouston) \$280  
12 eve - Th. Feb 02, 19:00-22:00 - Lan

### Investigative Journalism (102912)

Students learn to search out stories and conduct in-depth research. Topics include gathering information from governmental sources, following money trails and tracing people. Students will research and produce a piece of investigative journalism. Prerequisite: Fundamentals of Journalism or prior approval by program coordinator. - 2 units (Ouston) \$190  
8 eve - We. Feb 01, 19:00-22:00 - Lan

### Mastering the Unfamiliar: Working as a Foreign Correspondent (102909)

The course is designed to give students a sense of life in a foreign news bureau and to equip them with some of the skills, techniques and strategies required in that situation. These skills will include: networking in unfamiliar areas, news gathering in unknown territory, assessing the credibility of sources and the information they impart and keeping one's own credibility with various parties often in conflict with one another. Writing under conditions of severe pressure will be considered in this context. The course will draw on material from foreign correspondent Edward Behr's work on a foreign correspondent's life behind the lines. Tom Wolfe's edited collection, *The New Journalism*, as well as articles and videos that deal with aspects of the profession. (Fuller) \$110 - 1 unit  
5 eve - Mo. Feb 13, 20:00-22:00 - Lan

## Writing

### Program

The Writing Program is an integrated program that offers participants the opportunity to develop, build upon and hone their writing skills. Students will work through a syllabus designed to move them naturally from training in the basics to a variety of more advanced courses in three areas: creative writing, professional writing, business and technical writing.

For information call Wayne Decle - 871-7065. For registration call 871-7070.

### Evaluation

Program students shall be evaluated on the basis of assignments, participation and course projects.

### INSTRUCTORS

Wayne Decle - *English Literature and Creative Writing*; presently works as a program developer and instructor at VCC, Continuing Education Division.

John Lekich is a Vancouver freelance writer whose work has appeared in a wide variety of newspapers and magazines across North America over the last 15 years, including the *Hollywood Reporter*, the *Globe and Mail* and the *Los Angeles Times*. He is the winner of seven *Western Magazine* awards for subjects ranging from medicine to the arts. Most recently he was nominated for a National Magazine award for his piece on Audrey Hepburn.

Deanna Levis was a teaching assistant in English at SFU and is a master's degree candidate. She has been teaching essay writing at Capilano College for the last three years.

Maureen Medved (M.F.A. Creative Writing) has been writing and performing her monologues, *The Tracey Fragments*, for a number of years. She has written for theatre, film, radio and print. Her writing has appeared in literary journals and magazines. She has worked as a communicator for corporations and the arts and has edited and written for a variety of publications.

Lee McLeod (Ph.D. English, M.A. Therapy and Counselling) taught literature and composition at the University of Calgary for seven years, is the author of articles and reviews on Canadian literature and on psychotherapy and has been a freelance writer and broadcaster. A practicing counsellor and therapist, he has trained in London, England and in Calgary in Gestalt therapy.

Dona Sturmanis, B.F.A., M.F.A., is a long-time freelance writer who has written/photographed over 1000 articles. A well-published poet and story writer, she has edited many magazines and books. Dona has worked as a book publisher and is founder of the current community book series, *Secrets and Surprises*, which have appeared in *Summerland*, *Penticon*, the *Okanagan* and *Richmond in the Lower Mainland*.

Jill Williams' writing career covers a wide variety of subjects: a Broadway musical *Rainbow Jones*; numerous published poems, articles, celebrity profiles; a record album; several trade paperbacks *Health Secrets of the Stars/Dell*, *How to Photograph Pets and Animals/HP Books*, and most recently *Quick Notes and Fast Quotes for Every Occasion*, *Self Counsel Press*.

### Introduction to Basic Writing - Level I (102811)

Learn to research, brainstorm, write an initial draft, revise and edit to produce a finished piece of writing through a combination of exercises, assignments, participant feedback and instructor evaluation. Attention will be paid to basic grammar, paragraphing and sentence structure. Learn to develop ideas on paper through the use of example, illustration and comparison and contrast. \$115  
6 eve - Mo. Feb 06, 18:30-21:00 - CC (Medved)  
6 eve - Tu. Feb 07, 18:30-21:00 - KEC (Read)  
6 eve - Th. Feb 09, 18:30-21:00 - Lan (Furst)

### Writing Therapy (102720)

Is your writing process more difficult, more stressful, more anxiety producing than you want it to be? This personal and experiential workshop is designed to change that. In an accepting, respectful and supportive environment, you will be offered exercises to help explore and understand your experience of what it is like to write. We will pay attention to the body language of writing, to feelings about

writing, to past experiences which shape the writing process and to the meanings we may attach to writing without being fully aware of it. We will explore the important experiential differences between creating and editing. There will be ample time for each participant to share, to listen, to ponder and absorb. The goal - more awareness, understanding and acceptance of each person's unique, creative, writing process and less stressful writing! (McLeod) \$175  
8 eve - Tu. Jan 24, 18:30-21:30 - Lan

### How to Write for Television (102714)

This course will be a step-by-step guide of how to develop and write a television script. Classes will cover such areas as character development, story structure, dialogue, and "visual" camera-oriented narration. Writing for television has its own style and to help learn it the class will study TV scripts from such shows as *Hill Street Blues*, *Golden Girls*, and *LA Law*. Because the most difficult step of breaking into television is getting your script into the right hands, you will also learn how to successfully "pitch" your completed story ideas to a network "showrunner." (Read) \$115  
6 eve - We. Feb 08, 18:30-21:00 - KEC

### Introduction to Basic Writing - Level II (102709)

Extends the techniques introduced in Basic Writing I. Learn to write more clearly and creatively, confront your own private writer's block, reach a deeper level of self-expression and distinguish your strengths and weaknesses as a writer. Attention will be paid to the finer points of grammar, style and structure. In week one you will come up with a theme that you will explore for the entire course through the perspective of various emotions. Each week you will be expected to write a journal entry about your theme from the vantage point of the "emotion of the week." The entry will tell a story in the first person about something that happened to you or to someone you know and must contain three statistics that pertain to your overall theme. (Medved) \$115  
6 eve - Tu. Feb 07, 18:30-21:00 - CC

### Writing a Best Seller (102718)

Mysteries, thrillers, romances, westerns, big storytelling novels - "category" fiction comprises over 80 percent of the bestseller lists. The public and publishers' appetite for genre fiction is enormous and this class focuses on the fundamentals of writing it, including plot, the creation of conflict, characterization and setting. Writing assignments cover first draft, revision, and preparation of manuscript for submission. (Furst) \$115  
6 eve - We. Feb 08, 18:30-21:00 - Lan

### College and University Essay Writing (102719)

Set yourself up for success in college and university courses in which the formal essay represents part of your grade. The college or university essay is distinctive; mastering its requirements allows you to concentrate on textual content. Topics will include audience, purpose, occasion; generating ideas, overcoming blocks; structuring topic, formulating thesis; sentence patterns, punctuation; literary analysis, literary terms; quotations, plagiarism; words and meanings; writing a research paper. You'll gain confidence with your new essay-writing skills and be able to tackle your essays with enthusiasm. (Levis) \$245  
6 eve - We. Feb 08, 19:00-21:30 - Lan

### Creative Writing I - An Introduction to Fiction Writing (102802)

It has been said that all of us have locked inside at least one good story to tell. This course is designed to tap that story - and others - in a supportive atmosphere. Through lectures on specific craft issues, short writing exercises, assignments and discussion of student work, apprentice fiction writers learn the nuts and bolts of fiction writing: plot, conflict, characterization, dialogue, narrative voice and other fundamentals. The student's goal is to draft one short story. (Decle) \$115  
6 eve - We. Feb 08, 19:00-21:30 - Lan

### Getting Started: An Introductory Writing Workshop (102710)

You've always wanted to write. Perhaps you even kept a notebook of ideas, possible plots, character descriptions, bits of dialogue. Maybe you have actually begun working on a short story, a screenplay, or even a novel. Somehow it never gets off the ground. Well, take heart! This course is designed to motivate, direct and help you realize your full creative potential. (Williams) \$65  
3 mng - Sa. Feb 18, 10:00-12:30 - Lan

### Creative Writing II - Writing and Marketing Your Work (102830)

"Selling is the final step in the creative process." Whether you are interested in getting a novel published, a collection of short stories, a screenplay, or a series of non-fiction articles, knowing how to market your work is essential. You will be required to write, rewrite, and eventually submit a piece of creative writing (query letters to a literary agent, magazine editor, whatever is appropriate) with the intention of getting published. (Williams) \$115  
6 eve - We. Mar 15, 19:30-22:00 - Lan

### An Introduction to Writing a Novel (102814)

Intended for anyone who has always wanted to write a book but doesn't know where to begin; this course will focus on the conception, structuring and development of a book-length work. The basic elements of fiction, as seen in published writing and the students' own material, will be explored in a discussion/workshop format. Although the "novel" will be the main reference point in discussion, people interested in biography, short-story collections and other book-length "story" forms will find this course beneficial. Students with work in progress are encouraged to bring it to the first class. The aim of the course will be to produce an outline for a writeable book, as well as short pieces of actual writing. (Furst) \$180  
8 eve - Tu. Feb 07, 18:30-21:00 - Lan

### The Advanced Novel (102723)

For those students with a novel-in-progress, this workshop will focus on the craft and the vision of the novel - particularly character, structure and emotional content - to gear you towards completing a fully-finished novel of professional calibre. This workshop is progressive, so that participants are encouraged to repeat the course, if necessary, until their novel is completed. Attention will be paid to final edits and marketing the finished product. (Medved) \$180  
8 day - Sa. Feb 11, 11:00-13:30 - CC

### Writing for Magazines (102817)

This course is designed as a step-by-step introduction to writing for the freelance magazine market in Canada. Taught by John Lekich, an award-winning writer with ten years' experience in the field, it focuses on such topics as generating ideas, the process of writing and how to find the appropriate market. Tailored for the beginner, the only prerequisite is that you should enjoy writing. (Lekich) \$107 (Includes GST)  
8 mng - Sa. Feb 04, 09:30-11:30 - Lan

### Magazine Article Marketing (102701)

There are over 5000 publications in Canada, 50,000 in the US, and they are all waiting for your articles! Generate and sell your ideas, find the right markets, create terrific query letters, make a good impression on editors. Before long, you'll break into print! (Sturmanis) \$50  
1 aft - Sa. Feb 18, 13:00-16:00 - Lan

### Basic Editing (102881)

Learn the process of editing to improve your own writing and the work of others. Discover what editors actually do; explore the editing process from revision to copy-editing. We look at structure and focus, style and form, as well as grammar, punctuation, spelling, sentence construction, paragraphs, leads and endings. (Sturmanis) \$80  
1 day - Sa. Feb 04, 10:00-16:00 - Lan

### Research Made Easy: Write Like an Expert (102715)

How and where to most painlessly find the key information you need for your writing. Research philosophy, research sources, documenting. (Sturmanis) \$80  
1 mng - Sa. Mar 04, 10:00-16:00 - Lan

### Life Writing - Get Those Memoirs Finished (102725)

Working on your life story and feel stuck? Want to start your memoirs and don't know how? Spend a day guaranteed to inspire you and get you going! Tips on research, organization, interview and writing technique. Let the memories flood back and stimulate you to beautiful, cinematic writing your family and friends will treasure forever. (Sturmanis) \$80  
1 day - Su. Feb 19, 10:00-16:00 - Lan

### Publish Your Own Book or Magazine (102726)

Why wait for someone else to publish your book or hire you as an editor for their magazine? Do it yourself! With the advent of desktop publishing, it's more affordable than ever! Join the highly popular self-publishing revolution.

Discussed are editing, design, printing, promotion, distribution, financing and everything else. (Sturmanis) \$80  
1 day - Su. Feb 05, 10:00-16:00 - Lan

### Interviewing People and Writing Profiles Like a Pro (102727)

Learn the magic of putting interview subjects at ease, getting the right information in a relaxed manner and putting it all together into a scintillating written profile which captures character. Also included is the famous "left eye right eye" technique guaranteed to make your interview subjects give you their complete confidence. (Sturmanis) \$50  
1 aft - Sa. Feb 18, 09:00-12:00 - Lan

## Career, Business, Management & Training

## Building Services

### INSTRUCTORS

Don Clarke is a full-time building service worker instructor with several years' experience in the cleaning profession.

John Neuls is facilities supervisor for the West Vancouver School District. Mr. Neuls is chairman of the Advisory Committee for the Building Service Worker Program at VCC and also serves on the board of the Canadian Building Servicing Association.

Don Watters, B.A., has 20 years' experience in property management, building maintenance and construction. Mr. Watters has been teaching building maintenance for five years.

### Building Service Worker - Level I (109008)

Learn general cleaning and floor maintenance. Students will explore types of soils, types of cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas. Safety issues will also be covered. This is a theoretical course which prepares students for the hands-on program. (See note below) Students will gain a foundation of building service knowledge, to help improve professional practice.

Prerequisite: Students must possess reasonably good oral, reading and writing skills. Students who have difficulty with English should contact Continuing Education at Langara for advice on language skills courses. Phone 323-5322. (Clarke) \$185  
5 Day - Sa. Jan 21, 09:00-16:00 - CC

### NOTE

Students who want hands-on training with powered equipment should consider the full-time, three-month BSW Program. For details contact the Counselling Department at 443-8300.

### Building Service Management 1000 (102023)

Intended for building supervisors, building service staff and others who wish to advance in the building management field. This course will explore basic supervisory and management skills including: budget preparation and controls; estimating and costing of building service work; purchasing of equipment and chemicals; inventory control; scheduling and motivation of staff. The selection and care of powered equipment is also covered. This course is recognized by the CBSA (Canadian Building Servicing Association) for credit within the CBSA Professional Certification Program. (Neuls) \$220  
10 mng - Sa. Jan 21, 09:00-13:00 - CC

### Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. The course will review the primary maintenance responsibilities of the residential building manager. Topics include: maintenance

planning and cost control; preventative maintenance; building inspections; supervising on-site work; basic appliance repair; fire safety; security; and an introduction to heating and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and other equipment. \$180  
10 eve - We. Jan 25, 19:00-22:00 - CC

### IREM 101: Successful Site Management (109024)

This course is a joint offering by VCC and the Institute of Real Estate Management (IREM). It is intended for individuals interested in improving the operating success of residential properties. The course covers management, marketing, leasing and resident retention as well as maintenance and operations. Successful completion of this course fulfils the educational requirement for achieving IREM's ARM (Accredited Residential Manager) award. Residential managers must also provide evidence of meeting the experience requirements established by IREM and subscribe to a strict code of ethics in order to qualify for the ARM award (for details, contact IREM, BC Chapter 50 at 683-9106). Students who successfully complete the IREM 101 course will earn elective points towards becoming a CPM (Certified Property Manager) member of IREM and may apply for course credit towards the VCC Building Manager Certificate. \$425  
Available April 1995

## Business Administration (BAC)

## Certificate Program

This program offers you the opportunity to enhance your business skills through a broad range of options. Courses are taught by practising business professionals who bring first-hand experience and knowledge to the classroom. You will learn a wide variety of skills and techniques designed to improve your effectiveness at work and increase your career potential. For registration and detailed course information call program assistant - Carole Hector, 323-5214 (10:00-15:00)

The Business Administration Certificate Program follows an open admissions policy - students may enroll in any individual course, subject to prerequisites as identified in the course descriptions.

### Business Administration Information Night

Please join us for a Business Administration Information session. Presentation will begin at 17:30. Program advisors will be available to answer your questions. Brochures and other literature will also be available. Time: Thursday, January 5, 1995, 17:30-18:30  
Place: Langara College, Room A253, 100 West 49th Avenue, Vancouver. Phone - 323-5322  
See you there!

### Certificate Requirements

Eight courses completed successfully in no more than five years, 15 terms, including one core course: Communications 1115 or 1118

### Entry Requirements

The Language Proficiency Index (LPI) exam is required for all students registering in Communications 1115 or Communications 1118. Students may be exempted from the LPI exam if they have:

1. A degree from an English-language university, or
2. Completed a first year English course or business communications course from an English-language college or university.

For details, please contact Carole Hector, program assistant at 323-5214.

### Scheduling

The courses in the Business Administration Certificate Program are offered in the September (Fall), January (Winter) and April (Spring) terms. Some courses are not offered in all terms.

### Refund Policy

See Applicant Information, Withdrawals, Refunds and Course Cancellations in this flyer.

### NOTE: To All Students

Textbooks for each BAC course cost between \$40 and \$50 and are not included in the price of the course. It is advisable for first time students to register in one course only.

## Courses

Accounting 1115 - Introductory  
Accounting 2215 - Introductory  
Accounting 3321 - Intermediate  
Accounting 3421 - Intermediate  
Business Ethics 1000  
Business Law 1115 - Introductory  
Business Law 2215 - Introductory  
Business Planning 1000  
Building Service Management 1000  
Communications 1115 - Speaking and Listening Skills  
Communications 1118 - Business Correspondence  
Computer Applications in Business 2000 - DOS  
Computer Applications in Business 2000 - Windows  
Conflict Resolution, Negotiation and Mediation 1115  
Consulting as a Business 1000  
Credit and Collections 1321  
Labour Relations 1330  
Leadership in Organizations 1115  
Personnel Management 1115  
Organizational Behavior 1321  
Management Policy and Practices 1321  
Marketing and Sales 2000

### Accounting 1115 - Introductory (102001)

Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment and depreciation. Preparation for Accounting 2215. \$220  
13 eve - We. Jan 18, 18:30-21:30 - Lan (Badley)  
13 mng - Sa. Jan 21, 10:00-13:00 - Lan (Katz)

### NOTE: To Accounting Students

There will be common mid-term and final exams for Accounting 1115. Mid-term exam for ALL classes of Accounting 1115 will be Saturday, March 04, 10:00-13:00. Final exam for ALL classes of Accounting 1115 will be Wednesday, April 19, 18:30-21:30.

### Accounting 2215 - Introductory (102002)

Increase your knowledge of financial accounting techniques through theoretical and practical experience. Topics include payroll, partnership and corporation accounting, intercorporate investments, statements of changes in financial position and analysis of financial statements. Prerequisite: Passing grade or better in Accounting 1115. Standing of C+ or higher in Accounting 1115 is required by other institutions, e.g., CGA, CMA, LAN. \$220  
13 eve - Tu. Jan 17, 18:30-21:30 - Lan (Badley)

### Accounting 3321 - Intermediate (102003)

Gain an in-depth knowledge of intermediate financial accounting with emphasis on the asset and liability components of a balance sheet. Topics include the foundations of financial accounting and reporting, the accounting model and information processing, review of financial statements, cash, temporary investments and receivables, inventories, property, plant and equipment, intangible assets and current liabilities. Prerequisite: Passing grade or better in Accounting 2215. Standing of C+ or higher in Accounting 2215 is required by other institutions, e.g., CGA, CMA, LAN. (TBA) \$220  
Available Fall 1995

### Accounting 3421 - Intermediate (102004)

In this continuation of the intermediate level accounting, utilize all of your background in in-depth problem solving. Topics include formation of corporation, capital structure, long-term investments, changes in accounting methods, incomplete records, statements of changes in financial position, accounting for income taxes, pension costs, leases and financial statement analysis. Prerequisite: Passing grade or better in Accounting 3321. Standing of C+ or higher in Accounting 3321 is required by other institutions, e.g., CGA, CMA, LAN. (Badley) \$220  
13 eve - Th. Jan 19, 18:30-21:30 - Lan

### Business Ethics 1000 (102015)

Examine the basis of ethical business activity. Specifically, participants will review the fundamental criteria that make a business ethical. In addition, participants will learn how to develop and apply ethical standards in the context of the day-to-day reality of business. As well, participants will, upon completion, be able to create specific procedures and policies for their own business situation. (Fletcher) \$220  
Available Fall 1995



**Business Law 1115 – Introductory (102006)**

Every aspect of conducting business in Canada has been somehow considered, governed and dealt with pursuant to common law principles and precedents as well as statutes. This course is designed as an introduction to the subject of business or commercial law. The emphasis of Business Law 1115 is placed on the sources of law, principles of tort law and contract formation, performance, breach and remedies. (Breitman) \$220  
13 eve - Mo. Jan 16, 18:30-21:30 - Lan

**Business Law 2215 – Introductory (102014)**

This course will focus on various aspects of business law, including: business organizations, creditor rights, real estate law and consumer protection. Prerequisite: Successful completion of Business Law 1115. (Wellman) \$220  
13 eve - Tu. Jan 17, 18:30-21:30 - Lan

**Business Planning 1000 (102060)**

Learn how to prepare a practical business plan. At the conclusion of this course you will have developed a specific plan for a business of your choice (real or hypothetical) including the following components: mission statement/objectives, industry description, legal and corporate structure, marketing plan, sales forecast, production/service plan, financial plan, risk assessment and action plan. This class will assist those considering the establishment of their own business, as well as those responsible for specific functional areas in any size organization. (Greenslade) \$220  
Available Fall 1995

**Building Service Management 1000 (102023)**

Intended for building supervisors, building service staff and others wish to advance in the building management field. This course will explore basic supervisory and management skills including: budget preparation and controls; estimating and costing of building service work; purchasing of equipment and chemicals; inventory control; scheduling and motivation of staff. The selection and care of powered equipment is also covered. This course is recognized by the CBSA (Canadian Building Servicing Association) for credit within the CBSA Professional Certification Program. (Neuls) \$220  
10 day - Sa. Jan 21, 09:00-13:00 - CC

**Communications 1115 – Speaking and Listening Skills (102007)**

Improve your interpersonal skills. Develop the skills of clear speaking and active listening in a variety of work-related situations. Activities and assignments will require you to work in small groups to solve problems, work in pairs to interview for employment and work individually to speak to a group. Prerequisite: Successful completion of the LPI exam. (Morris) \$220  
13 eve - Tu. Jan 17, 18:30-21:30 - Lan

**Communications 1118 – Business Correspondence (102016)**

Learn to compose business correspondence. Writing projects include memos, letters, reports, resumes and employment correspondence. Effective written communication skills are an essential asset in all areas of professional life. Prerequisite: Successful completion of the LPI Exam. (Murray) \$220  
13 eve - We. Jan 18, 18:30-21:30 - Lan

**Computer Applications in Business 2000 – DOS (102008)**

This course is taught with DOS-based software. Participants will learn how to use computers effectively to solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to DOS fundamentals and theory. A knowledge of typing is highly recommended. \$255  
10 mng - Sa. Jan 21, 09:00-13:00 - Lan

**Computer Applications in Business 2000 – Windows (102026)**

This course is taught with Windows-based software. Participants will learn how to use computers to effectively solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to Windows fundamentals and theory. A knowledge of typing is highly recommended. \$255  
13 eve - Th. Jan 19, 18:30-21:30 - CC

**Computer Applications in Business Challenge Exam 1000 (102058)**

For those with industry experience using DOS, dBase, Lotus 1-2-3 and WordPerfect 5.1 who wish to challenge the Computer Applications in Business course. The exam will be a four-hour lab-based exam. At the time of registration ask to speak to the Program Assistant who will supply a list of topics to be covered on the exam. \$125  
1 mng - Sa. Jan 14, 09:00-13:00 - Lan

**Conflict Resolution, Negotiation and Mediation 1115 (102059)**

Develop effective skills in conflict resolution, negotiation and mediation - so necessary in today's competitive and demanding workplace. At the completion of this course you will have the practical skills and confidence to handle both the small and large negotiations you are involved in daily. Most importantly, you will have learned how to find common ground in dealing with complex issues and assertive individuals that lead to win-win outcomes. (Brown) \$220  
13 eve - Th. Jan 19, 18:30-21:30 - Lan

**Consulting as a Business 1000 (102025)**

Designed for persons who wish to explore the practical aspects of operating a private consulting business. Current economic trends, including the downsizing of corporations, indicate very clearly that consulting is becoming an increasing source of employment for many Canadians. Are you prepared for this possibility in your own career? Specific issues to be covered include: establishing a business plan; target marketing strategies, techniques for obtaining and closing contracts; financing and taxation strategies; registering your company; employing outside services; creating a suitable workspace; selecting computer hardware and software; time and stress management; insurance and risk management; legal considerations and ethics. Upon completion of the course, participants will be able to assess their potential for success as a private consultant and formulate a realistic business plan. (King) \$220  
13 eve - Th. Jan 19, 18:30-21:30 - CC

**Credit and Collections 1321 (102057)**

Learn the uses of credit at both the consumer and mercantile levels. The course will provide an in-depth look at different types of credit, how credit is granted, how credit accounts are collected and how to set up policies to protect your organization. (Mapleton) \$220  
13 eve - Tu. Jan 17, 18:30-21:30 - Lan

**Labour Relations 1330 (102022)**

An introduction to the basic elements of the Canadian industrial relations system. The first part of the course surveys the historical development of trade unionism; the structure and function of contemporary unionism; and public policies affecting labour and employment relations. The balance of the course will examine the main components of the labour relations system, including: the establishment of the labour-management relationship; the collective bargaining process; strikes and dispute resolution; and contract administration. The course will conclude with an actual labour dispute negotiation. (TBA) \$220  
13 eve - We. Jan 18, 18:30-21:30 - Lan

**Leadership in Organizations 1115 (102021)**

Successful businesses and organizations are searching for employees with well developed leadership skills. Learn the difference between leadership and management, discover your own leadership style, develop your skills to generate and communicate organizational vision and empower others to achieve that vision. In this contemporary look at the new way to succeed in building long term business success, you will analyze the components of leadership, compare and contrast the management vs. leadership approaches, review the personal characteristics of leaders, including their commitment to long term thinking and discover how leaders create leaders by developing a leadership-oriented organizational culture. (Greenslade) \$220  
13 eve - Th. Jan 19, 18:00-21:00 - CC

**Personnel Management 1115 (102018)**

Explore human and industrial relations with an emphasis on the various processes and techniques of establishing and maintaining efficient employee relations with high morale. Specifically, participants will study Human Rights Legislation, procedures and approaches to employee selection, development, evaluation performance and compensation as well as the issue of labour-management relations. (Brown) \$220  
Available Fall 1995

**Organizational Behavior 1321 (102019)**

Develop an improved understanding and the expertise to operate effectively in today's complex organization. In this course you will examine how human behavior affects the functioning and effectiveness of an organization. At the completion of this course you will have the practical skills essential for the analysis and improvement of both the structure and management of your organization. (Brown) \$220  
13 eve - Tu. Jan 17, 18:30-21:30 - Lan

**Management Policy and Practices 1321 (102024)**

This course provides a survey of methods used to manage a private enterprise or public institution. Emphasis will be placed on the personal and strategic skills necessary to organize and manage an enterprise or part of a large institution in accordance with productive goals. The course will take the theory of organizational behavior and demonstrate how it transfers to practical application. Prerequisite: Organizational Behavior 1321 (102019). (Brown) \$220  
13 eve - Tu. Jan 19, 18:30-21:30 - Lan

**Marketing and Sales 2000 (102012)**

Learn the principles, techniques and practices involved in the marketing and sales functions of a business enterprise. Focus on market identification, product research, advertising and promotion, sales strategies, distribution planning, staffing and training. Designed for those who wish to increase their practical knowledge in the skills of market research, product design, packaging, advertising and media selection. (Kelly) \$220  
13 eve - Tu. Jan 17, 18:30-21:30 - Lan

**Business English Skills****INSTRUCTOR**

*Natalie Rogers, BPHE, has taught business English and medical terminology for various colleges. She is the author of three books and has written many articles and reports on health technologies.*

Polish Your Business English! The following four classes are offered on four Saturdays. Enroll individually at the regular price of \$65 or register for all four courses for a total of \$235 – a saving of \$25.

This is not an ESL course. It is recommended that students register in Grammar Review for Productive Business Writing (104407) prior to enrolling in Writing Dynamic Business Letters (104406).

**All four courses 1115 (104419) \$235**

Grammar Review for Productive Business Writing  
Building a Powerful Vocabulary  
Writing Dynamic Business Letters  
Effective Memo and Report Writing

**NOTE**

Business English Skills Test (104539) Sa. Mar 18, 09:30 - Lan

**Grammar Review for Productive Business Writing 1215 (104407)**

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. – 6 hours (Rogers) \$65  
1 day - Sa. Jan 28, 09:30-15:30 - Lan

**Building a Powerful Vocabulary 1315 (104411)**

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and give a large number of new words and meanings. Please bring a dictionary. – 6 hours (Rogers) \$65  
1 day - Sa. Feb 11, 09:30-15:30 - Lan

**Writing Dynamic Business Letters 1415 (104406)**

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar is mainly aimed at giving data on the most up-to-date ways of expressing business communications aimed at getting maximum results. – 6 hours (Rogers) \$65. See Communication/Interpersonal Skills in the Office Administration (OAC) Section for the second level of this course – Effective Letters That Get Results 1215 (104537)  
1 day - Sa. Feb 25, 09:30-15:30 - Lan

**Effective Memo and Report Writing 1515 (104414)**

Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing to get results. – 6 hours (Rogers) \$65  
1 day - Sa. Mar 11, 09:30-15:30 - Lan

**Business Letters that Get Results 1215 (104537)**

See Office Administration Certificate Program, Communication/Interpersonal Skills section.

**Office Administration (OAC)****Certificate Program**

The Office Administration Certificate Program (OAC) is designed for those choosing to upgrade their office skills or those entering the workplace for the first time. The program has five specializations, each with two levels; Level I containing introductory/intermediate courses and Level II containing intermediate/advanced courses. The specializations are:

1. Secretarial/Administrative Assistant Skills
  2. Legal Office Skills
  3. Medical Office Skills
  4. Office Supervisory Skills
  5. Records Management Skills
- In addition to the required courses, participants may select from a large number of optional courses to fulfil program requirements. Each participant may, therefore, select course options best suited to meet their needs. Courses are taught by business professionals who bring real life experience and knowledge to the classroom. In all five specialization you will be introduced to the latest in office technology and procedures, designed to improve your effectiveness and increase your employment potential.

A certificate is available to students in each of the five specializations after the successful completion of Level I and Level II (219 hours). After the completion of both Level I and Level II, students will have the office skills required for their chosen area of study and will be able to function effectively in the automated office of the 1990s.

**For Whom?**

The five specialties are designed as follows: Secretarial/Administrative Assistant Skills further develops specific functional office skills and provides increased knowledge of office automation.

Legal Office Skills is an introduction to procedures, practices, forms and office routines. Participants will develop an understanding of the value of discretion and confidentiality.

Medical Office Skills is an introduction to terminology, procedures, practices, records, forms, billings and routines.

Office Supervisory Skills is an introduction to supervisory/managerial skills, office procedures and practice.

Records Management Skills is an introduction to the systematic control of all records, from their creation or receipt through processing, distribution, organization and retrieval to their ultimate distribution.

The following are required courses for students in the Office Administration Certificate Program:

**Secretarial/Administrative Assistant Skills****Level I**

\* Typing/Keyboarding for Beginners (104404) - 18 hours  
First three courses from Business English Skills section - 18 hours

Typing – Speed Building (104402) - 18 hours  
Any course from Accounting, Bookkeeping, Budgeting section - min. 24 hours  
Option – Any course/s from OAC section - 24 hours  
**Total minimum course hours - 102 hours**

**Level II**

\*\* Office Automation (104502) - 18 hours  
\*\* Computer Applications in Business (102008 or 102026) - 39 hours

Additional courses from OAC section totalling - min. 60 hours

**Total minimum course hours - 117 hours**

**Total Level I and II course hours for certificate - 219 hours**

\* Exemptions permitted  
\*\* Challenge exam

**Legal Office Skills**

The following are courses required for students in the Legal Office Skills Certificate Program.

**Level I**

\* Typing/Keyboarding for Beginners (104404) - 18 hours  
First three courses from Business English Skills section - 18 hours

\*\* Office Automation (104502) - 18 hours  
Any course/s from Accounting, Bookkeeping, Budgeting section - Min. 18 hours  
Any courses from Introductory Legal Office Program - 30 hours  
**Total minimum course hours - 102 hours**

**Level II**

Remaining course from Introductory Legal Office Program - 9 hours  
Legal Ethics and Confidentiality (104532) - 9 hours  
Legal Office Procedures (104531) - 12 hours  
Legal Terminology (104530) - 6 hours  
\*\* Computer Applications in Business (102008 or 102026) - 39 hours  
Additional course/s from OAC section totalling - 42 hours  
**Total minimum course hours - 117 hours**

**Total Level I and II course hours for certificate - 219 hours**

\* Exemptions permitted  
\*\* Challenge exam

**Medical Office Skills**

The following are courses required for students in the Medical Office Skills Certificate Program

**Level I**

\* Typing/Keyboarding for Beginners (104404) - 18 hours  
First three courses from Business English Skills section - 18 hours

\*\* Office Automation (104502) - 18 hours  
Any course from Accounting, Bookkeeping, Budgeting section - min. 18 hours  
Medical Terminology I (104417) - 30 hours  
**Total minimum course hours - 102**

**Level II**

Medical Office Procedures/Administrative Assistant (104424) - 24 hours  
Medical Terminology II (104420) - 30 hours  
Medical Office Billing (104520) - 12 hours  
Computer Applications in Business (102008 or 102026) - 39 hours  
Additional course/s from OAC section totalling - min. 12 hours  
**Total minimum course hours - 117 hours**

**Total Level I and II course hours for certificate - 219 hours**

\* Exemptions permitted  
\*\* Challenge exam

**Office Supervisory Skills**

The following are courses required for students in the Office Supervisor Skills Certificate Program.

**Level I**

\* Typing/Keyboarding for Beginners (104404) - 18 hours  
Any three courses from Business English Skills Section - 18 hours

\*\* Office Automation (104502) - 18 hours  
Twelve Challenges to Supervision (104571) - 18 hours  
Any course from Accounting, Bookkeeping, Budgeting section - min. 18 hours  
Additional courses from OAC Communication/Supervisory section totalling - 12 hours  
**Total minimum course hours - 102 hours**

**Level II**

Supervisory/Management and Decision Making (104507) - 24 hours  
\*\* Computer Applications in Business (102008 or 102026) - 39 hours  
Records Management I (104509) - 30 hours  
Maximizing Supervisory/Leadership Performance (104572) - 18 hours  
Additional courses from OAC Communication/Supervisory section totalling - 6 hours  
**Total minimum course hours - 117 hours**

**Total Level I and II course hours for certificate - 219 hours**

\* Exemptions permitted  
\*\* Challenge exam

One only of the above courses (104507) or (104571) or (104572) may be substituted for four Essential Skills for Leaders workshops. See Essential Skills for Leaders section.

**Records Management Skills**

The following are courses required for students in the Records Management Skills Certificate Program:

**Level I**

\* Typing/Keyboarding for Beginners (104404) - 18 hours  
First three courses from Business English Skills section - 18 hours  
\*\* Office Automation (104502) - 18 hours  
Any course from Accounting, Bookkeeping, Budgeting section - min. 18 hours  
Records Management I (104509) - 30 hours  
Total minimum course hours - 102 hours

**Level II**

Supervisory/Management and Decision Making (104507) - 24 hours  
\*\* Computer Application in Business (102008 or 102026) - 39 hours  
Records Management II/Advanced topics - 30 hours  
Records Management III Specialized Functions - 24 hours  
**Total minimum course hours - 117 hours**

**Total Level I and II course hours for certificate - 219 hours**

\* Exemptions permitted  
\*\* Challenge exam

**For information call Program Coordinator, Anne Tollstam at 443-8380. For registration call 443-8380.**

Non-certificate students may enroll in any course.

**Certificate Requirements**

Students must complete the required courses within four years.

**Scheduling**

The courses in the Office Administration Certificate Program are offered in September (Fall), January (Winter) and April (Spring) terms.

**Refund Policy**

See Applicant Information, Withdrawals, Refunds and Course Cancellations in this flyer.

**NOTE**

Textbooks for Office Administration courses not included in the price of the course.

**Advisory Committee**

The program is subject to an ongoing review through the counsel of a select committee of office administration support professionals and those in related fields.

**Office Administration Certificate Program Information Night**

Please join us for a "Drop In" evening to learn about this program. Instructors will be available to answer questions.  
1 eve - Th. Jan 12, 17:30-18:30 - CC Room 237

**Typing/Keyboarding****INSTRUCTORS**

*Claire Domy, M.Ed., is an experienced instructor and office administrator. She has taught office-related courses for several years in the college setting.*

*Natalie Makortoff trained employees on computerized equipment and has several years' office-related experience.*

**Typing – Keyboarding For Beginners 1020 (104404)**

Learn to touch type the alpha numeric keyboard on an electronic typewriter. Recommended for those who want to use a computer terminal or typewriter for business or personal use. Theory such as tabulating, centring and letters will not be taught. Therefore more emphasis is placed on typing and keyboard skills. Access to a typewriter/keyboard between class time would be helpful. Please bring your own paper. (Textbook to be purchased at CC Bookstore prior to first session.) - 18 hours (Domy/Makortoff) \$80  
6 mng - Sa. Jan 21, 09:00-12:00 - CC  
6 eve - Mo. Jan 23, 18:30-21:30 - CC

**Typing – Speed Building 1030 (104402)**

Designed to help all levels of typists, including word processing operators, develop speed. Course devoted to typing drills and timings. Time will be allotted to cover questions about any typing format. Please bring your own typing paper. Textbook provided for classroom use. - 18 hours (Makortoff) \$85  
6 eve - We. Jan 25, 18:30-21:30 - CC

**Computers****Computer Applications in Business 2000 – DOS (102008)**

This course is taught with DOS-based software. Participants will learn how to use computers effectively to solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to DOS fundamentals and theory. A knowledge of typing is highly recommended. \$255  
10 mng - Sa. Jan 21, 09:00-13:00 - Lan

**Computer Applications in Business 2000 – Windows (102026)**

This course is taught with Windows-based software. Participants will learn how to use computers to effectively solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to Windows fundamentals and theory. A knowledge of typing is highly recommended. \$255  
13 eve - Th. Jan 19, 18:30-21:30 - CC

**Medical Office Billing II - 1415 (104520)**

(See Medical section for details)

**Administrative/Management****INSTRUCTORS**

*Alexandra Bradley, C.R.M., has her own consulting business and has done consulting work since 1983. She was both a librarian and instructor at Mount Royal College and, in addition to consulting, is a sessional instructor at UBC.*

*Lavana Fox, several years' office-related experience in both the non-profit and public sectors, as well as experience teaching business courses.*

*Anita Henderson, certified instructor, has 20 years' business experience and has taught a variety of business courses.*

**Office Automation 1115 (104502)**

This course will cover basic office procedures, computer technologies, telecommunication systems and information

processing. Textbook: "Electronic Office Procedures," to be purchased at City Centre Bookstore prior to first class. - 18 hours (Fox) \$125  
6 eve - Mo. Jan 30, 18:30-21:30 - CC

**Office Automation Challenge Exam 1000 (104558)**

For those with current office-related experience in both the traditional and automated office environment. Ask to speak to the program assistant (443-8385) who will supply a list of topics to be covered on the exam. \$75  
1 eve - Mo. Jan 23, 18:30-20:30 - CC

**Records Management I – 1615 (104509)**

Records management includes the development and execution of procedures and methods for the creation, maintenance and disposition of business records of all physical forms and content types. As the volume of information being processed by business has increased, so has the need for a systematic approach to creating, classifying, storing, retrieving and disposing of that information. Records management affects all levels of systems and personnel within all types of business. Textbook to be purchased from City Centre Bookstore prior to class, "Information and Image Management," Ricks, Swafford & Gow. - 30 hours. This course is supported by the Association of Records Managers and Administrators. (Henderson) \$150  
10 eve - We. Jan 25, 18:30-21:30 - CC

**Records Management II – Advanced Topics 1617 (104556)**

This course continues the development of concepts introduced in Records Management I. Students will be expected to do case studies based on outside research in the field which will require analysis and applications of skills and knowledge in records/information management. This course is supported by the Association of Records Managers and Administrators. - 30 hours (Bradley) \$150  
10 eve - We. Jan 25, 18:30-21:30 - CC

**Records Management III – Specialized Functions 1618 (104557)**

This course is designed to introduce the student to specialized functions within records/information management. The students will explore several functions such as: forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. - 24 hours (Bradley) \$140  
8 eve - Th. - Available Spring 1995

**Accounting/Bookkeeping/Budgeting****INSTRUCTORS**

*Jo-Ann Slizak, B.A. (Econ), is a payroll representative for Canada's leading payroll specialist. Her payroll knowledge and background is extensive as she works daily with a large range of clients.*

*Jo-Ann Slizak has been involved in the implementation, design and training of office systems. She has several years' business experience in the areas of bookkeeping, payroll and computers.*

**Introduction to Payroll (Manual Computerized) 1315 (104409)**

For small business owners and personnel who wish to learn how the current source



introduces the student to advanced journals, ledgers, adjustments and procedures, using a merchandising business. Students will be introduced to: procedures for merchandising sales and purchases; sales, purchases, cash receipts and cash payments journals; accounts receivable and payable ledgers; and adjustment, inventory and banking procedures. The text kit is "Accounting Fundamental Fourth Edition," Hoffman Pacey Flashner. The text should have been purchased for the Introduction to Bookkeeping course. The students should read Chapters 11 and 12 before the first class. - 24 hours (Sizliak) \$135  
8 eve - Mo. Jan 23, 18:30-21:30 - CC

#### Developing Budgeting Basics 1115 (104435)

Do you handle a budget or attend meetings where budgeting is discussed – if so, use this course to discover what everyone is talking about. Whether you use, plan, maintain or prepare the budget, this course will provide you with the mechanisms and environment needed to develop the skills used to support, administer, forecast and interpret a budget. No background required – designed for the novice and the more intermediate student would also find the course educational in nailing down the procedures and terminology. - 15 hours (Sizliak) \$105  
5 eve - Mo. Jan 23, 18:30-21:30 - CC

#### Accounting for the Non-Accountant 1415 (104510)

This course will appeal to those wanting an overview of accounting. Previous knowledge is not required. Students will learn about the role of an accountant, the double-entry accounting systems, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook: "Introduction to Accounting" to be purchased at City Centre Bookstore prior to class. - 18 hours (Sizliak) \$125  
6 eve - We. Jan 25, 18:30-21:30 - CC

#### Communication/Supervisory

##### INSTRUCTORS

Alice Close is a certified job search instructor/resume consultant with experience in successfully helping people focus on their skills and pursue employment goals in all fields. She is also a graduate from VCC with a certificate in Office Administration/Supervisory Level.

Janet Dean, certified trainer, several years' experience doing seminars for business on the topics of communication and professional development.

Lorna Guenard, B.A. Public Administration, has several years' office experience and has taught courses and seminars on selection interviews, employee appraisals and orientation.

Anita Henderson, certified instructor, has over 20 years' business experience and has taught a variety of business courses.

Natalie Rogers, BPHE, has taught business English and medical terminology for various colleges. She is the author of three books and has written several articles and reports on health technologies.

Tom Swankey has been active in communication education and training since 1980, both as a consultant and a teacher in business management and communication. He currently manages his own business and provides a communication consulting service to numerous school boards, corporations and individuals in the Greater Vancouver area.

#### Supervisory/Management and Decision Making 1315 (104507)

This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered will be communication, decision making and leadership skills, all vital components of an effective supervisor/manager. Textbook, "Management Concepts and Applications" to be purchased from City Centre Bookstore prior to class. - 24 hours (Guenard) \$135  
8 eve - Mo. Jan 23, 18:30-21:30 - CC

#### Professional Telephone Communication Skills 1215 (104433)

This course is designed for all people who communicate via telephone. Emphasis will be placed on the development of professional call handling skills. You will be provided with strategies for recognizing and dealing with difficult telephone clients. Learn to identify and encourage

use of new skills to help display telephone courtesy and professionalism while under pressure. Increase personal effectiveness of telephone communication skills and improve tone of service. - 6 hours (Dean) \$65  
1 day - Sa. Feb 04, 09:30-15:30 - CC

#### Time Management Skills 1816 (104566)

Beating the clock! This interactive, participant-centred skill development program is designed to help participants become aware of how they use time and look at specific techniques they can use to establish and accomplish priorities. The focus will be on providing immediately-useful skills. You will also examine concepts of balance and control and develop useful time-managing skills. This program does not promote one method of time management, but rather examines some alternatives to help participants find the method that works best for them. Participants will be provided with specific techniques that they can apply on the job. - 6 hours (Dean) \$65  
1 day - Sa. Feb 18, 09:30-15:30 - CC

#### Leadership and Team Skills 1815 (104564)

Today's team work trend challenges each of us towards personal growth within a changing organizational culture. This class will help you develop skills to become a better team member, enable you to make a valuable contribution to your team's success, persuade others to follow your lead and gain respect up and down the corporate ladder. - 6 hours (Henderson) \$65  
1 day - Sa. Feb 04, 09:30-15:30 - CC

#### Twelve Challenges to Supervision 1822 (104571)

Participants will be presented with 12 major challenges made relevant through case studies and group discussion. These challenges will include: negotiation, problem-solving and delegating. Upon completion of this course each participant will have developed their own supervision profile which will identify their personal strengths and weaknesses. - 18 hours (Henderson) \$125  
6 eve - Tu. Jan 24, 18:30-21:30 - CC

#### Working with Difficult People 1115 (104570)

This course is designed to foster teamwork and cooperation in your organization. Learn who are the difficult people in your life and why. Discuss cast of characters and problems involved. Find solutions and learn how to overcome attitude problems. - 6 hours (Dean) \$65  
1 day - To be offered in Spring term 1995

#### Maximizing Supervisory/Leadership Performance 1821 (104572)

Individuals in this course will learn the importance of:

- setting goals
- identifying strategies and tactics to attain goals
- developing positive self-image
- defeating attitudinal barriers and eliminating counter-productive behaviours
- developing strategies for dealing with change and uncertainty
- recognizing impact of stress
- networking and effective communication skills - 18 hours (Henderson) \$125  
6 eve - Tu. Mar 07, 18:30-21:30 - CC

#### Business Etiquette and Professionalism 1820 (104408)

Everyone, from junior clerical staff to senior executives, who has questions on appropriate behaviour and a desire to increase their professionalism on the job, will benefit from this program. This course is designed to enhance existing skills and build additional skills in dealing with potentially difficult situations with staff, co-workers and clients. Topics include: projecting professionalism, improving tone of authority and credibility in your business relationships and confidentiality, discretion and ethics in the workplace. - 6 hours (Dean) \$65  
1 day - To be offered in Spring term 1995

#### Job Search Techniques 1315 (104416)

Do you need help in writing a focused resume? If most jobs are not advertised, where do I look? Who do I speak to about the position I want? How do I respond to interview questions? In this course we will answer these questions and discuss:

- writing effective resumes and cover letters
- tapping into the hidden job market, researching companies
- meeting the people who have the power to hire
- the job interview – first impressions and responding to questions. -12 hours (Close) \$110  
4 eve - Mo. Mar 13/20/27, Apr 03, 18:30-21:30 - CC

#### Business Letters that Get Results 1215 (104537)

This course is recommended for those who have already completed Writing Dynamic Business Letters (104406) and/or those who have attained basic letter writing skills. In this course you will learn to write clear business letters that speak to your reader, discard obsolete formats, reduce clutter and use words that strike a positive note. This course offers in-class practice and feedback and is a reinforcement to Writing Dynamic Business Letters (104406). This is not an ESL course. - 6 hours (Rogers) \$75  
1 day - Sa. Mar 25, 09:30-15:30 - CC

#### Presenting Your Ideas with Confidence 1518 (104563)

In business, confident and effective presentation skills can assist you in many ways, explaining your work at a departmental meeting, making a presentation to management, selling a product, chairing a meeting, or acting as master of ceremonies at a large gathering. At this course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience and get the desired results. Participants will learn how to organize and practise for their next presentation, how to prepare and use visual aids, and how to use non-verbal communication effectively. Learn more about how your audience sees YOU and how to make your presentation more memorable. Find out how dynamic and well-known speakers captivate and motivate their audience. Attend this course and be ready for your next presentation! - 15 hours (Swankey) \$140  
3 day - Sa. Mar 04/11/18, 09:00-15:00 - CC

#### Effective Oral Communications 1315 (104546)

Become a more effective communicator! At this course you will learn to express yourself with greater clarity, confidence and impact. Learning techniques utilized will include: information sessions, impromptu speaking, delivering prepared speeches, speech evaluation and audience analysis, creative visualization, role playing, acting, evaluation of thinking and learning styles, plus media relations exercises. The program is designed to extend the communication capabilities of every individual and all sessions will be dynamic, highly participatory and creative. The goal of the learning process is for YOU to become more knowledgeable of interpersonal communication barriers and skills, plus be more confident and comfortable in the public forum, and thereby, become a more successful communicator with family, friends, colleagues, clients and supervisors. - 18 hours (Swankey) \$165  
6 eve - To be offered in Spring term 1995

#### Medical

##### INSTRUCTORS

Tom Cheung has been involved in the design and implementation of medical and dental programs for over ten years.

Lynne Moe, 20 years' experience as a medical office assistant and is currently employed in the medical field.

Natalie Rogers, BPHE, has taught business English and medical terminology for various colleges. She is the author of three books and has written many articles and reports on health technologies.

#### Medical Terminology I – 1115 (104417)

This program approaches the medical language through the study of word parts, prefixes, stems and suffixes. You will learn the basics of selected body systems, including symptomatic and diagnostic terms. This course is the first half of a two part course designed for people currently working, or who would like to work or study in related medical technology. (Textbook may be purchased from Langara bookstore.) - 30 hours (Rogers) \$135  
10 eve - We. Jan 25, 18:30-21:30 - Lan

#### Medical Terminology II – 1215 (104420)

This course is the second half of a two-part program. You will continue with basics of selected body systems. You will learn surgical terms, abbreviations and review case histories. Prerequisite is Medical Terminology I or a comparable certificate which must be approved by the instructor. The textbook used in Medical Terminology I will be used again in this course. Those who do not have the textbook, may purchase it at the Langara Bookstore. - 30 hours (Rogers) \$135  
10 eve - Tu. Jan 24, 18:30-21:30 - Lan

#### Medical Office Procedures/Administrative Assistant 1315 (104424)

Learn administrative and clinical duties to effectively manage a medical office. Topics covered: scheduling appointments and receptionist duties, patient records management, classification of drugs and routes of medication, financial records and laboratory procedures. An on-site visit to a doctor's office is planned. Medical office assistant handbook to be purchased from Langara Bookstore. - 24 hours (Moe) \$135  
8 eve - Mo. Jan 23, 19:00-22:00 - Lan

#### Medical Office Billing I – Non Computerized 1415 (104536)

This course will help participants understand what is involved in medical office billing and how to process information needed prior to billing by computer. Learn Billing by Service Bureau, Medical Services Plan of BC, WCB and Out of Province. This course is a prerequisite for Computerized Billing II (104520). Students currently working with a non-computerized medical billing system may apply in writing for an exemption. - 12 hours (Moe) \$95  
2 day - Sa. Jan 28, Feb 04, 09:30-15:30 - Lan

#### Medical Office Billing II – Computerized 1515 (104520)

Prerequisite for this course is Medical Office Billing I – Non Computerized (104536) or for participants currently working with a non-computerized medical billing system. Participants will become familiar with data processing tasks required to bill for procedures performed in a variety of medical billing environments including general medical practice, medical specialty, physiotherapy, chiropractic, naturopathy, etc. - 12 hours (Cheung) \$115  
2 day - Sa. Feb 11/18, 09:30-15:30 - CC

#### Introductory Legal Office Program

This five-course program will introduce you to basic concepts and legal office routines. Gain an understanding of the value of discretion and confidentiality in the legal field and familiarity with basic legal forms and procedures in respect to the five major areas of law.

Introduction to the Legal Office Program is the first of five courses and will be offered for three hours at \$40. All other courses are nine hours in duration at \$70 each. Enroll individually or register for the package of five courses for \$280 – a saving of \$35.

#### All five courses 1115 (104425) \$280

Introduction to the Legal Office Program  
Civil Litigation  
Corporate  
Matrimonial  
Conveyancing

##### NOTE

Legal Office Skills Test (104540) – Tu. Mar 14, 18:30-21:30 - Lan

##### INSTRUCTORS

Gayle Cooke, senior legal assistant with over 15 years' legal experience, as well as experience in personnel and administration. Gayle has developed and presented various legal courses for the legal community.

Janet Dean, certified trainer, has six years' experience in legal services. She has taught and lectured on various legal topics for the last three years.

Gabrielle Komorowska has 20 years' experience as a legal assistant. She has lectured and given several courses on legal topics.

#### Introduction to the Legal Office Program 1215 (104426)

This class will cover the various types of law firms in existence and the roles of legal support staff in the profession as well as introduce reference sources and discuss the various areas of law. An overview of the "package" content and presentation will also be covered. - 3 hours (Dean) \$40  
1 eve - Tu. Jan 24, 18:30-21:30 - Lan

#### Civil Litigation 1315 (104427)

Discusses the levels of Court in British Columbia and takes you step-by-step through the procedures of a civil case from Writ of Summons to trial, judgement and execution. - 9 hours (Dean) \$70  
3 eve - Th. Jan 26, Feb 02/09, 18:30-21:30 - Lan

#### Corporate 1415 (104428)

Outlines the steps to incorporate a British Columbia company plus annual reports and filings, keeping of minute books and extra-provincial registrations. - 9 hours (Komorowska) \$70  
3 eve - Tu. Jan 31, Feb 07/14, 18:30-21:30 - Lan

#### Matrimonial 1515 (104429)

Discuss the "Family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act Application and Family Relations Act proceedings. - 9 hours (Dean) \$70  
3 eve - Feb 21/28, Mar 07, 18:30-21:30 - Lan

#### Conveyancing 1715 (104431)

This introductory course will provide an overview of the responsibilities and duties of conveyancing including the steps required to complete a typical residential conveyance. - 9 hours (Cooke) \$70  
3 eve - Th. Feb 16/23, Mar 02, 18:30-21:30 - Lan

#### Legal

#### Legal Ethics and Confidentiality 1815 (104532)

This program will cover legal ethics as it applies to support staff in the various areas of law. Using case studies reviewed by the Bar Association we will discuss how the ethics of the profession bind you. Emphasis will be placed on the value of confidentiality. - 9 hours (Dean) \$70  
3 eve - Mo. Feb 13/20/27, 18:30-21:30 - Lan

#### Legal Office Procedures 1915 (104531)

This program is designed to provide you with an overview of what goes on in a law office. You will analyze the structure of a law office and the various types of lawyers and areas of law. In addition, you will look at the importance of effective systems and procedures and the ramifications of system failure in the practice of law. A video discussing the law office of the future rounds out a discussion on adapting your general office skills to effective legal office skills. We will also discuss the various types of legal support staff and their specific responsibilities. - 12 hours (Dean) \$90  
4 eve - To be offered in Spring 1995

#### Legal Terminology 2015 (104530)

This course will cover the rules of legal language, terminology unique to each area of law. Please bring a dictionary. - 6 hours (Komorowska) \$60  
2 eve - We. Feb 01/08, 18:30-21:30 - Lan

#### Wills and Estates 1615 (104430)

Review the importance of having a will. Take client instructions and set up simple wills. The course will guide you through the necessary steps and legal forms leading to Grant of Letters Probate and Letters of Administration. - 12 hours (Komorowska) \$90  
4 eve - To be offered at a later date

#### Conveyancing II - 2115 (104541)

An in-depth study into the legal procedures involved in the purchase and sale of single family residential dwellings. You will be shown the standard documents used in a residential purchase and sale and participants will prepare documents and reports required to close the transaction. Prerequisite is Conveyancing 1715 (104431). - 15 hours (Cooke) \$110  
5 eve - Th. Mar 09/16/23/30, Apr 06, 18:30-21:30 - Lan

#### Litigation II - 2120 (104565)

This 15-hour program is designed for junior litigation secretaries currently working in the field or as an adjunct to the Introductory Litigation program also offered. Course content will focus primarily on a step-by-step document review of the court forms used in a standard civil proceeding. (Dean) \$110  
5 eve - We. Mar 15/22/29, Apr 05/12, 18:30-21:30 - Lan

For registration call 443-8380 or 323-5322.  
For detailed program outline contact Anne Tolistam at 443-8380.

## Essential Skills for Leaders

Roll up your sleeves, sharpen your pencils and get down to work! If you are a new or prospective supervisor, or just need some helpful techniques and skill reinforcement, this series is designed especially for you. Each of our one-day courses is chock full of practical information and skill building exercises that will be indispensable to you in your daily work life. The format is practical, interactive and hands-on, with time allowed for discussion and to practise newly acquired skills and techniques.

These courses can either be taken individually or applied towards the following two certificate programs: Office Administration/Supervisory Skills and the Leadership Certificate Program.

For registration call 871-7070 and for specific program information call Anne Tolistam, program coordinator at 871-7070.

#### Course Location

Robson Square Conference Centre, 800 Robson Street, Vancouver, BC

#### Course Fees

\$140 per day. All materials are provided. Course fees are subject to change.

#### Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten working days before the course start date are subject to an administrative penalty of 20 percent of the course fee. Alternatively, a "deferred fee credit" will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for withdrawals received less than ten working days before the start date. The college will accept participant substitutions if a previously registered individual is unable to attend.

##### TRAINERS

Margaret Cuzzetto is a marketing and management consultant, program developer and instructor in marketing, retail trade and personal work development with over 24 years' experience. She has extensive management and supervisory experience in the fashion retailing industry.

Jenny Lewis is the president of Lewis Consulting which specializes in the training and development of management skills, selling in a service environment and customer service skills. Prior to founding Lewis Consulting, Jenni was responsible for management training and development at Royal Trust.

Maureen Hannah holds an M.B.A. in Managerial Leadership from City University. She designs and conducts training workshops and gives conference presentations throughout Western Canada, the Yukon Territories and England. Her industry experience includes positions in employee relations and personnel planning and development for a major forest industry company in London and Vancouver.

Val Hunter, a consultant in organizational development, lectures throughout Western Canada using leading edge theory and creative learning techniques to assist participants to improve their communication and human relations skills.

#### Stepping up to Leadership 1316 (104553)

Becoming a leader is not an easy transition. It requires a whole new set of skills, as well as an understanding and acceptance of new roles, from "doer" to "delegator." Former colleagues may have difficulty in accepting the new leader's role. Recognition must be given to the human relations and productivity aspects of leadership. Most new supervisors enter into this role without proper preparation and support. The purpose of this course is to help the new or potential leader to develop the knowledge, skills and confidence required to supervise staff. At the end of this course the participant will understand the skills required to effectively supervise:

- using leadership skills
  - coaching staff
  - giving performance feedback
  - creating a motivational workplace
  - delegating work, and
  - employing problem solving techniques.
- Interactive lectures, individual work, group discussion and skill practice sessions will be used. Participants will write a "back-home" personal plan for applying their newly acquired skills. - 6 hours (Hannah)  
1 day - Fr. Feb 10, 09:00-16:30 - ROB

#### Using Leadership Language (104552)

"Lack of Communication" is one of the most frequently cited causes of a multitude of workplace ailments. Whether it is with your staff, peers, or superiors, clear direct communication results in more productive interactions and effective actions of others. However, it can often be difficult to achieve. Communication is more than the process of speaking clearly. It is the transmission and reception of ideas, attitudes and feelings, verbally and non-verbally. At the completion of this one-day course, participants should be able to analyze their co-workers' communication patterns, respond more effectively and speak with clarity to enhance the accuracy and speed of workplace communications.

- At the completion of this course, participants will:
- understand the communication process in organizations
- have improved awareness of key problems in organizational communication
- understand the impact of perception on the communication process, and
- have analyzed communication styles in organizations, to assist in more effectively getting the job done. - 6 hours (Hunter)  
1 day - Fr. Feb 24, 09:00-16:30 - ROB

#### Finding Time for Results 1319 (104555)

There never seems to be enough time in a day! Learn how to get daily results through practical techniques. Manage your day, your projects and yourself. In this course you will learn the following time "diet" techniques:

- analyzing your day
- setting goals and priorities
- delegating
- creating productive meetings
- handling interruptions
- understanding your self-motivation to complete your day and projects.

You will gain a new confidence by taking control of your work day and improving the productivity and the success rate of your team and yourself. - 7 hours (Cuzzetto)  
1 day - Fr. Mar 10, 09:00-16:30 - ROB

#### Building and Coaching a Productive Team 1316 (104554)

Building your team from a diverse group of people is never easy, but it is essential in producing the results you and your employer require. To get maximum results, you need the cooperation of all your employees. As a new leader, an integral part of the team building process consists of developing an environment where open communication and a shared vision exists. Your effectiveness as a leader will be enhanced by your understanding and practice of some key coaching and motivation measures used in the team building process. At the completion of this course, participants will:

- understand the importance of team-building
- be able to identify the characteristics of an effective team
- apply measures and techniques to build synergy in the workplace
- have the skills to identify and resolve key team concerns.

The net result? Increased work productivity, improved work quality and enhanced team morale. This one day practical workshop begins by reviewing the importance of team building and the characteristics of an effective team. - 7 hours (Lewis)  
1 day - Fr. Mar 24, 09:00-16:30 - ROB

## Leadership Certificate Program

### (Certificate Pending)

This certificate program is a great partnership opportunity for joint commitment by both the employer and employee. The employer shows commitment through financial support and the employee shows commitment by attending the majority of these courses on his/her own time.

Leadership positions are complex. A leader requires many new skills as well as an understanding and acceptance of new roles. Preparation and support are vital for new leaders. This certificate program will help develop knowledge, skills and confidence to lead, supervise and manage others. Topics in this program will be current and up to date. The program will consist of 72 hours. To complete this certificate program, participants may register individually for courses without taking the entire program. In addition to the core courses,

participants may choose from a selection of elective courses to fulfill program requirements. If desired, one core course may be substituted for an elective.

#### Core

Stepping Up to Leadership 1316 (104553) – 6 hours  
Using Leadership Language 1317 (104552) – 6 hours  
Finding Time for Results 1319 (104555) – 6 hours  
Building and Coaching a Productive Team 1318 (104554) – 6 hours  
Critical Thinking 1010 (100303) – 6 hours  
Managing Change 1020 (100304) – 6 hours  
Problem Solving and Action Planning 1030 (100306) – 6 hours

#### Electives

Business Writing Skills 1 2030 (100301) – 6 hours  
Business Writing Skills II 2040 (100302) – 6 hours  
Hiring the Right People 2050 (100309) – 6 hours  
Managing Effective Meetings 2051 (100305) – 6 hours  
Effective Business Presentation 2060 (100310) – 6 hours  
Conflict to Collaboration 2070 (100307) – 6 hours  
Performance Management: Goals and Reviews 2080 (100308) – 6 hours

\* These courses will be available in Spring 1995. Descriptions, times, date and location will be available in our Spring brochure.

Additional elective courses will be offered in Spring 1995 and elective courses may be varied each term.

#### Scheduling

Courses will be offered on Fridays and Saturdays. Most courses will run in the Fall, Winter and Spring terms. Each course will be six hours in duration. Elective courses may vary each term.

#### Certification

Students who complete 72 hours of course time in total will receive a Certificate in Leadership.

#### Location

Course location will be announced each term. Ask about on-site training.

For registration call 871-7070 and for specific program information call Anne Tolistam, program coordinator – 871-7021.

##### TRAINERS

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1 day - Fr. Feb 10, 09:00-16:30 - ROB

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1 day - Fr. Mar 24, 09:00-16:30 - ROB

### Critical Thinking Skills 1010 (100303)

This program uses real-life reasoning processes to emphasize and define your abilities in critical thinking. Critical thinking was identified by the Conference Board of Canada as one the most-desired skills in leaders of today. This course will help you apply the concepts of critical thinking in what you do at work and show you what immediate benefits to expect. Using case studies and current events, you will put critical thinking to work. - 6 hours (Dean) \$125  
1 day - Sa. Mar 04, 09:00-16:30 - CC

### Managing Change 1020 (100304)

Change is the only thing that is constant nowadays. It seems that as soon as one is announced another one closely follows. Employees are tired of hearing that another change is on the way, especially since they are still adjusting to the last one. Organizations need to consider both the business side of change as well as the human side. Too many organizations focus solely on business matters and neglect the emotional impact change has on its employees. When this happens management often gets frustrated by the low productivity and resistance of employees. This program will help managers learn how to address employees' emotions as they manage the change process. During the program, participants will recognize how they personally react to change; understand their role in the change process; apply five steps to communicating change to employees; deal with employee resistance; and increase team commitment to change - 6 hours (Lewis) \$125  
1 day - Sa. Mar 11, 09:00-16:30 - CC

### Problem Solving and Action Planning 1030 (100306)

A leader in today's workplace is constantly confronted with conflict and issues requiring creative solutions. This course will provide the leader with the facilitation skills required to lead a work team through the problem solving process. You will learn the skills required to lead a team to clearly define the problem and to effectively use brainstorming and consensus-building techniques. The successful leader is then able to lead the team through the action-planning process by developing a plan that is concise, time-framed, attainable and most importantly has the commitment of the work team. - 6 hours (Oster) \$125  
1 day - Sa. Feb 25, 09:00-16:30 - CC

### Business Writing Skills - Part I 1030 (100301)

Preparing concise, high-impact documents that achieve results is essential to your success in business. This course, designed for the business writer, examines a variety of typical documents (including memos, letters, reports and proposals) and analyzes the writing process for each. Topics covered include: targeting your reader, writing with greater voice and impact, overcoming mental blocks, enhancing your creative and critical thinking skills, and writing with increased efficiency and ease. Bring samples of your current business writing for in-class review and analysis. - 6 hours (Swankey) \$125  
1 day - Sa. Mar 25, 09:00-16:30 - CC

### Business Writing Skills - Part II 1040 (100302)

This is the second of a two-part series on improving your writing skills. Topics covered include: writing with increased organization and impact, developing persuasive argument, following the conventions of standard English, and revising in an efficient and effective manner. Bring samples of your current business writing for in-class review and analysis. - 6 hours (Swankey) \$125  
1 day - Apr 01, 09:00-16:30 - CC

### Hiring the Right Person - 1050 (100309)

Interviewing and selecting the best candidates for hire can be a difficult and time-consuming task. Employee turnover, costly hiring expenses and the constantly-changing job market make the role of an interviewer an important one. This program is designed to enhance the interviewing skills of individuals in any organization. During the program participants will increase their awareness of the role of an interviewer; apply a simple five-step process to prepare for an interview; follow a seven-point system when conducting the interview; and practise and obtain written and verbal feedback on their interviewing skills. Each participant is asked to bring to the program a job description of an open position within his or her organization (if possible) and actual resumes received from applicants for this position. These materials allow for immediate application for participants. - 6 hours (Lewis) \$125  
1 day - Sa. Mar 18, 09:00-16:30 - CC

### Effective Business Presentations - 2060 (100310)

In business, confident and effective presentation skills can assist you in many ways: explaining your work at a departmental meeting, making a presentation to management, selling a product, chairing a meeting, or acting as master of ceremonies at a large gathering. At this highly-participatory course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience, and get the desired results. Participants will learn how to organize and practice for their next presentation, how to prepare and use visual aids and how to use non-verbal communication effectively. Learn more about how your audience sees you, and how to make your presentation more memorable. Participants will have the opportunity to make presentations and receive constructive feedback in a supportive environment. Attend this course and be ready for your next presentation. - 6 hours (Swankey) \$125  
1 day - Sa. Jan 21, 09:00-16:30 - CC

### Performance Management: Goals and Reviews 2080 (100308)

This workshop is discussion and skill-practice oriented. Interactive lectures, individual work, group discussion and skill-practice sessions will be used. In this workshop you will:

- discuss key aspects of an effective performance management process
- practice writing performance goals, measures and action plans
- discuss how to provide positive and constructive performance feedback, leadership, training, information and support required for successful achievement of goals
- learn how to conduct an annual review meeting that summarizes employee's overall performance. - 6 hours (Hannah) \$125  
1 day - Sa. Mar 11, 09:00-16:30 - CC

## Management Skills for Supervisors Provincial Certificate Program

This highly successful program which has been taken by over 400 people is offered in cooperation with The Ministry of Skills, Labour and Training and The Business Council of British Columbia.

### Program Goal

To provide broad, practical up-to-date supervisory management training. To deliver this training in three modules that can be taken separately in any sequence. The modules are: Interpersonal Skills Group Skills Administrative Skills

### Who Should Attend?

Management Skills for Supervisors has been designed for current and future supervisors and managers in all occupations in the private, public and non-profit sectors. One of the strengths of the program is the diversity of experience that is shared by the participants in the classes.

### Format

The program is offered in three 4-day modules totalling 12 days. Training techniques include individual, small and large group experiences and lecturettes using participants' actual work experiences. Enrollment is limited to optimize the effectiveness of this process.

### Certification

Participants who complete all three parts, Interpersonal Skills, Group Skills and Administrative Skills qualify to receive the provincial certificate from the Ministry of Advanced Education, Training and Technology and endorsed by the Business Council of British Columbia.

### Ask about our group rates and in-house offerings.

#### TRAINER

Sherrilee Schaffer is a dynamic, energetic individual who is highly qualified in human resource development. She has designed her presentations to help you bridge the gap between training and reality to be able to apply the

skills you learn in your work. Sherrilee is a graduate of the University of Ottawa and has studied at the Universities of British Columbia and Victoria and at McMaster University. She works as a management consultant and trainer.

### Interpersonal Skills - Part I (100101)

Objectives: On completion participants will be able to:

1. Effectively use both verbal and non-verbal communication skills
2. Conduct organized interviews
3. Use decision-making methods in individual and group situations
4. Utilize appropriate assertiveness techniques
5. Make win/win decisions one on one and in groups. (Schaffer) \$575  
4 day - Tu/We/Th/Fr. Feb 7-10, 09:00-17:00 - ROB

### Group Skills - Part II (100102)

Objectives: On completion you'll be able to:

1. Identify personal leadership styles
2. Demonstrate appropriate and flexible leadership skills to meet various situations
3. Identify things that motivate and demotivate work groups
4. Develop and implement strategies to improve employee motivation
5. Display leadership and group participatory skills in meetings
6. Determine personal and organization stress factors
7. Implement stress reduction techniques. (Schaffer) \$575  
4 day - Tu/We/Th/Fr. Feb 28, Mar 01/02/03, 09:00-17:00 - ROB

### Administrative Skills - Part III (100103)

Objectives: On completion you'll be able to:

1. Develop and implement performance management strategies
2. Use effective business writing skills
3. Develop and institute a goal setting/achievement plan
4. Manage time and priorities efficiently and effectively. (Schaffer) \$575  
4 day - Tu/We/Th/Fr. Mar 14/15/16/17, 09:00-17:00 - ROB

### Course Location

All courses in this series will be held at Robson Square Conference Centre, 800 Robson Street (at Howe), Vancouver

For information call Anne Tollstam, program coordinator - 871-7021.

For registration and invoicing call Lynda Boothby - 871-7070. Registrations will be accepted up to one week prior to the course start date.

### Course Fees

\$575 for each part. Course fees are subject to change.

### Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative penalty of \$50. Alternatively, a "deferred fee credit" will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for course withdrawals received less than ten days before the start date. The college will accept participant substitutions if a previously registered individual is unable to attend.

## Library Skills

### INSTRUCTORS

Alexandra Bradley, M.L.S., is both a librarian and C.R.M. She has her own consulting business and is a sessional instructor at UBC.

Jacqueline Bradshaw, M.L.S., is librarian/analyst for the Electronic Library Network at the Open Learning Agency. She specializes in the automation of information and library operations and has provided consulting and training services to business, government and libraries.

Douglas Grant, B.A., is a recent graduate of the Applied Information Technology Program at Capilano College. He has developed educational material for Knowledge Network and also teaches TV and video production in VCC's TESL Program. Douglas has a special interest in gathering multimedia material via the Internet.

Philip Hall, M.L.S., is field work librarian at Legal Services Society. He is responsible for the Society's public library program and consults with public and college libraries across BC about their legal collections and provides training on using legal materials.

Susanne Lloyd, M.L.S., is records management officer at the Workers' Compensation Board. Susanne's career in libraries has taken her into all aspects of technical services and cataloguing (including manual and automated systems).

Byron Quam is a recent graduate of the Applied Information Technology Program at Capilano College. He has extensive experience with the Internet and has a special interest in multimedia interfaces. He also specializes in computer-generated sound.

For information on Library Skills courses call Susan Huber, program coordinator at 871-7461.

### Internet Workshops (106075, 106076, 106077) Withdrawal and Refund Policy

Withdrawals received by telephone, fax or in writing up to two working days before the workshop date are subject to an administrative charge of 20 percent of the workshop fee. Alternatively, a Deferred Fee Credit for 100 percent of the fee may be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for withdrawals received less than two working days before the workshop. The college will accept a substitute participant if a previously registered individual is unable to attend.

### Internet Courses

Internet courses are designed to quickly give you the skills needed to communicate on the Internet and find the material and resources that are relevant to you. All courses are taught in a computer lab and provide ample hands-on time. Our newest course, Internet: Introduction to Network of Networks (106077), is designed for a general audience and is not limited to library staff.

### Internet - Introduction to the Network of Networks (106077)

This course is designed for anyone interested in learning about the rapidly-expanding worldwide network of networks - Internet. Through a combination of lecture, demonstrations and hands-on session, you will learn:

- what the Internet is
- how you can use Internet to communicate with colleagues and friends across the country and around the world
- how to find and retrieve information resources on the Internet
- potential uses of Mosaic - a powerful multimedia interface to Internet
- options for accessing Internet through local service providers

The workshop is held in a computer lab and provides ample hands-on time to explore the Internet. Students must have some previous experience using MACs or PCs in Windows environment. Class size is limited to 16. (Grant/Quam) \$160  
1 day - Sa. Feb 11, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street  
2 eve - Mo/We. Mar 06/08, 18:30-21:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street

### Internet - Basic Tools for Library Staff (106075)

This one-day workshop is designed especially for library staff who have little or no Internet experience. You will find out what the Internet is and how it provides access to a wealth of resources, including: electronic documents, electronic discussion groups and remote library catalogues. You will learn the basics of using the standard tools to mine the Internet's vast resources:

- electronic mail
- electronic file transfer (ftp)
- remote log-in (telnet)
- Gopher menu systems

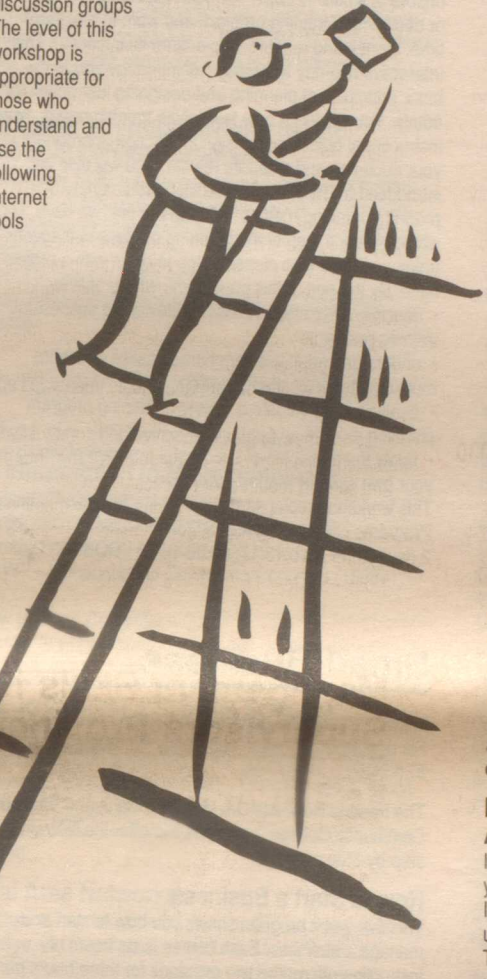
You will also learn about methods and procedures available locally for obtaining access to Internet. Although UNIX programs are featured, the course is appropriate for individuals using any type of Internet software in a command line environment. The workshop takes place in a computer lab, one student per computer. Hands-on exercises are featured throughout the day. Students must have some previous experience in using computers. This workshop was developed by the Electronic Library Network (ELN). Class size is limited to 16. (Winney) \$160  
1 day - Sa. Feb 04, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street  
1 day - Sa. Mar 04, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street

### Internet Research Tools for Library Staff (106076)

There are hundreds of thousands of resources freely available throughout the Internet world. The difficulty is knowing where to find them. In this one-day workshop especially designed for library personnel, you will learn how to use the Internet research tools to locate and retrieve these invaluable resources. You will work with:

- Archie to search databases of freely available program and document files
- advanced FTP skills to retrieve and use all types of files
- Gopher search techniques using the powerful Veronica and Jughead programs
- advanced electronic mail and Listserv software techniques to explore the wealth of information available through thousands of electronic discussion groups

The level of this workshop is appropriate for those who understand and use the following Internet tools



at a basic level: Telnet, simple FTP, Gopher, and Electronic Mail. The workshop takes place in a computer lab, one student per computer. Hands-on exercises using standard Internet software are featured throughout the day. Although UNIX programs are featured, the course is appropriate for individuals using any type of Internet software in a command line environment. This workshop was developed by the Electronic Library Network (ELN). (Bradshaw) \$160  
1 day - Sa. Jan 28, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street  
1 day - Sa. Mar 18, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street

### Basic Library Skills Courses

Do you want to work in libraries, but are not sure what they are all about? Or are you currently working as a library assistant, but wanting to increase your skills and knowledge in technical services to broaden your employment horizons? If you answered yes to either question, our Basic Library Skills courses are for you. These basic skills courses are designed to teach you essential concepts of technical services work in libraries. You may take either or both courses, depending on your interests and current skills.

### Basic Library Skills - Circulation, Processing and Catalogue Records (106069)

This course consists of 21 hours of instruction and skill development with plenty of time to practise your skills. Topics include the following:

- elements of the catalogue record
- machine readable catalogue records

- filing rules
- physical processing and mending
- circulation procedures
- interlibrary Loans procedures. (Lloyd) \$195  
7 eve - Th. Jan 26, 18:30-21:30 - CC

### Basic Library Skills - Collections and Acquisitions (106068)

This course consists of 21 hours of instruction and skill development with assignments in an active library setting to see how it's really done! You will learn the following:

- the role of technical services in the library
- book selection and collection development
- dealing with weeding, gifts and inventory
- acquisitions procedures including working with budgets, dealing with publishers and vendors, and verification and ordering
- receiving monographs and serials
- dealing with non-book materials and government publications. \$195  
7 eve - Available Fall 1995

### Legal Resources and Reference Services (106080)

This course will introduce you to legal resources in British Columbia and to providing reference service from these resources. The course will provide:

- introduction to the legal system
- introduction to legal materials
- format and content of both primary and secondary materials
- using and updating primary material
- providing legal reference service

You will learn how legal resources are developed and their relationship to the legal system. This course is appropriate for library staff in public and college libraries who maintain legal collections. The course will help improve your knowledge of legal materials and your ability to better access these resources for you and your library's users. (Hall) \$140  
4 eve - Tu. Feb 21, 18:30 - 21:30 - CC

### Workshops on Creating Successful Libraries in Community Organizations

These workshops are responsive to the special circumstances associated with libraries in community organizations. The principles and guidelines covered are also applicable to development of small libraries/resource centres in a business environment.

### Libraries in Community Organizations - Assessing Your Situation (106072)

Is your organization making plans to start a library? Do you already have a library but wish it was working better? In either case, it's a good time to clarify who your library's users are and which of their needs you want to serve. This workshop will help you:

- clarify the purpose and potential of your library
- evaluate your present situation in light of your goals
- use your library's purpose to guide decisions about organizing, developing and promoting the library. \$37.45 (Includes GST)  
1 aft - Available Spring 1995

### Libraries in Community Organizations - Choosing How to Organize Your Materials (106073)

The best way to organize your library is the way that best meets the needs of your users. This workshop provides a checklist of basic considerations for organizing your library. The checklist will help you choose suitable ways to arrange your books, videos, audiotapes, magazines and newsletters. You will learn to recognize the pros and cons of different options for arranging your materials and have a brief introduction to the concepts of cataloguing and classification. You will see examples from various specialized libraries. Attendance at workshop 106072 above is highly recommended. \$37.45 (Includes GST)  
Available Spring 1995

### Database Design for Library Applications (106074)

Would you like to learn how to effectively use and search the database software available in your library? Would you like to automate a manual system or information resource but don't know where to start? In this introductory level course you will learn how to plan, design and create a textual database that can be used in many types of library applications such as: annual report collections, A-V equipment inventory, directory of local organizations. The concepts you learn will help you more effectively search and retrieve information from many types of textual databases (e.g. CD-ROM and OPAC databases).

You will learn how to:

- conduct a needs assessment
- evaluate various types of database software and select appropriate programs for your library environment
- create a database structure, define the necessary records and fields
- produce a working database model, using INMAGIC PLUS software (including report preparation, database documentation and user manuals production, backup procedures)

The practice exercise will be completed using INMAGIC PLUS software; the concepts can be applied to any database management software that you have in your library. The course takes place in a computer lab and includes hands-on practice. Students must have some previous experience using microcomputers. \$175  
5 eve - Available Spring 1995

For information on Records Management courses call Anne Tollstam at 871-7021.

### Records Management I - 1615 (104509)

See Records Management (Office Administration Certificate) listings for course description. (Henderson) \$150  
10 eve - Available Fall 1995

### Records Management II/Advanced Topics - 1617 (104556)

See Records Management (Office Administration Certificate) listings for course description. (Bradley) \$150  
10 eve - We. Jan 21, 18:30-21:30 - CC

### Records Management III/Specialized Functions - 1618 (104557)

See Records Management (Office Administration Certificate) listings for course description. (Bradley) \$140  
8 eve - Th. - Available Spring 1995

## Professional Skills Development

This program offers you the opportunity to learn new skills that go beyond the important basic business courses. Rapid change in technology, the workplace and society is creating new skill areas. Please watch this section in future issues for additional courses.

Employers may wish to inquire about custom, on-site, in-house training for their employees. Group rates are available for all courses.

For program information call Brian Cole, senior program coordinator, 871-7062. For registration and invoicing call Lynda Boothby, 871-7070. Registrations will be accepted up to one week prior to the course date.

### Course Location

Please see individual course descriptions

### Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten working days before the course start date are subject to an administrative penalty of 20 percent of the course fee. Alternatively, a "deferred fee credit" will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for withdrawals received less than ten working days before the start date. The college will accept participant substitutions if a previously registered individual is unable to attend.

### INSTRUCTORS

Terry Blaker, president of Corporate Arts Inc. has over 20 years of experience in both Canada and the USA in leading seminars in the communication arts. His specialties include public speaking, effective meeting management, employer/employee relationship and office automation.

Margaret Cuzzetto is an experienced marketer with over 20 years' experience in retailing, from beginner to supervisory and managerial levels. She is also an experienced instructor and consultant in customer service, marketing and supervision.

Shauna Grinke is director of training for the Pan Pacific Hotel and an educational consultant to many businesses. Shauna is an enthusiastic instructor with ten years' experience in teaching and program development.



Stephen Hammond is a human resource consultant specializing in employee relations. He has worked in the human resource field for private and public sector employers in BC, Ontario and Manitoba. He is a lawyer and a current member of the Law Society of British Columbia. He has successfully delivered harassment awareness training to significant organizations in BC and is a member of the Human Resources Management Association of BC.

Barbara Watts Katnich is president of It's Your Call Consultants Inc. She has over 15 years of telemarketing experience. It's Your Call specializes in professional business-to-business telemarketing services, ranging from needs assessment training through database management to actual telemarketing programs.

Kenneth King, A.Sc.T., MCIQS is a business consultant with his firm and current president of the Real Estate Institute of Canada (Greater Vancouver Chapter). Mr. King has over 15 years' experience in construction, development and other business ventures.

Donna K. Wilton has many years of experience in direct marketing and has had extensive experience in assisting business and government organizations in targeting their audience, business development and improving their marketing effectiveness. As well as her work for VCC, she has presented seminars for the Better Business Bureau and the Vancouver Board of Trade.

#### Consulting as a Business (102025)

Designed for persons who wish to explore the practical aspects of operating a private consulting business. Current economic trends, including the down-sizing of corporations, indicate very clearly that consulting is becoming an increasing source of employment for many Canadians. Are you prepared for this possibility in your career? Specific issues to be covered include: establishing a business plan; target marketing strategies; techniques for obtaining and closing contracts; financing and taxation strategies; registering your company; employing outside services; creating a suitable workspace; selecting computer hardware and software; time and stress management; insurance and risk management; legal considerations and ethics. Upon completion of the course, participants will be able to assess their potential for success as a private consultant and formulate a realistic business plan. This course can be taken for credit towards the Business Administration Certificate. (King) \$220  
13 eve - Th, Jan 19, 18:30-21:30 - CC

#### Career Management (102020)

Personal success is rarely an accident, yet most of us spend very little time assessing, planning and managing our careers to achieve the success we desire. In this course you will enhance your awareness of your own individuality, including: the identification of your transferable skills, special knowledge, values, personal characteristics and unique life experiences. You will develop the research skills necessary to explore existing and new career paths as well as effective strategies essential for job hunting in the 1990s. Upon completion you will have developed skills to prepare an enhanced resume and learned improved interviewing and job search skills. Also, you will have gained the knowledge required for maintaining and enriching your existing or potential new job as part of your personalized career development plan. (Grinke) \$160  
2 day - Sa, Jan 21, 09:00-17:00 - CC

#### Harassment Awareness (100158)

Not available this term

#### Negotiating Effectively (100162)

Not available this term

#### Direct Response Marketing and Telemarketing (102422)

This course is about highly professional and state-of-the-art marketing. It is NOT about junk mail and high pressure telephone selling. Direct Response Marketing (DRM) is designed to produce results you can measure. Learn how to:

- plan an admail or telemarketing campaign
- target markets
- mail effectively to customers
- obtain good outside prospect lists
- create copy, design, graphics
- use the telephone to increase the effectiveness of mail
- get the most for your dollar from mailing houses and Canada Post
- design and implement a cost-effective, professional telemarketing program

- plan your sales messages
- use simple techniques and proven methods to ensure success of your telemarketing campaigns
- track your results. (Katnich-Wilton)\$275  
2 day - Available April 1995 - ROB

#### Effective Customer Service (100157)

Not available this term

## Training Skills

All successful organizations need well-trained up-to-date employees. Whatever the training needs of your organization, one fact remains the same – the best trainers are those who feel confident about their skills and the programs they develop. These interactive courses emphasize skill development that can be applied to any training situation back on the job. Practice time is provided during each course to help learners develop and apply newly acquired skills and knowledge.

Training Skills Program courses are current, well-proven and comprehensive. They also incorporate the most appropriate and current adult education practices and theories. Should your organization, on its own or in cooperation with other organizations, require an in-house course, we'll be pleased to work with you to tailor it to your needs.

#### NOTE

In-house and group rates are available. Why not get your own group together?

For program information please call Paula Yunker, program coordinator, 871-7457. For registration call 871-7070.

#### Who Should Attend

The program is designed for all those who are involved in planning, designing or delivering training for adult learners in business, education, government or non-profit organizations.

#### Course Location

All courses in this program will be held at the Robson Square Conference Centre, 800 Robson Street, Vancouver.

#### Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative penalty of \$50. Alternatively, a Deferred Fee Credit will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for course withdrawals received less than ten days before the start date and no Deferred Fee Credit will be issued. The college will accept participant substitutions if a previously registered individual is unable to attend.

#### INSTRUCTORS

Elizabeth Carriere, Ph.D. (Cand.) is a consultant in the adult education field. Her specialties include gender, multicultural, human rights, anti-racism and community issues and training. For 15 years she has worked as a senior administrator and consultant in training, gender and multicultural issues. She has also designed materials and manuals for government, community groups and organizations. Elizabeth is currently working as executive director of Policy and Planning with the BC Ministry of Women's Equality.

Paula Yunker is an adult education consultant with extensive experience in corporate business and industry providing training development and instruction to a wide range of clientele. Paula's experience includes needs assessment, project management, course design, instruction and training materials design. She was also employed as an education development specialist with the BC Telephone Co. Education Centre and is qualified as a BC Tel Master Trainer at the Specialist level.

#### Delivering Effective Instruction (100159)

This two-day workshop offers a practical hands-on approach to adult instruction. If you are a new instructor or want to enhance your instructional skills, this workshop provides techniques and practical information that can be easily added to any course you teach. These skills will help you become more confident and focused and make instruction more enjoyable for both you and your students. By the end of this course you will be able to:

- present yourself effectively and professionally so people will listen
- describe how to enhance adult learning

- choose appropriate questioning techniques
- deal effectively and calmly with disruptive situations
- organize and enhance a lesson plan and instructor guide
- describe a variety of instructional techniques and learning enhancements
- describe how to use a variety of visual aids
- describe how to maximize your instructional setting

#### Principles of Design (100152)

Do you need to develop a course or workshop but are unsure of where to start? Are you responsible for planning or designing a training program and want to maximize time, money and resources to ensure its success? This interactive two-day workshop will introduce you to the basic principles of planning and designing instruction for adults. You will learn how to analyze training needs, write instructional objectives, design instruction appropriate for your audience and evaluate results. You will also be introduced to the planning process and a variety of program planning models. Throughout the two days, you will apply each step of the planning process to a specific training situation, so please come to class with a project in mind. By the end of this course you will be able to:

- describe a six-step process for designing successful training programs
- understand adult learner characteristics and what motivates them to attend training
- analyze and evaluate a variety of training program planning models
- apply the principles of successful program planning to your own specific planning situation

This workshop replaces the Designing Effective Training Programs course. (Yunker) \$275  
2 day - Th/Fr, Feb 16/17, 09:00-16:30 - ROB

## Small Business

For registration and general information phone 323-5322. For detailed information call Peggy Worobetz at 871-7427.

The Federal Business Development Bank and Vancouver Community College are pleased to offer the following step-by-step program.

#### How to Start a Business

This five-week program shows you how to start and manage a business. Each course is six hours of instruction offered on two evenings for three hours per night. At \$90 per course or for a total of \$345 for all five courses for a saving of \$105.

#### How to Start a Business

All five courses \$345 (106038)  
Participants attending all five courses will receive a Statement of Completion.

#### Week 1

##### How to Start a Business (106039)

Running your own business doesn't have to be just wishful thinking—it's all in the planning. Learn the seven key steps to developing your successful new business. \$90  
2 eve - Tu/Th, Jan 24/26, 19:00-22:00 - Lan

#### Week 2

##### Identifying and Marketing Business Opportunities (106040)

Both parts \$90

Part 1: Tuesday—Finding Business Opportunities  
Starting a successful business frequently centres on finding an opportunity overlooked by others. This course concentrates on how and where to look, sources of information and accessing ideas for new ventures. Relate your customer's needs to products, prices, promotion and distribution to create your marketing plan.  
Part 2: Thursday—Marketing and Advertising  
Learn to answer the questions to create effective advertising: the when, where, what and how, by concentrating on the market, media and message. \$90  
2 eve - Tu/Th, Jan 31/Feb 02, 19:00-22:00 - Lan

#### Week 3

##### Bookkeeping from Start to Finish (106042)

These two evenings will explain in easy to understand terms the five basic steps of bookkeeping, from recording the transactions to producing financial statements. \$90  
2 eve - Tu/Th, Feb 07/09, 19:00-22:00 - Lan

#### Week 4

##### Financial Statements—Forecasting and a Cash Budget (106043)

Both parts \$90

Part 1: Tuesday—Understanding Financial Statements  
Making the right decisions depends on your knowledge of financial statements and how to read them and what to control.  
Part 2: Thursday—Forecasting and Cash Budgeting  
Preparing a realistic forecast and using it as a basis for your budget to measure how well the business is doing and keeping it in line. \$90  
2 eve - Tu/Th, Feb 14/16, 19:00-22:00 - Lan

#### Week 5

##### Financing and Business Strategy (106041)

Both parts \$90

Part 1: Tuesday—How to Win Funds and Influence Your Banker  
Communication is a two-way street; from your banker and to your banker. Learn how to present yourself and your request for operating credit and term loans. Understand the criteria lenders use in making decisions on loans.  
Part 2: Thursday—Developing Your Business Plan and Strategy  
Developing your business plan includes all of the factors to create a successful venture—markets, your resources, financing and the competition. Know how to assess the competitor's strengths and weaknesses and build on your advantages. Learn to create a business character to stand out in the haze of competition. \$90  
2 eve - Tu/Th, Feb 21/23, 19:00-22:00 - Lan

## Small Business Courses in Cantonese & Mandarin

Many residents of Canada, or recent immigrants, feel more comfortable receiving instruction in the language they understand best. VCC Continuing Education is pleased to offer a number of courses taught exclusively in Cantonese and Mandarin. The courses have already been taught successfully by VCC. Cantonese and Mandarin-speaking staff are available to answer questions and accept registration information. For registration and information in Cantonese, Mandarin or English please call Shirene San at 871-7351, fax 871-7100 or go to VCC, King Edward Campus, 1155 East Broadway, 4th Floor, Administration.

#### Course Location

All computer skills courses are taught at VCC's City Centre Campus, 250 West Pender Street, Vancouver, from 18:00-22:00 hours.

#### Course Fees

Courses may be taken individually or as a package of seven courses for \$856, a saving of \$200. Please see course titles for individual prices.

#### INSTRUCTOR

Dr. Tim Chan (Ph.D. Washington) has been in the computer profession for more than ten years. He has taught at VCC since 1989. A computer consultant and programmer, he is the author of numerous computer programs and has had a number of papers published in academic journals.

#### Instructional Language

Classes A and B – Cantonese; Class C – Mandarin

#### Computer Skills Package of Seven Courses

Package A (Cantonese) – Some individual courses only available this term  
Package B (Cantonese) – 7 courses (106202) Tu/Th, Jan 10, \$856  
Package C (Mandarin) – 7 courses (106203) Mo/Wed, Feb 6, \$856

#### Individual Courses

##### Introduction to Computers and DOS (106204) \$107

Class B: Tu/Th, Jan 10/12

Class C: Mo/Wed, Feb 06/08

##### Introduction to Microsoft Windows (106205) \$107

Class B: Tu/Th, Jan 17/19

Class C: Mo/Wed, Feb 13/15

#### WordPerfect for Windows 5.2 (106206) \$107

Class A: Mo/Wed, Jan 04/09

Class B: Tu/Th, Jan 24/26

Class C: Mo/Wed, Feb 20/22

#### Database Management Using dBASE IV/Access (106207) \$205

Class A: Mo/Wed, Jan 11/16/18/23

Class B: Tu/Th, Jan 31, Feb 02/07/09

Class C: Mo/Wed, Feb 27, Mar 01/06/08

#### Microsoft Excel for Windows 5.0 (106208) \$205

Class A: Mo/Wed, Jan 25/30, Feb 01/06

Class B: Tu/Th, Feb 14/16/21/23

Class C: Mo/Wed, Mar 13/15/20/22

#### Simply Accounting for Windows 3.1 (106209) \$115

Class A: Mo/Wed, Feb 08/13

Class B: Tu/Th, Feb 28, Mar 02

Class C: Mo/Wed, Mar 27/29

#### Accounting Systems Using ACCPAC GL/AR (106210) \$222

Class A: Mo/Wed, Feb 15/20/22/27

Class B: Tu/Th, Mar 07/09/14/16

Class C: Mo/Wed, Apr 03/05/10/12

All fees include GST

#### Owners' Development Program – Small Business Management in Cantonese

This comprehensive program includes seminars conducted by experienced professionals including accountants, lawyers, bankers and government officials. Workshops and classroom sessions are led by Philip Ho. The program consists of 110 hours of training over seven-month period. It is conducted on Wednesday evenings from 18:30-22:30 at KEC, 1155 East Broadway, Canadian government subsidies of 50 percent to 70 percent of the total fee are available. Personal of those subsidies must be obtained before starting the course. The total fee of \$3450, with 50 percent subsidy or \$900 with 70 percent subsidy, shows each company registering to have two people take the program. Course content includes: buying and selling a business; an introduction to business in Canada; making business contacts in Canada; government resources and assistance programs to small business; marketing in Canada; strategic positioning in Canada; Canadian business law; corporate business insurance; the Free Trade Agreement and customs procedures; legal aspects in business; personal tax planning for business owners; corporate taxation and employee benefits; bank financing and documentary credits; cashflow management and budgeting; financial statements, total quality management; business plans; computers in small business. The next intake to the program will be in April 1995. For more information (in English, Cantonese or Mandarin) please call Shirene San at 871-7351/3, fax 871-7100 or go to VCC, King Edward Campus, 1155 East Broadway, 4th Floor, Administration.

# Computers, Technology & Telecommunications

## Computers

#### Course Locations

• Oakridge Centre North Tower, 320 – 650 West 41st Avenue

• City Centre, Room 619, 250 West Pender Street

• Registration and information – 443-8380

• VCC Langara College, 100 West 49th Avenue

• Registration and information - 323-5322

#### Class Sizes and Information

For information on individual courses, please call the information number listed for the centre where the course is held.

VCC Langara classes and VCC City Centre classes have a maximum of 20 students. Classes at the Oakridge Microcomputer Lab permit a maximum of 6 or 12 students.

#### NOTE

All courses require some typing. If you have not done any typing before, or you are a bit "rusty," typing practice is useful before you attend. Introduction to Microcomputers (100605) or Introduction to DOS (100903) are recommended for all students without previous computer experience. Mouse skills are essential before taking any class using software in Windows. Introduction to Windows (100914) is strongly recommended as a prerequisite. Computer accounting students must have a basic knowledge of accounting principles. Desktop publishing students taking PageMaker or CorelDRAW! courses must have mouse skills and experience in the Windows environment.

#### Computer Information Night for the following Langara programs

- Computer Skills for the Workplace Certificate Program
- Local Area Network Administrator Certificate Program
- Multimedia Programmer Certificate Program (Certificate Pending)

Time: Th, Jan 12, 18:00-19:30

Place: Room A215, Langara College, 100 West 49th Avenue

## Computer Counselling Guide

### What do you wish to learn?

#### An Introduction to Microcomputers

The student has several choices:

- Introduction to Microcomputers – Oak and CC
- Introduction to DOS – Oak and CC
- CSW1 – Introduction to Computing Concepts (100501) – Lan
- How to Buy a Computer – Oak
- Computer Applications in Business – see Business Administration Certificate Program

#### How to Operate a Specific Software Program

Courses are listed according to the application area (e.g. accounting, word processing, etc.). Check to see at which location the course you want is held. Call for directions if necessary. Please pay particular attention to prerequisites required.

#### Local Area Networks

The student has two choices: non-certificated courses at Oakridge and City Centre or the Local Area Network Administrator Certificate Program at Langara College. Please refer to the appropriate section of this flyer for details.

#### Multimedia

Please see the Multimedia Programmer section of this flyer.

#### Desktop Publishing and Programming

Courses available are listed under these headings.

#### Certificate Program in Microcomputers

See Computer Skills for the Workplace (CSW) Certificate Program for details.

#### Internet

Please see Library Skills section of this flyer.

#### Counselling

Oak or CC – Pat Austin/Mishele Mathern (261-2806)  
Lan – Cornelius Constantinescu (323-5442)

#### Does our schedule suit your needs?

Additional classes may be added after the publication of this flyer. If the Oakridge Microcomputer Lab class you want is full, or there are no more scheduled dates, call 261-2806 to inquire about alternate dates. Additional classes may be added if there is sufficient interest. Custom training can also be arranged for groups of five or more students.

## Oakridge and City Centre Computer Courses

### General Information

The Vancouver Community College Computer Series is a comprehensive program of multi-level courses, designed to teach practical operating skills for all levels of microcomputer users. Business professionals, office personnel and others can develop and refine their computer operating skills in any one of the areas listed below.

Oakridge and City Centre offer computer courses in four areas:

1. Introduction to Computer Courses,
2. Computer Applications: Word Processing, Spreadsheets/Charts, Database Management, Accounting, and Desktop Publishing,
3. Computer Programming, and
4. Computer Operations.

These courses are offered at two different locations: City Centre Campus and the VCC Microcomputer Lab in the Oakridge Centre.

At the VCC Oakridge Computer Lab you will learn to operate 486DX microcomputers with SVGA graphics cards displaying on colour monitors. Courses are offered for a wide variety of the most popular software programs.

Every student at the Oakridge Lab will have a personal work station. Classes are limited to 6 or 12 to allow more personal contact with the instructor. Course materials, including take-home reference notes, are provided for all classes.

Oakridge Lab courses are now being offered at our new City Centre microcomputer lab. The state-of-the-art City Centre Lab (Room 619) has new 486s with colour monitors, networked with the Novell operating system. Classes here are offered at night and on Saturdays.

Our courses are designed to get you "up and running" quickly. Oakridge courses run in a one-day or three-evening format on week days, nights and on weekends. City Centre lab courses offer the same great outlines and course materials over three sessions for night classes, and one-day classes on Saturdays. Choose the timing that best suits your learning style and schedule.

Oakridge and City Centre lab courses are listed together. Read the schedule carefully for the class location. Oak is Oakridge, CC is City Centre. City Centre offerings are also listed separately by course name after the Oakridge listings.

All courses at Oakridge and City Centre offer seven hours of instruction. Evening courses include additional practice time.

#### VCC OAKRIDGE INSTRUCTORS

Pat Austin (Program Manager for Oakridge and City Centre) holds a Bachelor's degree in Computer Science and has been a full-time computer instructor for 11 years. Pat is known as an energetic and enthusiastic instructor. She teaches DOS, Windows, dBASE, Access, Lotus, WordPerfect, LAN and Novell NetWare.

Mishele Mathern (Program Manager for Oakridge and City Centre) is a full-time computer instructor with ten years' experience in teaching and curriculum development. She teaches Windows, WordPerfect, Word for Windows, Excel, CorelDRAW! and PageMaker.

Frank Kathwaroon has four years' experience in teaching microcomputer courses. Frank's 22 years' experience in business training and management, alongside a terrific sense of humour, make his classes fun as well as educational. Frank teaches Introduction to Microcomputers, DOS, Lotus, WordPerfect, Windows, and Excel.

Christine Code is a microcomputer instructor with over three years' teaching experience. Known for her patience and gentle humour, Christine brings a personal touch to her class that lets each student know that their individual needs are important. She teaches Introduction to Microcomputers, DOS, Lotus, WordPerfect, Windows and Word for Windows.

Marlynne Nowell, M.B.A., is president of Nowell Computer Services. Marlynne has many years' experience teaching computer software and business courses. She teaches ACCPAC, Simply Accounting and BusinessVisions.

## 1. Introduction to Computers

### How to Buy a Computer (100615)

Are computer ads confusing? Do you understand the language describing IBM compatible DOS microcomputer systems? Starting with basic concepts, a microcomputer system will be demystified. Understand CPUs, RAM, disk drives and disks, DOS, hard disk sizes and speeds, and Windows. Learn about printers, mice and modems. See a variety of popular software programs in action. This course is valuable for anyone who is curious about microcomputers, but does not know where to begin. \$60  
1 eve - We, Jan 25, 18:30-22:00 - Oak

### Introduction to Microcomputers (100605)

This course is designed for individuals with little or no previous microcomputer experience. Fundamental hardware and software operations are explained. Understand CPUs, floppy disks and disk drives, hard disk drives, files, and RAM. Hands-on training involves overviews of a variety of topics including: word processing, spreadsheets, and basic use of DOS to manage disks and files. A brief introduction to Windows and using a mouse is also included. Some typing is required. \$175  
1 day - Sa, Jan 07, 09:00-17:00 - CC  
1 day - Tu, Jan 10, 09:00-17:00 - Oak  
1 day - Su, Jan 22, 09:00-17:00 - Oak  
3 eve - Mo, Jan 30, 18:30-21:30 - Oak  
1 day - Th, Feb 09, 09:00-17:00 - Oak  
1 day - Su, Feb 12, 09:00-17:00 - Oak  
1 day - Th, Feb 23, 09:00-17:00 - Oak



overview of several Windows "applets" such as the Clock, Calculator, Write, Cardfile and Paintbrush. Classes are restricted to those who have taken Introduction to Microcomputers (100605) or Introduction to DOS (100903) or have permission from the instructor. \$175

1 day - Sa. Jan 07, 09:00-17:00 - Oak  
1 day - Th. Jan 12, 09:00-17:00 - Oak  
3 eve - Tu. Jan 17, 18:30-21:30 - CC  
1 day - Tu. Jan 24, 09:00-17:00 - Oak  
1 day - Th. Feb 02, 09:00-17:00 - Oak  
1 day - Sa. Feb 11, 09:00-17:00 - Oak  
3 eve - We. Feb 15, 18:30-21:30 - Oak  
1 day - Tu. Feb 21, 09:00-17:00 - Oak  
1 day - Fr. Mar 10, 09:00-17:00 - Oak  
1 day - Sa. Mar 25, 09:00-17:00 - CC  
1 day - We. Mar 29, 09:00-17:00 - Oak

#### Intermediate Windows (100915)

Expand your knowledge of the Windows operating environment. This course covers concepts such as organizing the Program Manager, setting up and changing Program Groups and windows, adding document or file icons, using the Startup Group and customizing Windows settings. Students will investigate Windows startup options including operating modes and running Windows programs directly from the DOS prompt. Experience with Windows is essential. Introduction to Windows (100914) is recommended. \$175

1 day - Th. Jan 19, 09:00-17:00 - Oak  
1 day - Sa. Mar 04, 09:00-17:00 - Oak  
1 day - Fr. Mar 24, 09:00-17:00 - Oak

#### Introduction to Local Area Networks (100920)

Microcomputers connected through Local Area Networks (LANs) are rapidly becoming common in the workplace. This trend will continue as more individuals and businesses need to share resources. Basic LAN concepts and terminology are absolutely essential for anyone involved in planning, purchasing, using or managing a LAN. This course provides a practical foundation for our Novell NetWare LAN series. Discover the differences between peer-to-peer and server-based LANs.

Understand hardware requirements for workstations and servers, Network Interface Cards, cabling systems, protocols, topologies and network operating systems. A basic understanding of microcomputers and Introduction to DOS (100903) are prerequisites. \$175

1 day - Sa. Jan 21, 09:00-17:00 - CC

1 day - We. Feb 01, 09:00-17:00 - Oak

1 day - Sa. Feb 25, 09:00-17:00 - CC

1 day - Th. Mar 16, 09:00-17:00 - Oak

#### Introduction to Novell NetWare (100921)

This course introduces basic Novell NetWare operating system commands to users and supervisors. Login and Logout procedures, network security, passwords, rights, directory structures, drive mapping and commands for user, directory and file management are explored. A basic understanding of microcomputers and Introduction to DOS (100903) are prerequisites. Introduction to Local Area Networks (100920) is recommended. \$175

1 day - Sa. Jan 28, 09:00-17:00 - CC  
1 day - Tu. Feb 14, 09:00-17:00 - Oak  
1 day - Sa. Mar 04, 09:00-17:00 - CC

#### Intermediate Novell NetWare (100922)

As a continuation of the Introduction to Novell NetWare, this course explores Novell NetWare operating system commands for LAN administrators and supervisors. Topics include: creating and deleting users, account restrictions, mapping search drives, printing, and basic login scripts. Classes are open only to those who have completed Introduction to Novell NetWare (100921) or have permission of the instructor. Intermediate DOS (100912) is recommended. \$175

1 day - Sa. Feb 04, 09:00-17:00 - CC

1 day - Th. Feb 23, 09:00-17:00 - Oak

1 day - Sa. Mar 11, 09:00-17:00 - CC

#### Advanced Novell NetWare (100923)

This course builds on concepts and commands from Intermediate Novell NetWare for LAN administrators and supervisors. Advanced login script commands, creating and using NetWare menus, additional security options, and creating, managing and deleting groups are explored. Additional topics include: rights, granting and revoking trustee assignments, and using inherited rights masks. Classes are open only to those who have completed Intermediate Novell NetWare (100922) or have permission of the instructor. Advanced DOS (100916) is recommended. \$175

1 day - Sa. Feb 11, 09:00-17:00 - CC  
1 day - Sa. Mar 18 09:00-17:00 - CC

## 2. Computer Applications Word Processing

### NOTE

#### Regarding WordPerfect Versions

Word processing training is available for three different versions of WordPerfect: WordPerfect 5.1 for DOS, WordPerfect 6 for Windows, and WordPerfect 6 for DOS. Please read the course titles and descriptions carefully to ensure that you have chosen the course that is appropriate for your version of WordPerfect.

#### Introduction to WordPerfect 5.1 for DOS (100710)

Learn fundamental WordPerfect commands for creating and editing documents. Topics include: moving around, saving, retrieving, viewing and printing documents. Blocks, formatting, moving/copying text and basic problem resolution are also covered. Emphasis is placed on WordPerfect's use of codes. \$175

1 day - Th. Jan 05, 09:00-17:00 - Oak

1 day - Su. Jan 15, 09:00-17:00 - Oak

1 day - Th. Jan 26, 09:00-17:00 - Oak

3 eve - We. Feb 01, 18:30-21:30 - CC

1 day - Fr. Feb 24, 09:00-17:00 - Oak

1 day - Sa. Mar 11, 09:00-17:00 - Oak

1 day - Mo. Mar 20, 09:00-17:00 - Oak

#### Intermediate WordPerfect 5.1 for DOS (100735)

Now that you have mastered the WordPerfect basics, learn how to create newspaper and parallel columns. Set up tables with text and math calculations. Learn merging into form letters, lists, envelopes and mailing labels, sorts and more. Experience with WordPerfect is essential. Introduction to WordPerfect 5.1 for DOS is recommended. \$175

1 day - Sa. Jan 28, 09:00-17:00 - Oak

1 day - Mo. Feb 27, 09:00-17:00 - Oak

#### Advanced WordPerfect 5.1 for DOS (100747)

This course covers a variety of WordPerfect capabilities. Learn how to create tables of contents, indexes, and basic macros. Explore aspects of desktop publishing through features such as lines, boxes, incorporating graphic images within a document and style sheets. Experience with WordPerfect is essential. Suitable for students with versions 5.0 and 5.1. \$175

1 day - Tu. Jan 31, 09:00-17:00 - Oak

#### WordPerfect 5.1 for DOS Macro Programming (100788)

Beyond advanced, this course focuses on the in-depth aspects of macro programming, including the creation of menu-driven applications using WordPerfect 5.0 and 5.1. This course is suitable for those who have extensive WordPerfect experience. \$175

1 day - Th. Feb 02, 09:00-17:00 - Oak

#### Introduction to WordPerfect 6 for DOS (101121)

Explore new features of WordPerfect 6 for DOS including: display modes, using a mouse, menus, button bars, and rulers. Learn fundamental WordPerfect commands for creating and editing documents; saving, retrieving and printing documents; selecting text, formatting, cutting, copying and pasting text. Emphasis is placed on WordPerfect's use of codes. This course is suitable for students with version 6 for DOS only. \$175

1 day - Mo. Jan 16, 09:00-17:00 - Oak

1 day - Th. Mar 02, 09:00-17:00 - Oak

#### WordPerfect 6 for DOS Upgrade (101125)

This course is designed for experienced WordPerfect 5.1 for DOS users who want to make an easy, quick, and efficient transition into WordPerfect 6 for DOS. Explore new features such as: editing text and making menu choices with a mouse, and formatting using button bars and rulers. Also covered are concept and vocabulary changes such as save as, open, close, selecting text, cut, copy and paste, and changes to the keyboard template. New and easier ways of performing tasks will also be explored. Experience with WordPerfect is essential. \$175

1 day - Fr. Feb 03, 09:00-17:00 - Oak

#### Intermediate WordPerfect 6 for DOS (101122)

Now that you have mastered WordPerfect basics, learn how to create newspaper and parallel columns. Set up tables with text and math calculations. Learn merging into form letters, lists, envelopes and mailing labels, sorts, and more. This course is suitable for students with version 6

for DOS only. Experience with WordPerfect is essential. Introduction to WordPerfect 6 for DOS (101121) is recommended. \$175

1 day - Mo. Mar 06, 09:00-17:00 - Oak

#### Introduction to WordPerfect for Windows (101106)

Designed for new or inexperienced WordPerfect users, this course covers fundamental WordPerfect for Windows commands and concepts. Topics include: creating and editing text; moving around; and saving, opening, closing, and printing documents. Students will explore various menus, button bars and rulers. Also covered is selecting, formatting, cutting, copying and pasting text. Emphasis is placed on WordPerfect's use of codes. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. If you are an experienced WordPerfect for DOS user, please see the description below for WordPerfect for Windows Upgrade. \$175

1 day - Sa. Jan 14, 09:00-17:00 - CC

1 day - Mo. Jan 30, 09:00-17:00 - Oak

1 day - Sa. Feb 18, 09:00-17:00 - Oak

1 day - Tu. Mar 21, 09:00-17:00 - Oak

3 eve - We. Feb 01, 18:30-21:30 - CC

1 day - Fr. Feb 24, 09:00-17:00 - Oak

1 day - Sa. Mar 11, 09:00-17:00 - Oak

1 day - Mo. Mar 20, 09:00-17:00 - Oak

1 day - Th. Mar 24, 09:00-17:00 - Oak

1 day - Sa. Mar 25, 09:00-17:00 - CC

1 day - Tu. Mar 28, 09:00-17:00 - Oak

1 day - Fr. Mar 31, 09:00-17:00 - Oak

1 day - Mo. Apr 04, 09:00-17:00 - Oak

1 day - Th. Apr 07, 09:00-17:00 - Oak

1 day - Sa. Apr 10, 09:00-17:00 - Oak

1 day - Mo. Apr 13, 09:00-17:00 - Oak

1 day - Th. Apr 16, 09:00-17:00 - Oak

1 day - Sa. Apr 19, 09:00-17:00 - Oak

1 day - Mo. Apr 22, 09:00-17:00 - Oak

1 day - Th. Apr 25, 09:00-17:00 - Oak

1 day - Sa. Apr 28, 09:00-17:00 - Oak

1 day - Mo. May 01, 09:00-17:00 - Oak

1 day - Th. May 04, 09:00-17:00 - Oak

1 day - Sa. May 07, 09:00-17:00 - Oak

1 day - Mo. May 10, 09:00-17:00 - Oak

1 day - Th. May 13, 09:00-17:00 - Oak

1 day - Sa. May 16, 09:00-17:00 - Oak

1 day - Mo. May 19, 09:00-17:00 - Oak

1 day - Th. May 22, 09:00-17:00 - Oak

1 day - Sa. May 25, 09:00-17:00 - Oak

1 day - Mo. May 28, 09:00-17:00 - Oak

1 day - Th. May 31, 09:00-17:00 - Oak

1 day - Sa. Jun 03, 09:00-17:00 - Oak

1 day - Mo. Jun 06, 09:00-17:00 - Oak

1 day - Th. Jun 09, 09:00-17:00 - Oak

1 day - Sa. Jun 12, 09:00-17:00 - Oak

1 day - Mo. Jun 15, 09:00-17:00 - Oak

1 day - Th. Jun 18, 09:00-17:00 - Oak

1 day - Sa. Jun 21, 09:00-17:00 - Oak

1 day - Mo. Jun 24, 09:00-17:00 - Oak

1 day - Th. Jun 27, 09:00-17:00 - Oak

1 day - Sa. Jun 30, 09:00-17:00 - Oak

1 day - Mo. Jul 03, 09:00-17:00 - Oak

1 day - Th. Jul 06, 09:00-17:00 - Oak

1 day - Sa. Jul 09, 09:00-17:00 - Oak

1 day - Mo. Jul 12, 09:00-17:00 - Oak

1 day - Th. Jul 15, 09:00-17:00 - Oak

1 day - Sa. Jul 18, 09:00-17:00 - Oak

1 day - Mo. Jul 21, 09:00-17:00 - Oak

1 day - Th. Jul 24, 09:00-17:00 - Oak

1 day - Sa. Jul 27, 09:00-17:00 - Oak

1 day - Mo. Jul 30, 09:00-17:00 - Oak

1 day - Th. Aug 02, 09:00-17:00 - Oak

1 day - Sa. Aug 05, 09:00-17:00 - Oak

1 day - Mo. Aug 08, 09:00-17:00 - Oak

1 day - Th. Aug 11, 09:00-17:00 - Oak

1 day - Sa. Aug 14, 09:00-17:00 - Oak

1 day - Mo. Aug 17, 09:00-17:00 - Oak

1 day - Th. Aug 20, 09:00-17:00 - Oak

1 day - Sa. Aug 23, 09:00-17:00 - Oak

1 day - Mo. Aug 26, 09:00-17:00 - Oak

1 day - Th. Aug 29, 09:00-17:00 - Oak

1 day - Sa. Sep 01, 09:00-17:00 - Oak

1 day - Mo. Sep 04, 09:00-17:00 - Oak

1 day - Th. Sep 07, 09:00-17:00 - Oak

1 day - Sa. Sep 10, 09:00-17:00 - Oak

1 day - Mo. Sep 13, 09:00-17:00 - Oak

1 day - Th. Sep 16, 09:00-17:00 - Oak

1 day - Sa. Sep 19, 09:00-17:00 - Oak

1 day - Mo. Sep 22, 09:00-17:00 - Oak

1 day - Th. Sep 25, 09:00-17:00 - Oak

1 day - Sa. Sep 28, 09:00-17:00 - Oak

1 day - Mo. Oct 01, 09:00-17:00 - Oak

1 day - Th. Oct 04, 09:00-17:00 - Oak

1 day - Sa. Oct 07, 09:00-17:00 - Oak

1 day - Mo. Oct 10, 09:00-17:00 - Oak

1 day - Th. Oct 13, 09:00-17:00 - Oak

1 day - Sa. Oct 16, 09:00-17:00 - Oak

1 day - Mo. Oct 19, 09:00-17:00 - Oak

1 day - Th. Oct 22, 09:00-17:00 - Oak

1 day - Sa. Oct 25, 09:00-17:00 - Oak

1 day - Mo. Oct 28, 09:00-17:00 - Oak

1 day - Th. Oct 31, 09:00-17:00 - Oak

1 day - Sa. Nov 03, 09:00-17:00 - Oak

1 day - Mo. Nov 06, 09:00-17:00 - Oak

1 day - Th. Nov 09, 09:00-17:00 - Oak

1 day - Sa. Nov 12, 09:00-17:00 - Oak

1 day - Mo. Nov 15, 09:00-17:00 - Oak

1 day - Th. Nov 18, 09:00-17:00 - Oak

1 day - Sa. Nov 21, 09:00-17:00 - Oak

1 day - Mo. Nov 24, 09:00-17:00 - Oak

1 day - Th. Nov 27, 09:00-17:00 - Oak

1 day - Sa. Nov 30, 09:00-17:00 - Oak

1 day - Mo. Dec 03, 09:00-17:00 - Oak

1 day - Th. Dec 06, 09:00-17:00 - Oak

1 day - Sa. Dec 09, 09:00-17:00 - Oak

1 day - Mo. Dec 12, 09:00-17:00 - Oak

1 day - Th. Dec 15, 09:00-17:00 - Oak

1 day - Sa. Dec 18, 09:00-17:00 - Oak

1 day - Mo. Dec 21, 09:00-17:00 - Oak

1 day - Th. Dec 24, 09:00-17:00 - Oak

1 day - Sa. Dec 27, 09:00-17:00 - Oak

1 day - Mo. Dec 30, 09:00-17:00 - Oak

1 day - Th. Jan 02, 09:00-17:00 - Oak

1 day - Sa. Jan 05, 09:00-17:00 - Oak

1 day - Mo. Jan 08, 09:00-17:00 - Oak

1 day - Th. Jan 11, 09:00-17:00 - Oak

1 day - Sa. Jan 14, 09:00-17:00 - Oak

1 day - Mo. Jan 17, 09:00-17:00 - Oak

1 day - Th. Jan 20, 09:00-17:00 - Oak

1 day - Sa. Jan 23, 09:00-17:00 - Oak

1 day - Mo. Jan 26, 09:00-17:00 - Oak

1 day - Th. Jan 29, 09:00-17:00 - Oak

1 day - Sa. Feb 01, 09:00-17:00 - Oak

1 day - Mo. Feb 04, 09:00-17:00 - Oak

1 day - Th. Feb 07, 09:00-17:00 - Oak

1 day - Sa. Feb 10, 09:00-17:00 - Oak

1 day - Mo. Feb 13, 09:00-17:00 - Oak

1 day - Th. Feb 16, 09:00-17:00 - Oak

1 day - Sa. Feb 19, 09:00-17:00 - Oak

1 day - Mo. Feb 22, 09:00-17:00 - Oak

1 day - Th. Feb 25, 09:00-17:00 - Oak

1 day - Sa. Feb 28, 09:00-17:00 - Oak

1 day - Mo. Mar 03, 09:00-17:00 - Oak

1 day - Th. Mar 06, 09:00-17:00 -



#### 4. Computer Operations

##### How to Buy a Computer (100615)

Are computer ads confusing? Do you understand the language describing IBM compatible DOS microcomputer systems? Starting with basic concepts, a microcomputer system will be demystified. Learn about CPUs, RAM, disk drives and disks, DOS, hard disk sizes and speeds, and Windows. Learn about printers, mice and modems. See a variety of popular software programs in action. This course is valuable for anyone who is curious about microcomputers, but does not know where to begin. \$60  
1 eve - We. Jan 25, 18:30-22:00 - Oak

##### Introduction to Microcomputers (100605)

This introductory course is designed for individuals with little or no previous microcomputer experience. Fundamental hardware and software operations are explained. Understanding CPUs, floppy disks and disk drives, hard disk drives, files, and RAM. Hands-on training involves overviews of a variety of topics including: word processing, spreadsheets, and basic use of DOS operating system to manage disks and files. A brief introduction to Windows and using a mouse is also included. Some typing is required. \$175  
1 day - Sa. Jan 07, 09:00-17:00 - CC  
1 day - Tu. Jan 10, 09:00-17:00 - Oak  
1 day - Su. Jan 22, 09:00-17:00 - Oak  
3 eve - Mo. Jan 30, 18:30-21:30 - Oak  
1 day - Th. Feb 09, 09:00-17:00 - Oak  
1 day - Su. Feb 12, 09:00-17:00 - Oak  
1 day - Th. Feb 23, 09:00-17:00 - Oak  
3 eve - Mo. Feb 27, 18:30-21:30 - Oak  
1 day - Mo. Mar 13, 09:00-17:00 - Oak

##### Introduction to DOS (100903)

This course introduces the basic concepts and commands of DOS, the Disk Operating System, for file and disk management. Exercises show the purpose of DOS, how to manage files and format disks. Hard disk management includes: creating and using sub-directories efficiently, "mapping" hard disk structure and backing-up data. Taking Introduction to Microcomputers (100605) first would benefit those with little or no microcomputer experience. Some typing is required. This course is suitable for all versions of DOS. \$175  
1 day - Su. Jan 08, 09:00-17:00 - Oak  
1 day - We. Jan 11, 09:00-17:00 - Oak  
1 day - Fr. Jan 27, 09:00-17:00 - Oak  
1 day - Su. Feb 05, 09:00-17:00 - Oak  
1 day - Fr. Feb 07, 09:00-17:00 - Oak  
3 eve - Th. Mar 02, 18:30-21:30 - CC  
1 day - Su. Mar 12, 09:00-17:00 - Oak  
1 day - Th. Mar 16, 09:00-17:00 - Oak

##### Intermediate DOS (100912)

Now that you know basic file and disk management, learn the purpose of, and how to write and change Config.sys and Autoexec.bat files. Understand configuration settings, device drivers, internal and external DOS commands, and the command interpretation sequence. Learn about different types of memory, including conventional, upper, expanded and extended memory. Create and use a bootable first aid disk for basic trouble-shooting on start-up procedures. Experience with DOS is essential. Introduction to DOS (100903) is strongly recommended. \$175  
1 day - Sa. Jan 14, 09:00-17:00 - Oak  
1 day - Tu. Jan 31, 09:00-17:00 - Oak  
1 day - Sa. Feb 18, 09:00-17:00 - Oak  
1 day - Tu. Mar 14, 09:00-17:00 - Oak

##### Advanced DOS (100916)

The focus of this course is the control and customization of DOS operations. Build your own menu system using batch files and the DOS Text Editor. Learn how to sort directory listings, find files anywhere on the hard disk, free hard disk space and protect files from accidental deletion. Understand and use file attributes. Learn new and updated DOS 6 commands for defragmenting files, optimizing use of upper memory and using multiple Config.sys files. MSD (Microsoft diagnostics) will be introduced. Experience with DOS is essential. Intermediate DOS (100912) is strongly recommended. \$175  
1 day - We. Feb 08, 09:00-17:00 - Oak  
1 day - Su. Mar 19, 09:00-17:00 - Oak

##### Introduction to Windows (100914)

Windows is a graphic environment for file, disk and program management. Instead of typing DOS commands, use icons and the File Manager to perform tasks such as finding, copying and deleting files, and formatting disks. Learn window manipulation and screen navigation using a mouse. View the structure of your hard disk by expanding

and collapsing the directory tree. Also included is a brief overview of several Windows "applets" such as the Clock, Calculator, Write, Cardfile and Paintbrush. Classes are restricted to those who have taken Introduction to Microcomputers (100605) or Introduction to DOS (100903) or have permission from the instructor. \$175  
1 day - Sa. Jan 07, 09:00-17:00 - Oak  
1 day - Th. Jan 12, 09:00-17:00 - Oak  
3 eve - Tu. Jan 17, 18:30-21:30 - CC  
1 day - Tu. Jan 24, 09:00-17:00 - Oak  
1 day - Th. Feb 02, 09:00-17:00 - Oak  
1 day - Sa. Feb 11, 09:00-17:00 - Oak  
3 eve - We. Feb 15, 18:30-21:30 - Oak  
1 day - Tu. Feb 21, 09:00-17:00 - Oak  
1 day - Fr. Mar 10, 09:00-17:00 - Oak  
1 day - Sa. Mar 25, 09:00-17:00 - CC  
1 day - We. Mar 29, 09:00-17:00 - Oak

##### Intermediate Windows (100915)

Expand your knowledge of the Windows operating environment. This course covers concepts such as organizing the Program Manager, setting up and changing Program Groups and windows, adding document or file icons, using the Startup Group and customizing Windows settings. Students will investigate Windows startup options including operating modes and running Windows programs directly from the DOS prompt. Multitasking will be discussed, as well as Clipboard functions, linking and embedding data, and associating files. Experience with Windows is essential. Introduction to Windows (100914) is recommended. \$175  
1 day - Th. Jan 19, 09:00-17:00 - Oak  
1 day - Sa. Mar 04, 09:00-17:00 - Oak  
1 day - Fr. Mar 24, 09:00-17:00 - Oak

##### Introduction to Local Area Networks (100920)

Microcomputers connected through Local Area Networks (LANs) are rapidly becoming common in the workplace. This trend will continue as more individuals and businesses need to share resources. Basic LAN concepts and terminology are absolutely essential for anyone involved in planning, purchasing, using or managing a LAN. This course provides a practical foundation for our Novell NetWare LAN series. Explore the differences between peer-to-peer and server-based LANs. Understand hardware requirements for workstations and servers, Network Interface Cards, cabling systems, protocols, topologies and network operating systems. A basic understanding of microcomputers and Introduction to DOS (100903) are prerequisites. \$175  
1 day - Sa. Jan 21, 09:00-17:00 - CC  
1 day - Th. Feb 02, 09:00-17:00 - Oak  
1 day - Sa. Feb 25, 09:00-17:00 - CC

##### Introduction to Novell NetWare (100921)

This course introduces basic Novell NetWare operating system commands to users and supervisors. Login and Logout procedures, network security, passwords, rights, directory structures, drive mapping and commands for user, directory and file management are explored. A basic understanding of microcomputers and Introduction to DOS (100903) are prerequisites. Introduction to Local Area Networks (100920) is recommended. \$175  
1 day - Sa. Jan 28, 09:00-17:00 - CC  
1 day - We. Feb 01, 09:00-17:00 - Oak  
1 day - Sa. Mar 04, 09:00-17:00 - CC  
1 day - Th. Mar 16, 09:00-17:00 - Oak

##### Intermediate Novell NetWare (100922)

As a continuation of the Introduction to Novell NetWare, this course explores Novell NetWare operating system commands for LAN administrators and supervisors. Topics include: creating and deleting users, account restrictions, mapping search drives, printing, and basic login scripts. Classes are open only to those who have completed Introduction to Novell NetWare (100921) or have permission of the instructor. Intermediate DOS (100912) is recommended. \$175  
1 day - Sa. Feb 04, 09:00-17:00 - CC  
1 day - Th. Feb 23, 09:00-17:00 - Oak  
1 day - Sa. Mar 11, 09:00-17:00 - CC

##### Advanced Novell NetWare (100923)

This course builds on concepts and commands from Intermediate Novell NetWare for LAN administrators and supervisors. Advanced login script commands, creating and using NetWare menus, additional security options, and creating, managing and deleting groups are explored. Additional topics include: rights, granting and revoking trustee assignments, and using inherited rights masks. Classes are open only to those who have completed Intermediate Novell NetWare (100922) or have permission of the instructor. Advanced DOS (100916) is

recommended. \$175  
1 day - Sa. Feb 11, 09:00-17:00 - CC  
1 day - Sa. Mar 18 09:00-17:00 - CC

##### Does our schedule suit your needs?

Additional classes may be added after the publication of this flyer. If the Oakridge Microcomputer Lab class you want is full, or there are no more scheduled dates, call 261-2806 and ask about alternative dates. Additional classes may be added if there is sufficient interest. Custom training for groups can also be arranged for groups of five or more students.

#### City Centre Lab Computer Courses

See previous sections for course descriptions

#### 1. Introduction to Computers/Computer Operations

##### Introduction to Microcomputers (100605)

1 day - Sa. Jan 07, 09:00-17:00 - CC

##### Introduction to DOS (100903)

3 eve - Th. Mar 02, 18:30-21:30 - CC

##### Introduction to Windows (100914)

3 eve - Tu. Jan 17, 18:30-21:30 - CC  
1 day - Sa. Mar 25, 09:00-17:00 - CC

##### Introduction to Local Area Networks (100920)

1 day - Sa. Jan 21, 09:00-17:00 - CC  
1 day - Sa. Feb 25, 09:00-17:00 - CC

##### Introduction to Novell NetWare (100921)

1 day - Sa. Jan 28, 09:00-17:00 - CC  
1 day - Sa. Mar 04, 09:00-17:00 - CC

##### Intermediate Novell NetWare (100922)

1 day - Sa. Feb 04, 09:00-17:00 - CC  
1 day - Sa. Mar 11, 09:00-17:00 - CC

##### Advanced Novell NetWare (100923)

1 day - Sa. Feb 11, 09:00-17:00 - CC  
1 day - Sa. Mar 18 09:00-17:00 - CC

#### 2. Computer Applications

##### Word Processing

##### Introduction to WordPerfect (100710)

3 eve - We. Feb 01, 18:30-21:30 - CC

##### Introduction to WordPerfect for Windows (101106)

1 day - Sa. Jan 14, 09:00-17:00 - CC

##### WordPerfect for Windows Upgrade (101107)

3 eve - Tu. Feb 14, 18:30-21:30 - CC

##### Introduction to Word for Windows (100796)

3 eve - Tu. Mar 07, 18:30-21:30 - CC

#### Spreadsheets/Charts

##### Introduction to Excel (100795)

1 day - Sa. Feb 18, 09:00-17:00 - CC

##### Intermediate Excel - Worksheets and Charts (100798)

3 eve - We. Feb 22, 18:30-21:30 - CC

#### Database Management

##### Introduction to Access (101131)

3 eve - Th. Feb 09, 18:30-21:30 - CC

#### Computer Skills for the Workplace

#### Certificate Program

##### Information Night

Th. Jan 12, 18:00-19:00, Langara College, Room A215, 100 West 49th Avenue, Vancouver

Computer Skills is a comprehensive training program for first-time computer users. It is particularly suited to the working person encountering computers in the workplace for the first time. The program builds computer confidence in the progression from novice user to advanced user with a high level of competence with computers and microcomputer software products. The program is based on the educational premise that people learn best by doing. Each course is taught in a microcomputer laboratory equipped with IBM PCs and the most popular business application software products.

For information and registration, call 323-5322.

Non-certificate students may enroll in any courses without meeting certificate requirements. Enroll early as classes fill up quickly.

##### Certificate Requirements

Eight courses completed successfully in not more than five years, 15 terms, consisting of:  
CSW1 - Introduction to Personal Computers and DOS  
CSW4 - Word Processing Using WordPerfect 5.1  
OR  
CSW4A - Introduction to MS-Word 6.x - Microsoft Office  
CSW5 - Introduction to dBASE IV Plus  
CSW6 - Introduction to Lotus 1-2-3  
OR  
CSW6E - Introduction to Excel 5.x - Microsoft Office  
CSW17 - Accounting Using ACCPAC PLUS  
OR  
CSW7B - Accounting Using Simply Bedford  
CSW9 - DOS and Hard Disk Management  
CSW19 - Introduction to Windows 3.1  
and any other CSW course (elective)

##### Course Credit

Credit for previously completed introductory courses on personal computers and DOS will be considered for CSW1. No previous credit will be considered toward another CSW course. Students who are confident with DOS commands may register for other courses in the CSW program before receiving confirmation of credit for CSW1. Application for credit must be made in writing and include a transcript of the course/s previously taken. Include contact telephone number/s for follow up. Mail request to Vancouver Community College, Continuing Education, CSW Coordinator, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6

##### Entry Requirements

No formal educational requirements are necessary.

##### Courses

Most courses are three hours long, one session per week, for five weeks. Sessions are held in the evenings (eve), mornings (mng), or afternoons (aft), at Langara College. There is an optional one hour, supervised, practice lab time to go with each session. Note: due to shortage of lab space, some courses will have only half hour for practice lab time.

##### CSW1 - Introduction to Personal Computing and DOS (100501)

Introduces the components and basic principles of computers. Demystifies what a computer can do. Explores the most frequently used DOS commands for the IBM-PC and compatibles. The most common business applications for the IBM-PC microcomputer are examined: word processing, spreadsheets, and BASIC programming. This course is hands-on oriented with numerous examples for illustration. CSW1 is the foundation course to all other courses. Course manual is included in fee. \$245  
5 eve - Mo. Jan 16, 19:00-22:00 - Lan  
5 eve - We. Jan 18, 19:00-22:00 - Lan  
5 eve - Fr. Jan 20, 19:00-22:00 - Lan  
5 mng - Sa. Jan 21, 09:00-12:00 - Lan  
5 eve - Mo. Feb 27, 19:00-22:00 - Lan  
5 eve - We. Mar 01, 19:00-22:00 - Lan  
5 mng - Su. Mar 05, 09:00-12:00 - Lan

##### CSW4 - Introduction to Word Processing Using WordPerfect 5.1 (100504)

Teaches the participant how to use WordPerfect 5.1 to prepare attractive looking documents. Topics include editing documents, margin and tab setting, formatting documents with different layouts and styles, checking out spelling mistakes, mail and keyboard merging, sorting and using macro features. Prerequisite CSW1. Course manual included in fee. \$265  
5 eve - Tu. Jan 17, 19:00-22:00 - Lan  
5 eve - Tu. Feb 28, 19:00-22:00 - Lan

##### CSW4B - Advanced WordPerfect 5.1 (100520)

This course is designed for those who already have some basic knowledge of WordPerfect and wish to learn more. The advanced features will cover math columns, lines, boxes, style sheets, graphic images, indexing, statistical typing, macros, long document preparation and much more. Upon completion of this course, the participant will be able to perform any word processing task normally encountered in a business/office environment. Prerequisite: CSW4. Course manual included in fee. \$265  
5 mng - Sa. Jan 21, 09:00-12:00 - Lan  
5 mng - Sa. Mar 04, 09:00-12:00 - Lan

##### CSW5 - Introduction to dBASE IV Plus (100505)

Teaches the participant how to create and change a database structure; display, add, change, or delete records; retrieve records from the database via queries involving multiple search conditions. Learn how to use date and memo fields, sorting records, creating and using an index. The creation and maintenance of reports via report generator will be explored as well as printing mailing labels. The most popular database package, dBASE IV will be used. Prerequisite CSW1. Course notes included in fee. \$265  
5 mng - Sa. Mar 04, 09:00-12:00 - Lan

##### CSW6 - Introduction to Lotus 1-2-3 (100506)

The participant will learn how to set up a spreadsheet and perform "What if...?" and "Is it worth it to..." type of analysis. Topics covered include: spreadsheet creation and editing; entering labels, numbers and formulas; relative and absolute addressing; menu navigation; ranges, copying, saving, retrieving and printing worksheets; formatting, column width, label alignments; database features including sorting, finding and extracting records; creating and printing graphs. In addition, windowing, locking titles, using date fields as well as introduction to macros will be covered. The most popular spreadsheet package, Lotus 1-2-3, will be used. Prerequisite CSW1. Course manual included in fee. \$265  
5 mng - Su. Jan 22, 09:00-12:00 - Lan  
5 eve - Fr. Mar 03, 19:00-22:00 - Lan

##### CSW6E - Introduction to Excel 5.x - Microsoft Office (100526)

Covers fundamentals of Excel including: worksheet creation and editing; entering date and formulas; relative, mixed and absolute addressing as well as menu navigation. Saving, opening, improving worksheet presentation and printing are also covered in addition to more advanced topics such as: working with dates and date math, using data series and Auto Fill, creating named ranges and protecting data. The course concludes with the coverage of: using multiple windows, how to consolidate and link worksheets, building charts, using Chart Wizard and desktop publishing functions such as AutoFormat. Prerequisite: Introduction to Windows (CSW19 - 100523) or comparable experience is strongly recommended. Course notes included in fee. \$265  
5 eve - Mo. Jan 16, 19:00-22:00 - Lan  
5 eve - Fr. Mar 03, 19:00-22:00 - Lan

##### CSW17 - Accounting Using ACCPAC PLUS G/L (100522)

This course is intended for those interested in the new ACCPAC PLUS accounting system. G/L modules will be covered with reference to A/R and A/P modules. Learn how to set up a chart of accounts, enter transactions and prepare financial statements. Prerequisite CSW1. Course manual included in the fee. \$265  
5 mng - Su. Mar 05, 09:00-12:00 - Lan

##### CSW7B - Simply/Bedford Accounting (100507)

Learn how to use Simply (Bedford Integrated Software) to set up a complete set of books. G/L, Payroll, Jobcosting, A/R, A/P, and inventory will be covered. Prerequisite CSW1. Course notes included in fee. \$265  
5 eve - Th. Jan 19, 19:00-22:00 - Lan

##### CSW9 - DOS and Hard Disk Management (100509)

Teaches the participant how to control and make the most effective use of the IBM/PCs via the DOS Operating System Ver 6.2. Learn internal and external DOS commands, how to create and manage directories, create and change AUTOEXEC.BAT, CONFIG.SYS files. Design your own menu using batch files and full screen editor. Learn how to sort directory listings, find files anywhere on the hard disk, free hard disk space, and protect files from accidental deletion. Understand use of different types of



memory: conventional, upper, extended and expanded. Learn the new DOS 6.2 commands for defragmenting files, optimizing use of upper memory and using multiple CONFIG.SYS files. Microsoft Diagnostics (MSD) will be introduced. Prerequisite CSW1. Course manual included in fee. \$265  
5 eve - Fr. Jan 20, 19:00-22:00 - Lan  
5 mng - Su. Jan 22, 09:00-12:00 - Lan  
5 eve - Tu. Feb 28, 19:00-22:00 - Lan

##### CSW19 - Introduction to Windows 3.1 (100523)

Exploring the practical applications of Windows 3.1 by Microsoft. By acting as an intermediary between the user and DOS, Windows simplifies the file, disk, and program management functions on an IBM/PC. Instead of typing DOS commands, use icons and File Manager to perform tasks such as finding, copying and deleting files as well as formatting disks. Learn screen navigation and window control using a mouse. Learn to expand and collapse a directory tree, to view directory structure on your hard disk. Participants will use the Control Panel to customize the Windows working environment. An overview of several Windows "applets" such as the Clock, Calculator, Write and Paintbrush is included. The Program Manager will be used for setting up and changing Program Groups and windows, adding document or file icons, using the Startup Group and customizing Windows setting. Multi-tasking, Clipboard functions, Dynamic Data Exchange and OLE (Object Linking and Embedding) will also be discussed. Prerequisite CSW1 or comparable experience. Course manual included in fee. \$265  
5 eve - Mo. Jan 16, 19:00-22:00 - Lan  
5 eve - Fr. Jan 20, 19:00-22:00 - Lan  
5 mng - Sa. Jan 21, 09:00-12:00 - Lan  
5 eve - Th. Mar 02, 19:00-22:00 - Lan  
5 mng - Su. Mar 05, 09:00-12:00 - Lan

##### CSW12 - Local Area Network Management - Level I (100518)

This course serves as an introduction to the basics of network systems. It is well suited for end users and those interested in becoming network administrators/managers. Emphasis will be on developing an understanding of what services networks can provide, the theory of their operation and the implications for network management. Participants will be introduced to the Novell operating system commands, with extensive hands-on practice. Login and Logout procedures, network security, passwords, rights, directory structure, drive mapping, creating and editing Login script file through SYSCON utility are covered in detail. Additional practice lab time will

##### CSW16C - Computer and Communications Hardware - Level III (100532)

This course concentrates on cabling considerations for both phone and data systems. Students will design, build and test cabling systems to industry standards using a variety of tools and software. Troubleshooting techniques will be demonstrated with practical examples. Instructors will be working field-service technicians. Prerequisite: CSW16B. Enrolment limited to six students. \$395  
2 day - Sa/Su. Mar 18/19, 09:00-16:00 - Lan

#### Local Area Network Administrator

#### Certificate Program

##### Information Night

Th. Jan 12, 18:00-19:00, Langara College, Room A215, 100 West 49th Avenue, Vancouver

Local Area Networks continue to be one of the high growth areas in computers. World wide approximately 50 percent of all computers are networked currently - this translates to 50 million network nodes. Downsizing from the mainframe/mini world is common practice in industry. What is fuelling this phenomena? What are its advantages? Drawbacks? This certificate program is designed to develop a framework in which to evaluate these questions in the context of the participant's business operations. It will develop and enhance the skills of those who are currently, or are expecting to be responsible for the purchase and/or administration of a local area network, and demonstrate that networks are as much an administrative as a technical challenge. Participants are offered the opportunity to put network theory into action through the availability of a local area network lab. Program features are:

- prepares graduates towards challenging the CNA, CNE certification
- instructors with industry experience
- in-depth coverage of Novell - the LAN operating system of choice for most organizations - from install to advanced theory
- comprehensive Novell Reference Manual (\$60 value) included in fee
- coverage of LAN alternatives including Banyan VINES
- each course consists of 15 hours lecture/workshop plus supervised practice time with lab assistant in attendance
- true proficiency testing with industry recognition
- a variety of industry speakers - hear about the latest trends
- first LAN Certificate Program in Canada, by BC's largest community college
- reasonable fee

For information and registration, call 323-5322.

Enroll early as classes fill up very quickly.

##### Certificate Requirements

Five courses completed successfully in not more than two years, six terms, consisting of:  
CSW1 - Introduction to Personal Computers and DOS  
CSW9 - DOS and Hard Disk Management  
CSW12 - Local Area Network Management - Level I  
CSW12A - Local Area Network Management - Level II  
CSW12B - Local Area Network Management - Level III

##### Entry Requirements

No formal educational requirements are necessary.

##### Professional Development Certificate Upgrade

At the advice of the Program Advisory Committee, a new program feature is now being offered to address the rapid advances in the Local Area Network field. The Local Area Network Certificate Program is offering the opportunity for program graduates or graduates of comparable programs, to upgrade their certificate status on a yearly basis by completing one of the courses listed below. These courses are updated regularly to address the latest trends in the industry. These courses are also open to industry professionals who would like to pursue professional development and stay on top of most recent developments.

Certificate upgrade courses: CSW14, CSW15, CSW16A, CSW16B, CSW16C  
Open professional development courses: CSW12B, CSW14, CSW15, CSW16A, CSW16B, CSW16C

be available as indicated by instructor. Prerequisite CSW1 and CSW9. Course manual included in fee. \$275  
5 eve - Tu. Jan 17, 19:00-22:00 - Lan

5 eve - We. Jan 18, 19:00-22:00 - Lan  
5 mng - Su. Jan 22, 09:00-12:00 - Lan  
5 eve - Mo. Feb 27, 19:00-22:00 - Lan  
5 eve - Fr. Mar 03, 19:00-22:00 - Lan

##### NOTE

Following courses are for expert/power users, held in microlabs with state of the art software/hardware:

##### CSW81 - C++: A New and Evolving Language (100581)

For experienced programmers who want to learn a powerful new language which will likely become dominant in the software industry. Course format: lectures, workshops with exercises using turbo C, and programming assignments. Assignments will be completed outside class on your own computer or by using a designated microlab at Langara College. Prerequisite: programming experience in C language is required. Course notes included in fee. \$265  
5 eve - Th. Mar 02, 19:00-22:00 - Lan

##### CSW83 - Introduction to UNIX (100583)

The UNIX operating system is a complex and elegant environment which provides a multi-user capability suitable for the entire range of computer systems. This course covers the fundamental concepts, components, salient features, and applications of UNIX through lectures and hands-on exercises. Students will use IBM PS/2 systems under the AIX environment. It is assumed that the students possess a working knowledge of another operating system (e.g., DOS). Course notes included in fee. \$265  
5 eve - We. Mar 01, 19:00-22:00 - Lan



Courses

Most courses are five sessions long, one session per week, for five weeks. Each session is three hours long. Sessions are held in the evenings (eve), mornings (mng), or afternoons (aft), at Langara College. There is an optional one hour, supervised, practice lab time to go with each session. Note: due to shortage of lab space, some courses will have only half hour for practice lab time.

Course Credit

Credit for previously completed equivalent courses and/or acquired experience will be considered for CSW1 and CSW9. Participants who are confident with Hard Disk Management should register in the other courses and not wait for credit confirmation. Application for credit must be made in writing and include a transcript of courses taken and/or documentation of PC related experience. Include contact telephone number/s for follow up. Mail request to Vancouver Community College, Continuing Education, CSW Coordinator, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6

CSW1 – Introduction to Personal Computing and DOS (100501)

Introduces the components and basic principles of computers. Demystifies what a computer can do. Explores the most frequently used DOS commands for the IBM-PC and compatibles. The most common business applications for the IBM-PC microcomputer are examined: word processing, spreadsheets, and BASIC programming. This course is hands-on oriented with numerous examples for illustration. CSW1 is the foundation course to all other courses. Course manual included in fee. \$245  
5 eve - Mo. Jan 16, 19:00-22:00 - Lan  
5 eve - We. Jan 18, 19:00-22:00 - Lan  
5 eve - Fr. Jan 20, 19:00-22:00 - Lan  
5 mng - Sa. Jan 21, 09:00-12:00 - Lan  
5 eve - Mo. Feb 27, 19:00-22:00 - Lan  
5 eve - We. Mar 01, 19:00-22:00 - Lan  
5 mng - Su. Mar 05, 09:00-12:00 - Lan

CSW9 – DOS and Hard Disk Management (100509)

Teaches the participant how to control and make the most effective use of the IBM/PC's via the DOS Operating System Ver 6.2. Learn internal and external DOS commands, how to create and manage directories, create and change AUTOEXEC.BAT, CONFIG.SYS files. Design your own menu using batch files and full screen editor. Learn how to sort directory listings, find files anywhere on the hard disk, free hard disk space, and protect files from accidental deletion. Understand use of different types of memory: conventional, upper, extended and expanded. Learn the new DOS 6.2 commands for defragmenting files, optimizing use of upper memory and using multiple CONFIG.SYS files. Microsoft Diagnostics (MSD) will be introduced. Prerequisite CSW1. Course manual included in fee. \$265  
5 eve - Fr. Jan 20, 19:00-22:00 - Lan  
5 mng - Su. Jan 22, 09:00-12:00 - Lan  
5 eve - Tu. Feb 28, 19:00-22:00 - Lan

CSW12 – Local Area Network Management – Level I (100518)

This course serves as an introduction to the basics of network systems. It is well suited for end users and those interested in becoming network administrators/managers. Emphasis will be on developing an understanding of what services networks can provide, the theory of their operation and the implications for network management. Participants will be introduced to the Novell operating system commands, with extensive hands-on practice. Login and Logout procedures, network security, passwords, rights, directory structure, drive mapping, creating and editing Login script file through SYSICON utility are covered in detail. Additional practice lab time will be available as indicated by instructor. Prerequisite CSW1 and CSW9. Course manual included in fee. \$275  
5 eve - Tu. Jan 17, 19:00-22:00 - Lan  
5 eve - We. Jan 18, 19:00-22:00 - Lan  
5 mng - Su. Jan 22, 09:00-12:00 - Lan  
5 eve - Mo. Feb 27, 19:00-22:00 - Lan  
5 eve - Fr. Mar 03, 19:00-22:00 - Lan

CSW12A – Local Area Network Management – Level II (100519)

Participants will cover the Novell operating system in depth and use the dedicated training server to transform their knowledge into working network systems. Through extensive hands-on practice, participants will create and manage users and user groups, grant and revoke rights, change passwords as well as learn how to create and

manage printer queues. Prerequisite CSW12. Course Manual (Complete Reference - Novell 386 by McGraw Hill - \$58 value) included in course fee. \$295  
5 eve - Tu. Jan 17, 19:00-22:00 - Lan  
5 eve - Fr. Jan 20, 19:00-22:00 - Lan  
5 eve - Mo. Feb 27, 19:00-22:00 - Lan  
5 mng - Su. Mar 05, 09:00-12:00 - Lan

CSW12B – Local Area Network Management – Level III (100525)

This course will involve advanced aspects of network administration. Topics covered will include: cabling considerations of network systems. Novell 3.11 installation, Windows 3.1 installation on the network, and advanced Novell administration topics such as managing Windows on the network. In addition, Banyan VINES network operating system and NetWare 4.x will be presented. At the end of this course, participants will be well equipped to plan and manage the client/server networked information systems of the 90's. Prerequisite: CSW12A. Course notes included in fee. \$295  
5 eve - Th. Jan 19, 19:00-22:00 - Lan  
5 eve - Tu. Feb 28, 19:00-22:00 - Lan  
5 eve - We. Mar 01, 19:00-22:00 - Lan

CSW14 – Wide Area Networking (100514)

Objectives: to acquaint participants with technologies for extending the reach of the local area networks. Contents: brief overview of telecommunications concepts and services, including: asynchronous/synchronous, X.25, T-1, ATM, ISDN, etc. in addition to LAN extending alternatives involving repeaters, backbones, FDDI, wireless networks, broadband, bridges, routers and gateways. Dial-out systems, dial-in systems, FAX servers, E-Mail will also be covered. Course structure: One day course 09:00 to 16:00, lecture with hardware/software demonstrations, class size limited to 20. Prerequisite: completion of VCC Local Area Network Certificate course or equivalent and/or comparable experience. Course notes included in fee. \$145  
1 day - Sa. Jan 28, 09:00-16:00 - Lan  
1 day - Sa. Mar 11, 09:00-16:00 - Lan

CSW15 – Managing Large Networks (100585)

Objectives: to acquaint participants with the concepts, strategies and real world products for managing large computer networks. Contents: system performance and maintainability considerations in designing large networks, including topics such as: protocols and segmentation, structured cabling, premises wiring and hub management systems, as well as troubleshooting tools including: protocol analyzers and cable testers. Course structure: One day course 09:00 to 16:00, lecture with hardware/software demonstrations, class size limited to 20. Prerequisite: completion of VCC Local Area Network Administrator Certificate course or equivalent and/or comparable experience. Course notes included in fee. \$145  
1 day - Sa. Feb 18, 09:00-16:00 - Lan  
1 day - Sa. Apr 01, 09:00-16:00 - Lan

Three new courses for certificate upgrade or professional development

The CSW16 series of courses are practical, workshop-based, computer and communications hardware courses. They are designed to enhance the practical skills of any person involved with PCs and communications. Small classes (six) plus real systems for each participant to work with ensure solid educational value for the dollar. Recommended for:  
• people responsible for computer administration, e.g., network administrators, consultants  
• people involved in the hardware side of the business seeking to gain additional skills/knowledge  
• people involved in sales and marketing of computer hardware needing a more thorough understanding of the products they distribute in order to gain a competitive edge.  
• people seeking to improve their opportunities for employment

CSW16A – Computer and Communications Hardware – Level I (100530)

A comprehensive introduction to IBM PC/Compatibles hardware. The course concentrates on identification of basic computer systems (CISC, RISC) and their components (video cards, drive controllers, etc.) Practical assembly, disassembly, upgrade and troubleshooting by each participant on supplied PC. Topics will include: memory upgrade, hard drive installation and preparation and troubleshooting of all basic components. Instructors will be working field-service technicians. Prerequisite: strong familiarity with PC in general and DOS in particular.

Knowledge of memory management would also be beneficial. Enrolment limited to six students. \$395  
2 days - Sa/Su. Jan 21/22, 09:00-16:00 - Lan  
2 days - Sa/Su. Feb 18/19, 09:00-16:00 - Lan  
2 days - Sa/Su. Apr 01/02, 09:00-16:00 - Lan

CSW16B – Computer and Communications Hardware – Level II (100531)

Course will build on skills gained in Level I and will cover advanced topics such as: network hardware, communications devices (modems, serial ports), multi-media hardware, tape devices, SCSI and laser printer operation and maintenance. Instructors will be working field-service technicians. Prerequisite: CSW16A. Enrolment limited to six students. \$395  
2 days - Sa/Su. Feb 04/05, 09:00-16:00 - Lan  
2 days - Sa/Su. Mar 04/05, 09:00-16:00 - Lan

CSW16C – Computer and Communications Hardware – Level III (100532)

This course concentrates on cabling considerations for both phone and data systems. Students will design, build and test cabling systems to industry standards using a variety of tools and software. Troubleshooting techniques will be demonstrated with practical examples. Instructors will be working field-service technicians. Prerequisite: CSW16B. Enrolment limited to six students. \$395  
2 days - Sa/Su. Mar 18/19, 09:00-16:00 - Lan

Multimedia Programmer Certificate Program (Certificate Pending)

Information Night

Th. Jan 12, 18:00-19:00, Langara College, Room A215, 100 West 49th Avenue, Vancouver

The Windows environment has opened a new chapter on how people interact with computers. The ability of the Windows Graphic User Interface (GUI) medium to handle data, sound, and video, still or motion, has created new possibilities for the business environment. Marketing, promotion, training, databases, are but a few of the areas most likely to benefit from this new technology. The Multimedia Programmer Certificate Program is intended for those who are keen to get a head start in this new field. It is the first such program to be offered in Canada. In summary, the certificate will cover the following three areas:

1. CSW90 – Understanding Multimedia is an overview of multimedia with the objective of familiarizing the participant with the concepts, terminology, software and hardware requirements, and current trends in the multimedia field. Successful completion of this course will assist the participant to start or establish a multimedia production business e.g. to produce electronic brochures, or short video clips.
2. CSW91 and CSW92 – Visual Basic for Windows I and II prepares participants to write windows applications for the business environment. Visual Basic Level II will also allow the participant to write multimedia databases – required for the production of visual databases, using the built-in advanced Access database extensions.
3. CSW93 – Visual Basic for Windows Level III covers the use of the Professional Edition of Visual Basic to write advanced Windows applications. This will enable the participant to use the Multimedia control, MCI, and the Windows API to customize audio and video hardware. The project component of this course entails developing a full fledged multimedia application.

For information and registration call 323-5322.

Non-certificate students may enroll in any courses without meeting certificate requirements. Careful attention must be exercised with regard to prerequisite requirements, solicit instructor opinion during first class.

Certificate Requirements

Four courses completed successfully in not more than two years, six terms, consisting of:  
CSW90 – Understanding Multimedia  
CSW91 – Visual Basic for Windows Level I  
CSW92 – Visual Basic for Windows Level II  
CSW93 – Visual Basic for Windows Level III

Course Credit

Credit for previously completed equivalent courses and/or acquired experience will be considered for CSW91 and CSW92 only. Participants who are confident with

intermediate Visual Basic programming should register in the other courses and not wait for confirmation. Application for credit must be made in writing and include a transcript of courses taken and/or documentation of Visual Basic for Windows related experience. Include contact telephone number/s for follow up. Mail request to Vancouver Community College, Continuing Education, CSW Program Coordinator, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6

Entry Requirements

No formal educational requirements are necessary.

Courses

Most courses are five sessions long, one session per week, for five weeks. Each session is three hours long. Sessions are held in the evenings (eve), mornings (mng), or afternoons (aft), at Langara College. For courses using PC labs, there is an optional one hour supervised practice lab time to go with each session. Note: due to shortage of lab space, some courses will have only half hour for practice lab time.

CSW90 – Understanding Multimedia (100590)

This course is designed as the starting point towards the Certificate for Multimedia Programmers. It is also recommended to anyone with an interest in multimedia and related developments. The course introduces the participant to digital video and digital audio generation on the IBM-PC. It starts with a thorough explanation of the difference between analog and digital video. All relevant industry terms are explained. The participant is then shown how to select the required hardware and how it relates to Microsoft Video for Windows environment. Detailed explanation regarding creation, editing, and play back of digital video images and sequences is also covered. Finally the participants are introduced to MPEG emerging compression standard and video CD.

Prerequisites

Programming background is not required, however the following minimum is required:  
1. The participant should be familiar with editing or modify an autoexec.bat or config.sys file.  
2. Familiarity with basic computer hardware e.g. VGA display cards, hard-drives, RAM etc.  
3. Familiarity with Windows and Windows applications such as word processors and spreadsheets  
Course taught in regular classroom. Software, hardware and procedures will be demonstrated via large screen projector. Course manual and notes is included in fee. \$210  
5 eve - Tu. Jan 17, 19:00-22:00 - Lan  
5 eve - Tu. Feb 28, 19:00-22:00 - Lan

CSW91 – Visual Basic for Windows – Level I (100591)

No prior Visual Basic experience required. Intended for anyone who wants to learn windows programming. First few lessons focus on making the Visual Basic novice comfortable with Windows programming in general and with the event-driven nature of Visual Basic in particular. Visual Basic programming will be explored through extensive hands-on practice. Prerequisite: familiarity with Windows and Windows applications such as word processors and spreadsheets. Course notes included in fee. \$265  
5 eve - We. Jan 18, 19:00-22:00 - Lan  
5 eve - Fr. Mar 03, 19:00-22:00 - Lan

CSW92 – Visual Basic for Windows – Level II (100592)

This course continues where CSW91 left off. Emphasis will be placed on greater familiarity with the Windows environment and intermediate topics of Visual Basic for Windows. Projects include the development of several custom Windows applications. Prerequisite: CSW91. Course notes included in fee. \$265  
5 eve - Th. Jan 19, 19:00-22:00 - Lan  
5 eve - Th. Mar 02, 19:00-22:00 - Lan

CSW93 – Visual Basic for Windows – Level III (100593)

This course continues where CSW92 left off. The course will cover the controls in the professional edition of Visual Basic for Windows. Particular attention will be paid to the use off the Multimedia Control and the use of the Windows API to access all the available multimedia functions in Windows 3.1. Emphasis will also be placed on the extensions to the Access database engine and its use to produce multimedia databases. The participants will also be introduced to the Communications control. At the end of this course the participant will have been equipped to use Visual Basic to develop sophisticated

multimedia application as powerful as those developed in C, and do so in considerably less time. Prerequisite: CSW90, CSW92 and optional, but strongly recommended, database applications knowledge, in particular, familiarity with Microsoft Access would be very useful. Course notes included in fee. \$265  
5 mng - Su. Jan 22, 09:00-12:00 - Lan  
5 mng - Sa. Mar 04, 09:00-12:00 - Lan

Electronics

INSTRUCTORS

Karl Brown is the department head in City Centre's Electronics Department.

Allen Hein is an instructor in CompuCollege's Computer Electronics Department.

Bus Sharp is an instructor in City Centre's Electronics Department.

Introductory Electronics (050706)

This popular course requires no previous electronics knowledge. You will learn about electronic components such as resistors, capacitors, transformers, diodes, etc. as well as an introduction to transistors. Theoretical knowledge will be enhanced by lab projects, where you will build circuits from schematic diagrams, and operate test equipment such as multimeters and oscilloscopes. You will be required to purchase or provide some basic tools. (Hein) \$290  
20 eve - Tu/Th. Jan 24, 18:30-21:30 - CC

Introductory Electronics – Level II (050722)

This course picks up where Introductory Electronics leaves off. Transistor amplifiers (Class A and B) are studied and lab projects enhance the theory. Pre-amplifiers and power amplifiers will be built and tested. Prerequisite: Introductory Electronics or equivalent. (Sharp) \$290  
20 eve - Mo/We. Jan 23, 18:30-21:30 - CC

Build Your Own Robot (050701)

This "hands-on" course is an introduction to the world of robotics. You will be building a small, self-contained robot called "Albert." You will also learn how to program him to talk, flash his "eyes," roam about the house and go around obstacles in his path. Prerequisites: a basic understanding of electronics, soldering and some mechanical skills. (Brown) \$240  
10 eve - Mo. Jan 23, 18:30-21:30 - CC

Telecommunications Management

Certificate Program

This program offers you the opportunity to enhance your telecommunications knowledge and improve your management skills in this constantly changing field. All course instructors are practising telecommunications professionals providing you, the student, with up-to-date "real life" experience and knowledge. The Telecommunications Management Certificate Program will provide you with a unique combination of technical knowledge and management skills enhancing your potential for leadership in this evolving profession.

Non-certificate students may enroll in any course. For registration and general course information call 871-7070  
For detailed course information call Peggy Worobetz at 871-7427

Certificate requirements

Students must successfully complete all five courses in no more than two years and one term (seven terms).

Courses include

- Course 1 – Understanding Telecommunications - 102208 \*
- Course 2 – Telecommunications Management I (Voice) - 102201 \*\*
- Course 3 – Telecommunications Management II (Voice) - 102202
- Course 4 – Data Communications - 102204
- Course 5 – Managing the Integrated Office - 102205

\* Understanding Telecommunications is a prerequisite for courses 2, 3, 4 and 5.  
\*\* Telecommunications Management I (Voice) is a prerequisite for courses 3, 4 and 5.

Entry requirements

No formal educational requirements are necessary other than successful completion of Grade 12 English or equivalent.

Evaluation

Certificate students shall be evaluated on the basis of assignments, tests, and a final exam. Upon successful completion of all five courses, a student may apply for a college certificate.

Scheduling

The five VCC courses in this program are offered in each of the three semesters, September (Fall); January (Winter) and April (Spring).

Information Session

To learn more about this program and/or meet the instructors, a free "drop-in" Information Session is being held on Thursday, January 5, 17:00-18:30 - CC (Room number to be posted at Continuing Education office)

INSTRUCTORS

Bill Clark is the president of TriCor Telemangement Inc., a Vancouver-based telecommunications consulting firm.

Martin Giles, P.Eng., has spent over 30 years in the telecommunications industry. His experience spans the telco environment, consulting services and management of telecommunications facilities. Martin is currently telecommunications manager for Cominco Ltd.

Ursel Koebberling, Ph.D., entered the teaching and independent consulting career in 1981 while pursuing her doctoral degree in Communications at Simon Fraser University. Her academic research focused on satellite-supported communications applications in remote communities. Prior to emigrating to Canada from the former West Germany, she had been a radio journalist in Berlin. Her consulting assignments, both national and international, focus on telecommunications and information technology policy and regulations as well as the impact of information technologies and applications on organizations.

Sandra Laughland has over 20 years' experience in telecommunications with Bell Canada and BC Tel, primarily in voice and data sales. Currently a marketing manager with Stentor Resources.

Gerald Paul is a system development engineering specialist with BC Telephone. Gerald has over 30 years in the telecommunications field. As a consultant to industry, he has assisted many large and medium sized companies in designing and optimizing their networks. As a BC Telephone instructor, he specialized in developing and delivering courses, in data technology, to sales and marketing managers and staff.

\* Understanding Telecommunications (102208)

This introductory course is designed as an overview for the newcomer to telecommunications who has little or no experience in the field. The various aspects of telecommunications will be explored at an introductory level giving the student the basic knowledge needed to prepare participant to progress to the next level. (Laughland) \$240  
8 eve - Mo. Jan 23, 18:00-21:00 - CC

\* Telecommunications Management I (Voice) (102201)

Learn the basics of telecommunications (voice) in this course involving the study and review of regulations, exchange services, networks and network services, equipment types and features, tariff costs, interconnect, key systems, system acquisition and implementation, RFP's, and toll networks and facilities. Participants will learn to conduct a system needs assessment, system cost/benefit analysis, determine system selection criteria, select an appropriate system, and monitor and manage the system selected using a case study approach. (Giles) \$295  
12 eve - Th. Jan 19, 18:00-21:00 - CC

Telecommunications Management II (Voice) (102202)

This course is designed to expand upon the topics that were introduced in the Telecommunications Management I (Voice) program and to introduce and discuss enhanced telecommunication applications from the manager's

perspective. Topics discussed during this session will include enhanced PBX hardware/software applications, enhanced network design and network management, voice messaging/processing, ongoing telemangement applications, voice/data integration, integrated building wire concepts and Integrated Services Digital Networks (ISDN). (Clark) \$295  
12 eve - We. Jan 18, 18:00-21:00 - CC

\* Data Communications (102204)

Participants in this course will learn the basics of data terminology. Designed for the telecommunication manager, this course is also a good introduction for the sales or technical representative. Learn about the hardware and software that is available today. Guest speakers from the telecommunications industry bring this content into immediate use. Topics include modems, multiplexes, fibre optics and LANs. (Paul) \$295  
12 eve - We. Jan 18, 18:00-21:00 - CC

Managing the Integrated Office (102205)

Managing the Integrated Office provides the background necessary to utilize the technical overviews developed throughout the program in the modern office. The course provides a solid basis for understanding office automation and the impact of technology on human resources. The course examines many management concerns and decisions related to the person/machine interface. An overview of key elements of management issues and tools is discussed, with particular emphasis on the impact of technological change. (Koebberling) \$295  
12 eve - Th. Jan 19, 18:00-21:00 - CC

\* Challenge Examinations

Challenge examinations are available for the Understanding Telecommunications, Telecommunications Management I (Voice) and Data Communications courses. These examinations are for students who feel they are very knowledgeable with the material covered in the course. A program guide, which includes a detailed outline for each course, may be obtained at the Continuing Education office, King Edward Campus, 1155 East Broadway, Vancouver, or by telephoning 871-7070.

Students will have ONE opportunity to pass the examination.

Challenge Examination – Understanding Telecommunications (102207)

\$160  
2 hrs - Tu. Jan 10, 18:30-20:30 - KEC

Challenge Examination – Telecommunications Management I (Voice) (102206)

\$160  
2 hrs - Tu. Jan 10, 18:30-20:30 - KEC

Challenge Examination – Data Communications (102209)

\$160  
2 hrs - Tu. Jan 10, 18:30-20:30 - KEC

Fee Allocation for Challenge Examinations

1. Participants must pay \$160 BEFORE writing any examination.
2. Fifty dollars (\$50) of the \$160 is charged for writing an examination.
3. At the end of the examination, participant will advise invigilator if he/she wishes examination marked.
4. If the examination is marked, the balance (\$110) will be charged as a marking fee.
5. If the participant chooses not to have the examination marked, he/she may: a) request a "deferred fee credit" for 100 percent of the balance of \$110 (valid for one year); b) request a refund of the balance of \$110 which will be subject to an administrative charge of 20 percent.

Telecommunications Seminar

For registration and general seminar information please call 871-7070.  
For detailed seminar information please call Peggy Worobetz – 871-7427.

Frame Relay – A Network Service for the Nineties (102242)

This seminar has been developed and will be presented by Richard Parkinson, vice president of Intotel Systems Corp., a Vancouver-based consulting firm specializing in development and presentation of telecommunications-based seminars. Mr. Parkinson presents over 50 public seminars per year in the USA and Europe, as well as private in-house seminars to organizations such as IBM,

Belcore, British Telecom, Nokia, Bank of America, Canadian Federal Government and Inmarsat. In addition, Mr. Parkinson has presented seminars in Japan, Indonesia, Brazil, Africa and Mexico. This has allowed him to gain a worldwide perspective on telecommunications in general, and the topic of fast packet switching, in particular.

Canada was a leader in the introduction of the X.25 protocol and its use in public packet switched networks. Packet switching has served the worldwide data communications community well since the mid 1970s and still has a place for many applications such as E-Mail, EDI and point of sale.

However, a relatively new form of packet switching for public networks which has seen tremendous interest is Frame Relay, a specific form of a generic description called "fast packet." BC Tel, Unitel, and Insync are three companies currently providing a public frame relay service. There are also private network users relying on frame relay. The main objective of this seminar is to identify the concepts and operational aspects of Frame Relay, its relationship to other concepts such as X.25-based Packet Switching, ISDN, IEEE 802.6 MANs using Cell Relay, Broadband ISDN and Asynchronous Transfer Mode (ATM). An extensive, approximately 500-page handout containing the latest standards information as well as practical experiences from users, will be provided for seminar delegates. In addition, any service and tariff information available from the three Canadian carriers as of the seminar date, will also be provided.

Important: Frame Relay can now be considered an increasingly mature service where many lessons have been learned. This seminar will therefore address the practical aspects of frame relay implementation such as throughput performance and response time influences, concerns for higher layer modifications required to support frame relay, etc. (Wheelchair accessible) \$743.65 (includes GST)  
2 day - Th/Fr. Feb 16/17, 08:30-16:30 - ODH

NOTE

1. Price subject to change without notice.
2. Special cancellation policy in effect.
3. All seminars are non-credit and non-transferable to the Telecommunications Management Certificate Program.

Telecommunications NOW Workshop (Fiscal, Tactical and Strategic Issues) (102250)

This workshop has been developed by Judith Stark, who has consulted in telecommunications in BC and nationally over 20 years. The focus of her work is the practical application of telecommunications to support client requirements. Ms. Stark began her career with ten years at BC TEL, after which she worked with a national consulting firm for five years. She then began her own private practice and has been associated with such international consulting firms as the DMR Group and Sierra Systems Consultants Inc. Her clients have included Westcoast Energy, Intel, TV Ontario, Hongkong Bank of Canada, ICBC, City of Mississauga, Metro Toronto and Peat Marwick. During the last two decades, she has presented public, professional and private seminars and has been published in technical and business journals in Canada and the US.

This hands-on workshop will address such issues as:  
• telecommunications budgeting (voice, data, image transmission, billing systems)  
• dramatic changes in telecom regulations and their impact  
• raising the profile of key issues with executives concerning: the merits of standardizing on technology platforms; budget maximizing; increasing staff productivity; improving customer service; revenue-generation; pros and cons of professional staffing; introducing complementary technology; reacting to regulatory changes that have critical effects.

The workshop leader, Judith Stark, will apply her considerable experience, knowledge and people skills to ensure that this workshop will furnish the 'missing link' when striving for excellence in telecommunications. (Wheelchair accessible) \$240.75 (includes GST)  
1 day - Th. Feb 09, 09:00-16:30

NOTE

1. Price subject to change without notice
2. Special cancellation policy in effect
3. All workshops are non-credit and non-transferable to the Telecommunications Management Certificate Program.



# Teacher Training

## Teaching English as a Second Language

### Certificate Program

The TESL Certificate Program at VCC is the largest English as a Second Language teacher training program in Western Canada. It is a teacher-training program for instructing English as a Second Language to adults. Applicants may be planning to teach overseas or at post-secondary educational institutions, community agencies or international schools in Canada. The TESL Certificate Program is 325 hours in length and consists of a prerequisite course, seven Core Courses, 30 hours of Elective Courses and a teaching internship. Courses are offered in the part-time program on week days, weekends and evenings from September to June of each year. There is also a TESL Summer School scheduled in June, July and August of each year. The application deadline for next year's summer school is December 31, 1994. On successful completion of all of the program requirements, graduates receive the Vancouver Community College Teaching English as a Second Language Certificate.

The 1995 TESL Summer School is scheduled for June 5 to August 25, 1995. Application forms for summer school are available throughout the year. The application deadline for the current year is December 31, 1994. Applications will be reviewed by the staff and a short list of applicants will be interviewed in January and February, 1995. Preference will be given to summer school applicants who have completed an Overview of Teaching ESL or an equivalent course by the application deadline, or are registered in an Overview of Teaching ESL course in the Winter term 1995.

Admission Requirements for the VCC TESL Certificate Program:

1. An undergraduate university degree verified by sealed original transcripts. Evaluation of a degree from outside Canada must be completed before the TESL program application is submitted.
2. Satisfactory completion of the introductory course, An Overview to Teaching ESL at VCC or an equivalent university course at UBC, SFU or a recognized university.
3. A standard of spoken English equivalent to that of an educated native speaker as well as a good command of grammar, usage, spelling and punctuation in written English is required for entry into the program. Applicants whose first language is not English may be asked to submit their score on the University of Cambridge Certificate of Proficiency in English. A grade of B is required for admission into the TESL Certificate Program.
4. A successful interview with program staff.

The VCC TESL Certificate Information Guide can be obtained by phoning (604) 871-7070.

#### TESL Program Coordinators

Jennifer House, B.A., B.Ed., M.Ed. Jennifer has taught at UBC and at VCC since 1973. She is interested in teacher training, community-based ESL classes, ESL tutor training programs and has written many ESL publications. Jennifer teaches the TESL Prerequisite Course, An Overview of Teaching ESL, the TESL Internship and coordinates the TESL Certificate Program.

Jayeson Van Bryce, B.A., Teaching Certificate, TESL Certificate (Vancouver Community College). Jayeson taught at the secondary level in the public school system for ten years and has taught ESL at VCC. Jayeson is assistant program coordinator for the TESL Certificate Program and teaches the TESL Certificate Core Courses, Teaching Pronunciation and Teaching Grammar Two: Theory and Practice.

#### INSTRUCTORS

Joan Acosta, B.A., TESL Certificate (San Francisco State University). Joan has taught ESL at Capilano College since 1979. She is editor of the *Westcoast Reader* and is internationally recognized as an expert in developing and writing materials for adult ESL and literacy learners. Joan has been an executive member of BC TEAL and the

TEAL Foundation. Joan teaches the TESL Elective Course, Using the *Westcoast Reader* in the ESL Classroom.

Eloise Carbone, B.A., Teaching Certificate. Eloise has taught ESL since 1982. She is currently teaching at VCC. Her special areas of interest include cross-culturalism in the ESL classroom and teaching writing using the process approach. She has presented numerous workshops on writing and cross-culturalism at provincial and international conferences. Eloise teaches the TESL Certificate Elective Course, *Fostering Cross-Cultural Understanding in the ESL Classroom*.

Emma Chang, B.A., M.A. (in progress), has taught at VCC since 1991, ELI at UBC, and overseas in Taiwan, China, Hong Kong and Portugal. Her M.A. research and special area of interest is teaching content-based ESL. Emma has published a study guide for Longman Practice Tests for the TOEFL and teaches the TESL Elective Course, *Teaching TOEFL Using an Interactive Approach*.

Chris Clark, B.A. (Speech Sciences) TESL Certificate (Vancouver Community College). Chris is currently Department Head of the ESL Vocational Department at VCC. She is interested in promoting communicative language teaching, and has been involved in teacher-training projects throughout the Lower Mainland and Czechoslovakia. Chris teaches the TESL Certificate Core Course, *Teaching Listening and Speaking*, the TESL Prerequisite Course: *An Overview of Teaching ESL*, and the TESL Elective Course: *Using Video in the ESL Classroom*.

Joanna Daley, B.Ed., TEFLA diploma (International House). Joanna has been teaching ESL and EFL since 1982 in England, Egypt, Venezuela and Jordan. Joanna is an experienced teacher trainer and most recently was director of studies at the International Language Institute and assistant director of studies for the British Council Teaching Centre in Egypt. Joanna teaches the TESL Elective Courses, *Planning a Timetable for an ESL Class* and *Teaching Vocabulary*.

Janet Essig, M.A. (TESL). Janet has taught at the University of Puerto Rico, Oregon State University, in Japan and at UBC. Janet has taught the *Advanced Pronunciation course* at VCC since 1974. Janet writes her own text materials and has recently published her speech diagrams for teaching pronunciation. She has presented workshops on teaching pronunciation at the TESOL Conference, at the TESL Canada Conference, at the TEAL Conference, as well as for many teachers' groups across BC. Janet teaches the workshop, *Trouble-Shooting Pronunciation Problems in English as a Second Language Classroom*.

Corry Flader, B.A., B.Ed., M.A. Corry has been teaching and developing ESL courses for business people, landed immigrants and refugees since 1989. She currently runs a successful ESL tutoring service in Vancouver. Corry teaches the TESL Elective Course, *An Introduction to ESL Tutoring*.

Jane Forward, B.A. (English Language). Jane has taught ESL since 1980. She currently teaches in the ESL Outreach Department at VCC. Her special areas of interest include community-based ESL and reading instruction for adult ESL learners. Jane teaches the TESL Certificate Core Course, *Teaching Reading*.

Barbara Gerber, B.Sc., M.Ed. Barbara has been teaching ESL at VCC since 1974. She has created materials and techniques for grammar instruction, and has developed and implemented the Oral Interview Assessment Test at VCC. Barbara teaches the TESL Elective Courses, *Testing in ESL*, *Teaching ESL Using Poetry*, and *Teaching ESL Using Storytelling*.

Christine Hoppenrath, B.A., M.Ed. Christine is an instructor at the English Language Institute of UBC. She has taught in Japan, Korea, and Hungary. Christine has presented workshops at the TEAL, Tri-TESOL and TESOL Conferences. Christine teaches the TESL Elective Course, *Social Issues and the ESL Class*.

Arlene Howard, B.Ed. Arlene is an experienced ESL instructor and is currently teaching at the VCC Canadiana Centre. Arlene is interested in community-based ESL classes, the use of multi-media for ESL instruction, and innovative teaching resources for the ESL classroom. Arlene has presented workshops at TEAL and TESOL conferences. Arlene teaches the TESL Prerequisite Course, *An Overview of Teaching ESL*.

Raymonde Jabaji, Provincial Instructor's Diploma. Raymonde is an instructional assistant/LAN system

operator at VCC. She manages the IBM Computer Lab, recommends ESL educational software programs and conducts training workshops for the ESL Vocational Department at VCC. She has extensive computer knowledge and experience in MS-DOS, Windows, WordPerfect and MS Publisher. Raymonde teaches the TESL Elective Courses, *An Introduction to the Computer Lab for ESL Instructors*, and *An Introduction to Word Processing for ESL Instructors*.

Pat Kennedy, B.A., M.Ed. Pat has taught ESL at VCC since 1973. She has also taught in Singapore, Toronto and Taiwan. Pat has been intermediate coordinator and department head of the English Language Skills Department at VCC. Pat has done curriculum development in the area of "English for Work" for the Ministry of Education and the English 001-006 Program for Open Learning Agency. Pat teaches the TESL Prerequisite Course, *An Overview of Teaching ESL*.

Diane Liu, B.A. Teaching Certificate, B.A., M.A. (Cross-Cultural Education). Diane has taught ESL since 1984 at the Vancouver School Board, VCC and most recently at the English Language Institute at UBC. Diane has extensive experience as both a consultant and an instructor in the field of cross-cultural education and has presented workshops for TEAL. Diane teaches the TESL Elective Course, *Teaching Strategies for Cross-Cultural Learning and Communication* and the TESL Core Course, *Internship Intercultural Workshops*.

Marion Lovelace, B.A., B.Ed. M.Ed. TESL Certificate (Vancouver Community College). Marion is currently teaching in the ESL College Preparatory Department at VCC and has published poetry in several anthologies. Marion teaches the TESL Certificate Core Course, *Teaching English for Academic Purposes*, and the TESL Elective Course, *An Introduction to Curriculum Development*.

Wendy McAlister, B.A. Wendy is a former journalist, teaches at the English Language Institute at UBC. She has also taught in Spain, Germany, and South Africa. She is currently completing her M.A. in Social and Educational Studies. Wendy has presented workshops at the TEAL, Tri-TESOL, and TESOL Conferences. Wendy teaches the TESL Elective Course, *Social Issues and the ESL class*.

Janet Massaro, B.A., TESL Certificate (Vancouver Community College). Janet has been teaching ESL/EFL since 1987. She has taught EFL at the Language Training Research Centre in Seoul, Korea. Janet is currently teaching a LINC class at the Immigrant Services Society. Janet teaches the TESL Elective Courses, *Teaching ESL Literacy in a Multi-Level Class* and *Strategies for Teaching LINC Classes*.

Michael Pidgeon, B.A., M.A. TESL Certificate (Vancouver Community College). Michael taught English and Linguistics at the university level from 1970 to 1984. He has taught in the ESL College Preparatory Department at VCC. Michael teaches the TESL Certificate Core Courses, *Teaching Grammar Two: Theory and Practice*, *Teaching Pronunciation*, and *Teaching English for Academic Purposes*.

Michael Plumb, M.A., RSA TEFLA Diploma. Michael has taught EFL classes in England, Libya, Japan, France and Kuwait since 1975. He has taught ESL at VCC and UBC. His special areas of interest include Teaching English for Special Purposes, Teaching English as a Foreign Language, and resource development in the areas of audio/video materials and the language laboratory. Michael teaches the TESL Certificate Core Course, *Teaching Grammar One: Theory and Practice* and *Teaching Grammar Two: Theory and Practice*.

Nan Poliakoff, B.A., M.A. Nan has taught ESL since 1982, including numerous writing courses, and is currently teaching writing in the ESL Division at VCC. She has been an executive member of the BC TEAL Association and has presented workshops at TEAL, TESL Canada, Tri-TESOL and TESOL conferences. Nan teaches the TESL Certificate Core Course, *Teaching Writing*.

Sandra Price-Hosie, B.A., Journalism Diploma (Vancouver Community College), TESL Certificate (Vancouver Community College). Sandra is an experienced ESL literacy instructor and is currently the ESL director at the Immigrant Services Society. Sandra teaches the TESL Elective Courses, *Teaching ESL Literacy in a Multi-Level Class* and *Strategies for Teaching LINC Classes*.

Leanne Quirk, B.A. (Linguistics). Leanne has taught ESL since 1982, and is coordinator of the VCC English Skills

Improvement Program. She has taught ESL at the Inland Refugee Society, VCC Langara and Dorset College. Her special areas of interest include teaching pronunciation, oral skills and using ESL games. Leanne teaches the TESL Elective Course, *Using Games in the ESL Classroom*.

Myrna Rabinowitz, B.A. Myrna is an experienced ESL instructor and tutor trainer at VCC and has written many publications for the ESL field. Myrna teaches the TESL Prerequisite Course, *An Overview of Teaching English as a Second Language*, and the TESL Elective Course, *Using Jazz Chants and Music to Teach ESL*.

Mandana Rastan-Schnepf, B.A. Mandana is currently teaching in the ESL Vocational Department at VCC and has taught a range of language levels. She has presented workshops at VCC and the Tri-TESOL Conference. Mandana teaches the TESL Elective Course, *Developing a Thematic Unit Plan Using Authentic Materials*.

Dennie Rothschild, B.A. (Honours), M.A. (Language Education). Dennie has taught ESL at VCC and currently teaches ESL and instructs in the Writing Centre at Capilano College. She is past president of the BC Association of Teachers of English as an Additional Language (TEAL) and has presented numerous workshops on teaching writing, both provincially and nationally. Dennie teaches the TESL Certificate Core Course, *Teaching Writing*.

Maureen Sawkins, B.A., M.Ed. (Language Education). Maureen has taught at VCC since 1973. She has been Advanced Level Coordinator in the English Language Skills Department and her special areas of interest include the teaching of reading, advanced-level ESL students, and the fostering of independence in language learning. Maureen teaches the TESL Prerequisite Course, *An Overview of Teaching ESL*.

Eugene Sayson, B.A., TESL Certificate (Vancouver Community College). Eugene taught EFL in China from 1987 to 1989 and has taught ESL at VCC since 1989. His special areas of interest include the use of computers and multi-media in the area of ESL instruction. Eugene teaches the TESL Elective Courses: *An Introduction to the Computer Lab for ESL Instructors* and *An Introduction to Word Processing for ESL Instructors*.

Andrea Scott, B.A. TESL Certificate (Vancouver Community College). Andrea has worked at the Vancouver School Board and developed ESL workplace curricula. She presented at the TESOL and TEAL Conferences. She also designs and facilitates workshops on cross-cultural relations. Andrea teaches the TESL Elective Course, *Planning a Successful VESL Program*.

Ann Sears, B.Ed., M.Ed. Ann has taught at VCC since 1987. She has taught Arts in Society at the Canadian International College and has also been involved in teacher training in the areas of poetry, developmental drama and graphics. She is specifically interested in using an integrated arts approach in the teaching of ESL. Ann teaches the TESL Elective Courses: *The Power of Poetry in Language Education* and *Language Education Through Drama*, and the TESL Core Course, *Teaching Writing*.

Richard Sim, B.Ed. Richard has taught ESL since 1986 and has extensive experience teaching immigrant and international students. Richard has presented workshops at VCC, the TEAL conference and TESOL conference. Richard teaches the TESL Prerequisite Course, *An Overview of Teaching ESL*, the TESL Elective Courses: *Integrative Techniques - Maximize Your Materials*, and *Interactive Activities - Get Your Students Talking*.

Candice Slattery, B.G.S., TESL Certificate (Vancouver Community College). Candice has taught at VCC since 1989. One of her special areas of interest is the creative and innovative use of the audio lab for English language instruction. Candice teaches the TESL Elective Course, *An Introduction to the Audio Lab for ESL Instructors*.

Patricia Steiner, TESL (Carleton University), M.A. (English). Patricia has taught business communication programs including CJS-ESL/Accounting and *Introduction to Computers*. Pat has developed ESL workplace curricula and materials. She has presented at the TESOL and TEAL Conferences and facilitates cross-cultural workshops. Pat teaches the TESL Elective Course, *Planning a Successful VESL Program*.

Sherry Sutherland, B.A. TESL Certificate (Vancouver Community College). Sherry has taught in the ESL College Preparatory Department at VCC and worked as the faculty advisor at the VCC Assessment Centre. Her special interests are assessment, teaching writing, and

humour in the classroom. Sherry teaches the TESL Certificate Core Course, *Teaching English for Academic Purposes*.

Judy Taylor, B.A. (Linguistics), TESL Certificate (Vancouver Community College). Judy has taught in the ESL Vocational Department at VCC since 1988. Her special areas of interest include phonology, stress and intonation. Judy teaches the TESL Certificate Core Course, *Teaching Pronunciation*.

Carol Tulpar, B.A. Carol has taught in the ESL College Preparatory Department at VCC since 1986. She has also been involved in the development of the ESL Learning Centre at VCC and is interested in writing and publishing Canadian English for Academic Purposes textbooks. Carol teaches the TESL Certificate Core Course, *Teaching English for Academic Purposes*.

Rose Marie Watson, B.Ed., M.Ed. Rose Marie has been department head of the ESL Outreach Department at VCC and is a past president of BC TEAL and TESL Canada. Her special areas of expertise include teaching reading and learner centred instruction. Rose Marie has presented workshops at the TEAL Conference, TESL Canada and the TESOL Conference and has taught in Slovakia. Rose Marie teaches the TESL Certificate Core Course, *Teaching Reading*.

Martyn Williams, B.A. RSA/Cambridge Diploma TEFLA. Martyn has been teaching ESL and EFL since 1982 in Germany, Italy, UK, Japan, and Canada. Martyn has taught the RSA/Cambridge CTEFLA course at Columbia College and teaches ELT at Kwantlen College. Martyn teaches the TESL Elective Course, *Presenting and Practising New Language*.

Mima Wilson, B.A., (Linguistics) RSA TEFLA Certificate, RSA TEFLA Diploma (International House). Mima has taught English as a Foreign Language in Spain and London and has been teaching ESL at VCC since September 1986. Mima taught the TEFLA Certificate courses at VCC from 1989 to 1991. Mima teaches the Teaching Grammar component of the TESL Inservice Qualification Program and Teaching Grammar One.

### TESL Certificate Program Withdrawal, Refund and Course Cancellation Policy

A request for a refund must be received in writing by VCC, Continuing Education Division, before the second session of the class. A request for a refund must state the reasons and be accompanied by your receipt. If, after the first class, you intend to withdraw, we must be advised that day or following morning so we can contact another student from the waitlist to take your place in the class, otherwise, no refund or fee deferment will be allowed. In courses of six sessions or less, requests for refunds require a minimum of 48 hours notice before the start date. Refunds are subject to an administrative charge of 20 percent of the course fee or a minimum of \$10. As an alternative, we would be pleased to issue a "deferred fee credit" for 100 percent of the course registration fee, valid for one year. Please allow three weeks for processing any refunds. Fee payments made by charge card are refunded by means of a credit to your charge card account. All other refunds are made by cheque. VCC reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrolment. If a course is cancelled by the College, a full refund will be made.

### Prerequisite Course

#### An Overview of Teaching ESL (150802)

An Overview of Teaching ESL provides a practical introduction to the teaching techniques, procedures, and instructional resources used to teach English as a Second Language. This course is the prerequisite for the TESL Certificate Program. The course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, role plays, pronunciation, advanced ESL learner, beginning ESL learners, as well as oral testing, and lesson planning. \$205  
10 aft - We. Jan 11/18/25, Feb 01/08/15/22, Mar 01/08/15, 12:30-15:30 - KEC (Howard/Rabinowitz)  
7 sessions - Fr. Jan 13/20/27, 18:30-21:30, Sa. Jan 14/21/28, 09:00-16:00, Sa. Feb 04, 09:00-12:00 - KEC (Kennedy/Sim)  
5 day - Sa. Jan 07/14/21/28, Feb 04, 09:00-16:00 - KEC (Clark)

### TESL Certificate Core Courses

The TESL Certificate Core Courses should be taken in the order recommended in the TESL Information Guide. Students registering in Teaching Grammar Two: Theory and Practice, must have successfully completed Teaching Grammar One: Theory and Practice. Students must also complete two of the following Core Courses - Teaching Pronunciation, Teaching Listening and Speaking, Teaching Grammar One: Theory and Practice or Teaching Grammar Two: Theory and Practice, before taking Teaching Writing and Teaching Reading. Teaching English for Academic Purposes must be taken last as it builds on the other six Core Courses. Two Core Courses may be taken per term. Students wishing to take more than two Core Courses per term must have written authorization from the program coordinator. Please note, students are not permitted to register in the TESL Certificate Core Courses before completing An Overview of Teaching ESL (150802) and being accepted into the TESL Certificate Program.

#### Teaching Grammar One: Theory and Practice (150867)

This 30-hour course concentrates on the theory and methodology used for teaching English grammar to English as a Second Language speakers. Teaching Grammar One: Theory and Practice will focus on beginner through intermediate level grammar structures. \$275  
10 eve - Tu. Jan 17/24/31, Feb 07/14/21/28, Mar 07/14/21, 18:30-21:30 - KEC (Plumb)  
10 eve - Th. Jan 19/26, Feb 02/09/16/23, Mar 02/09/16/23, 18:30-21:30 - KEC (Plumb)  
10 aft - Jan 09/11/13/16/18/20/23/25/27/30, 12:30-15:30 - KEC (Wilson)

#### Teaching Grammar Two: Theory and Practice (150868)

This 30-hour course concentrates on the theory and methodology used for teaching English grammar to English as a Second Language speakers. Teaching Grammar Two: Theory and Practice focuses on advanced through college preparatory grammar. (Van Bryce) \$275  
10 eve - Fr. Jan 06/13/20/27, Feb 03/10/17/24, Mar 03/10, 18:30-21:30 - KEC  
10 aft - Sa. Jan 07/14/21/28, Feb 04/11/18/25, Mar 04/11, 13:30-16:30 - KEC

#### Teaching Pronunciation (150812)

This 30-hour course focuses on methods and techniques used for teaching pronunciation. Topics covered in this course include vowel dimensions, consonants, contractions and reductions, stress and intonation. (Taylor) \$275  
10 eve - Mo. Jan 09/16/23/30, Feb 06/13/20/27, Mar 06/13, 18:30-21:30 - KEC  
10 eve - We. Jan 11/18/25, Feb 01/08/15/22, Mar 01/08/15, 18:30-21:30 - KEC

#### Teaching Listening and Speaking (150817)

This 36-hour course concentrates on the techniques and resources used for teaching oral communication and listening skills. This course will also examine grammatical, situational, functional and thematic approaches to integrated language teaching. Participants are advised that access to a tape recorder is required to complete the first course assignment. \$320  
12 eve - Tu. Jan 10/17/24/31, Feb 07/14/21/28, Mar 07/14/21/28, 18:30-21:30 - KEC (Clark)  
12 eve - We. Jan 11/18/25, Feb 01/08/15/22, Mar 01/08/15/22/29, 18:30-21:30 - KEC (Lovelock)

#### Teaching Reading (150818)

This 30-hour course provides students with an understanding of the methodology and instructional techniques used to teach reading in an ESL class, as well as an opportunity to gain a working knowledge of the instructional tools necessary to develop a reading program for an ESL class.) \$275  
10 mgm - Fr. Jan 06/13/20/27, Feb 03/10/17/24, Mar 03/10, 09:30-12:30 - KEC (Forward)  
10 eve - Th. Jan 12/19/26, Feb 02/09/16/23, Mar 02/09/16, 18:30-21:30 - KEC (Watson)

#### Teaching Writing (150813)

This 36-hour course provides an overview of writing, focusing primarily on the techniques used in the process approach to teaching writing in the adult ESL classroom. Course participants will experience techniques for integrating all language skills, generating ideas, revising, editing and assessing ESL student writing. \$320

8 eve - Sa. Jan 07/14, 09:00-16:00; Mo. Jan 23/30, Feb 06/13/20/27, Mar 06/13, 18:30-21:30 - KEC (Rothschild)  
12 eve - Mo. Jan 16/23/30, Feb 06/13/20/27, Mar 06/13/27, Apr 03/10, 18:30-21:30 - KEC (Poliakoff)

#### Teaching English for Academic Purposes (150819)

This 30-hour course concentrates on the specific instructional techniques and course materials used to teach advanced-level ESL students who plan to continue academic studies at a post-secondary level. This course provides students with an understanding of the methodology and instructional approaches used to teach reading, composition, literature and study skills. (Lovelace/Sutherland/Tulpar) \$275  
10 sessions - Fr. Jan 06/13/20/27, 12:30-15:30; Fr. Feb 03/10/17/24, Mar 03/10, 09:30-12:30 - KEC

power vocabulary. Participants will also explore teaching techniques for developing a variety of forms of poetry, including haiku and cinquain, while creating their own personal poetry. Poetry will also be examined as a means of cross-cultural education. (Sears) \$95  
2 day - Fr. Mar 03, 18:30-21:30, Sa. Mar 04, 08:30-16:30 - KEC

#### Language Education Through Drama (150877)

This experiential ten-hour workshop will use theatre sports, improvisation and role play as a vehicle for language learning in the ESL classroom. A variety of techniques and exercises will be explored to develop expressiveness using voice, body movement, gestures, character work, tall tales, masks and more. (Sears) \$95  
2 day - Fr. Mar 10, 18:30-21:30, Sa. Mar 11, 08:30-16:30 - KEC

#### Using the Westcoast Reader in an ESL Classroom (150885)

Learn new and creative ways to use the *Westcoast Reader* in an ESL classroom. Joan Acosta, a highly-skilled ESL instructor and editor of this popular newspaper, will present a wide range of learning activities and teaching strategies in this hands-on three-hour workshop. Participants will explore activities that can be used to teach speaking, listening, reading and writing skills at all language levels. (Acosta) \$40  
1 aft - Sa. Jan 28, 13:00-16:00 - KEC

#### Teaching Vocabulary (150855)

This hands-on six-hour workshop will explore current approaches to teaching vocabulary. Topics will include the discussion of what vocabulary is appropriate to teach, as well as ways of conveying meaning and categorizing vocabulary items. Teaching strategies and techniques will be explored for presenting, practising and reviewing vocabulary items in the ESL classroom. (Daley) \$55  
2 mgm - Sa. Feb 11/18, 09:00-12:00 - KEC  
2 aft - Sa. Feb 11/18, 13:00-16:00 - KEC

#### Teaching TOEFL Using an Interactive Approach (150842)

This three-hour workshop will explore teaching strategies and language learning activities for developing an interactive and student-centred approach for instructing a TOEFL Preparation class. Workshop participants will be involved in demonstration activities during this three-hour workshop. (E. Chang) \$40  
1 mgm - Sa. Feb 04, 09:00-12:00 - KEC

#### Planning a Series of Lessons for an ESL Class (150843)

This six-hour workshop will examine principles for timetabling a series of lessons for an ESL class. Participants will explore how to plan and balance ESL lesson components in a series of linked lessons using current print materials. This workshop is recommended for experienced ESL instructors and TESL Certificate students with classroom experience. (Daley) \$55  
1 day - Sa. Jan 21, 09:00-16:00 - KEC

#### Developing and Using Interactive Media in the ESL Classroom (150893)

Interactive multi-media education materials can provide ESL students with text, digital-quality sound, and still and video images can respond to their choices, giving them flexibility as to the way they learn, when and at what speed; and can track their acquisition of language and other skills and knowledge. The emergence of interactive multi-media materials has a huge impact on ESL texts, AV, and realia-type resources as well as how ESL instructors interact with their students. This workshop will examine how to develop and use interactive multi-media in the ESL classroom. This four-hour workshop will also provide participants with the means to evaluate current interactive multi-media materials for the ESL classroom. This workshop will be held in Room 237 at the VCC City Centre Campus. The City Centre Campus is located at 250 West Pender Street and can easily be reached by Skytrain and bus. (Grant) \$45  
1 day - Sa. Feb 25, 13:00-17:00 - CC

#### Teaching ESL Using Storytelling (150838)

This six-hour workshop explores a variety of teaching techniques for teaching storytelling in the ESL classroom. Learn techniques for eliciting stories from your ESL students. (Gerber) \$55  
1 day - Sa. Jan 21, 09:30-16:30 - KEC

#### Introduction to Word Processing WP5.1 (DOS) for ESL Instructors (150889)

In this six-hour workshop, participants will learn to use the basic features of WP5.1 to create their own personal





computer files of tests, assignments, exercises and handouts for use in an ESL classroom. Participants will also explore basic word processing terminology and WordPerfect 5.1 features that can be used to create, save, edit, adapt format and print ESL teaching materials. Participants will also learn to create grids to monitor student progress and to import graphics to enhance their lesson presentations. Workshop participants are advised to have a minimum typing speed of 20 wpm. (Jabaji/Sayson) \$75  
2 aft - Sa. Feb 11/18, 14:00-17:00 - KEC North

**Planning a Successful VESL Program (150894)**

In this three-hour workshop, participants will examine current issues regarding VESL (Vocational English as a Second Language) program. Participants will discover how language and vocational instructors can collaborate to create a consistent and cohesive curriculum for ESL students registered in modern technology programs such as computerized accounting, secretarial and computer skills. Participants will receive handouts on terminology and the interactive functional approach to teaching vocational English as a Second Language programs. (Steiner/Scott) \$50  
1 mng - Sa. Jan 21, 09:30-12:30 - KEC

**An Introduction to the Audio Lab for ESL Instructors (150886)**

This hands-on four-hour workshop will introduce participants to the audio lab. Participants will be briefed on how to operate an audio lab. There will also be an opportunity to preview commercially-produced audio tapes and explore ways of integrating audio lab sessions into the regular ESL classroom. This workshop is recommended for those currently using an audio lab or those who expect to use an audio lab in the future. (Slattery) \$40  
1 aft - Sa. Jan 14, 12:30-16:30 - KEC Audio Lab

**An Introduction to ESL Tutoring (150844)**

This practical three-hour workshop will examine the world of ESL tutoring. The workshop will focus on a range of topics associated with becoming an ESL tutor. Discussion topics will include: how to get started, how to lesson plan for tutoring sessions and how to prepare and select tutoring materials. (Flader) \$40  
1 mng - Sa. Jan 28, 09:00-12:00 - KEC

**Developing a Thematic Unit Plan Using Authentic Materials (150884)**

This five-hour workshop will explore how to develop a thematic unit plan for adult ESL students at a range of language levels. Participants will first study a CrimeStoppers Video Package which will be used as a model to develop a plan for similar video packages created using authentic teaching materials. The workshop will examine a range of learning activities and teaching ideas within the context of thematic units development. (Rastan-Schnepp) \$50  
1 day - Sa. Mar 04, 09:30-15:30 - KEC

**Fostering Cross-Cultural Understanding in the ESL Classroom (150879)**

This five-hour workshop has been designed for experienced ESL instructors who teach in a multicultural setting. Participants will begin by exploring the basis of their values. Participants will also explore a range of student-centred activities and teaching techniques that will lead ESL learners to better understand their culture, to recognize cultural differences and similarities, and to foster greater cultural understanding and acceptance in the ESL classroom. (Carbone) \$55  
1 day - Sa. Mar 18, 09:00-15:00 - KEC

**Trouble-Shooting Pronunciation Problems in the English as a Second Language Classroom (150891)**

This three-hour course will provide the opportunity to learn or review some practical hand gestures for speech correction in the ESL classroom. Participants will examine in detail unreleased consonants and the many aspects of [ r ]. Please note that TESL Certificate students wishing to register in this course must have successfully completed the Teaching Pronunciation course (150812). (Essig) \$50  
1 aft - Sa. Jan 28, 13:00-16:00 - KEC

**Using Games in the ESL Classroom (150896)**

This three-hour hands-on workshop is for new ESL teachers who would like to learn a variety of games that can be used to promote the use of English in the ESL classroom. Games for all language levels will be

presented as well as adaptations of commercial board games that can be used to teach ESL. (Quirk) \$40  
1 day - Sa. Mar 04, 10:00-13:00 - KEC

**ESL Resources and Publications Open House (150897)**

This two-hour session has been developed for TESL students and practising ESL instructors who wish to learn more about current ESL resources. Two representatives from national ESL publishing houses will preview their latest ESL materials for participants. Current teachers' manuals, students' texts and workbooks, audiotapes and teaching methodology books will be featured. The King Edward Campus Bookstore is sponsoring this event and will remain open during the evening. \$20  
1 eve - We. Jan 25, 18:30-20:30 - KEC  
1 eve - We. Mar 08, 18:30-20:30 - KEC

**Social Issues and the ESL Class (150895)**

Over the past few years the trend has been towards learning ESL through content-based curricula. This three-hour workshop incorporates the latest techniques in presenting content, stimulating discussion and encouraging critical thinking. The techniques have been successfully used in the classroom. They are based on a student-centred, communicative approach encouraging active participation. Through an exploration of topical issues such as racism, pollution and medical ethics, the participants will learn how to teach language skills using a variety of activities including role plays, guest speakers, community projects and contact assignments. Presenters will lead the participants through a unit, beginning with brainstorming, introducing new content, using the material, and finally reviewing and reinforcing information. (Hoppentrath/McAlister) \$40  
1 mng - Sa. Feb 04, 09:30-12:30 - KEC

**An Introduction to the Computer Lab for ESL Instructors (150883)**

This four-hour hands-on workshop will introduce ESL instructors to the use of the computer lab as a tool for teaching ESL. It will provide those unfamiliar with computer labs with a brief introduction to computer jargon and an overview of the ESL software programs for IBM computers. This workshop will be held in the Computer Lab at the KEC (North) Campus located at 219 Dundas Street, Vancouver. (Sayson/Jabaji) \$50  
1 aft - Sa. Mar 18, 13:00-17:00 - KEC North

**Teaching English as a Second Language Inservice Qualification Program**

The VCC TESL Inservice Qualification Program has been developed for experienced ESL instructors who do not have a recognized TESL teacher-training credential. The TESL Inservice Qualification Program is 130 hours long and consists of five instructional components. The five components are An Introduction to ESL Instruction, Teaching Grammar, Teaching Communication Skills, Teaching Reading and Writing and an Internship. The program is offered on weekends and is divided between direct instruction and distance education. On successful completion of the TESL Inservice Qualification Program, graduates will receive a document from VCC certifying their achievement and will also qualify for a Professional Standards Certificate: Level Two from the BC Association of Teachers of English as an Additional Language.

**NOTE**

The deadline for applications is December 12, 1994. Phone 871-7070 for a program guide and application form.

**Admission**

1. Applicants must have successfully completed an undergraduate university degree as verified by sealed, official university transcripts.
2. Applicants must submit two teaching references from past employers. The reference form for the TESL Inservice Qualification Program provided in the information guide may be used, or two letters of reference dealing specifically with the ability to teach English language skills.
3. Applicants must have a minimum of one year of documented classroom teaching in a recognized English language educational institution. Classroom teaching

must be documented with official institutional records or institutional contracts. Please note that 650 hours of classroom instruction is recognized by BC TEAL as equivalent to one year of teaching. Please complete the teaching experience form provided in the information guide.

4. Applicants must have attended/participated in professional development in the field of ESL instruction.
5. Applicants must have a standard of spoken English equivalent to that of an educated native speaker of English. A good command of grammar, usage, punctuation, and spelling is also required for entry into this program of studies. Applicants whose first language is not English may be asked to submit their score on the University of Cambridge Certificate of Proficiency in English. A grade of B is required for admission into the TESL Inservice Qualification Program.
6. Applicants must have a successful phone interview with the program staff.

**Instructors**

*Chris Clark, B.A. (Speech Sciences), TESL Certificate (Vancouver Community College). Chris is department head of the ESL Vocational Department at VCC. She is interested in promoting communicative language teaching, and has been involved in teacher-training projects throughout the Lower Mainland and Czechoslovakia. Chris teaches in the TESL Certificate Program and teaches the Teaching Communication Skills component in the TESL Inservice Qualification Program.*

*Jennifer House, B.A., B.Ed., M.Ed. Jennifer has taught at UBC and at VCC since 1973. She is interested in teacher training, community-based ESL classes, ESL tutor-training programs, and has written many ESL publications. Jennifer coordinates the TESL Certificate Program, teaches in the TESL Certificate Program and the Introduction and Internship component in the TESL Inservice Qualification Program.*

*Marion Lovelace, B.A., B.Ed., M.Ed., TESL Certificate (Vancouver Community College). Marion is currently teaching in the ESL College Preparatory Department at VCC and has published poetry in several anthologies. Marion teaches in the TESL Certificate Program and teaches the Teaching Reading and Writing component in the TESL Inservice Qualification Program.*

*Judy Taylor, B.A. (Linguistics), TESL Certificate (Vancouver Community College). Judy has taught in the ESL Vocational Department at VCC since 1988. Her special areas of interest include phonology, stress and intonation. Judy teaches in the TESL Certificate Program and teaches the Teaching Communication Skills component in the TESL Inservice Qualification Program.*

*Martyn Williams, B.A. RSA/Cambridge Diploma TEFLA. Martyn has been teaching ESL and EFL since 1982 in Germany, Italy, UK, Japan and Canada. Martyn has taught English as a Foreign Language in Spain and London and has been teaching ESL at VCC since September 1986. Mima has taught the RSA/Cambridge CTEFLA course at Columbia College. Mima teaches the TESL Inservice Qualification Program component of the TESL Inservice Qualification Program.*

*Mima Wilson, B.A. (Linguistics), RSA TEFLA Certificate, RSA TEFLA Diploma (International House). Mima has taught English as a Foreign Language in Spain and London and has been teaching ESL at VCC since September 1986. Mima has taught the RSA/Cambridge CTEFLA course at Columbia College. Mima teaches the Teaching Grammar component of the TESL Inservice Qualification Program.*

**The TESL Inservice Qualification Program (150201)**

The TESL Inservice Qualification Program consists of five components. Each component is divided into direct instruction and distance education.

**An Introduction to ESL Instruction (150202)**

The program introduction will examine the principles of English as a Second Language instruction, curriculum development, and cultural awareness and cross-cultural communication. Direct Instruction-6 hours Distance Education-3 hours (House)  
1 eve - Fr. Jan 20, 15:00-22:00 - KEC

**Teaching Grammar (150203)**

This component will examine the instructional methodology used to teach grammar to English as a Second Language speakers. Grammatical structures from the beginner through the advanced level will be addressed in this component.

Direct Instruction-18 hours Distance Education-12 hours (Wilson/Williams)  
3 sessions - Sa/Su. Jan 21/22, 09:00-16:00; Fr. Feb 10, 15:00 - 22:00 - KEC

**Teaching Communication Skills (150204)**

This component will examine the instructional methodology used to teach pronunciation, listening and speaking skills to English as a Second Language speakers. Direct Instruction-18 hours Distance Education-18 hours (Clark/Taylor)  
3 sessions - Sa/Su. Feb 11/12, 09:00-16:00; Fr. Mar 03, 15:00 - 22:00 - KEC

**Teaching Reading and Writing (150205)**

This component will examine the instructional methodology used to teach reading and writing skills to English as a Second Language speakers. Direct Instruction-18 hours Distance Education-12 hours (Lovelace)  
3 sessions - Sa/Su. Mar 04/05, 09:00-16:00; Sa. Apr 08, 09:00-16:00 - KEC

**Internship (150206)**

This component will focus on the practical application of the theory of English as a Second Language instruction in an ESL instructional setting. The principles of classroom management, lesson planning, the effective use of instructional aids, and teaching resources will be addressed in this component. Direct Instruction-5 hours Practicum-20 hours (House)  
4 weekends - Fr. Jan 20, 15:00-22:00; Sa/Su. Jan 21/22, 09:00-16:00 - KEC  
AND Fr. Feb 10, 15:00-22:00; Sa/Su. Feb 11/12, 09:00-16:00 - KEC  
AND Fr. Mar 03, 15:00-22:00; Sa/Su. Mar 04/05, 09:00-16:00 - KEC  
AND Sa. Apr 08, 09:00-16:00; Su. Apr 09, 09:00-15:00 - KEC

**Health Care & Self-Improvement**

**Professional & Allied Health Care**

These courses will be of interest to health care workers, social service workers and family care givers.

For phone registration call 874-9923.

**INSTRUCTORS**

*F. Barker, R.N., is a charge nurse in the Coronary Care Unit at St. Paul's Hospital. She has worked in CCU for several years and has experience in CCU clinical teaching and research. She combines up-to-date knowledge and a strong clinical background to provide a practical approach to cardiac monitoring.*

*A. Beesack, B.A., D.V.A.T.I., is a certified art therapist in private practice. She does individual counselling and offers workshops and groups in art therapy and creative processes. Anne has over 1000 hours of practical experience using art with clients in a variety of settings. She has worked with children, teens and both young and older adults.*

*Mary Blake, R.Psych., is a social worker currently employed by VGH Geriatric Psychiatry Outreach team. Her clinical experience has largely been in geriatrics and psychiatry in the community setting. She has worked closely with the Office of the Public Trustee in doing competency assessments. She has also been involved in the recent Guardianship Hearings. She has a position in the Division of Geriatric Psychiatry, Faculty of Medicine at UBC.*

*Alister Browne, Ph.D., is an ethicist in the Division of Biomedical Ethics, UBC, and teaches philosophy at Langara College. He is a member of the Ethics Committee of Vancouver Hospital, Burnaby Hospital, Children's Hospital, Banfield Pavilion (Long-Term Care, Vancouver Hospital) and a consultant to the Ethics Committee of Holy Family Hospital. He is also on the*

*Board of Directors of the Victorian Order of Nurses, the BC Civil Liberties Association and a member of the Steering Committee for the British Columbia Centre for Excellence of HIV/AIDS, St. Paul's Hospital. For the past year Alister has been giving workshops in ethics committee education throughout the province.*

*Carol Carr, M.S.W., is the social work consultant for the Hospice Program, Continuing Care Division, Vancouver Health Department. Her clinical experiences have been developed in a variety of settings, including hospitals, child welfare and family therapy.*

*J. Cooper, R.N., has extensive experience in practice and teaching (both in Canada and the USA) in CCU, ICU, open-heart surgery and cardiac cath labs. Before joining Teletronics she was a research associate in clinical electrophysiology at University Hospital.*

*N. McCoy, R.N., B.S.N., M.Ed., is a nurse educator at Langara College and an active participant of the Holistic Nurses Group, a professional practice group of the RNABC. She has studied and taught therapeutic touch, yoga, relaxation, meditation and wellness in the workplace. Nadene is also presently studying Healing Touch (as sponsored by the American Holistic Nurses' Association).*

*M. Mogg, R.N., B.A. (Soc.) M.A. (Women's Studies), is a community mental health nurse with a wealth of knowledge about multicultural health issues. Along with several years' experience as a college instructor, she is a Vancouver Multicultural Society member and a member of the Vancouver Society of Immigrant and Visible Minority Women.*

*P. Moore, B.A., R.N., M.Ed., has several years' experience in the applied health field and has taught professional development courses in a variety of settings. Pru's course emphasizes experiential learning and practical application of adult education principles. Her confident, relaxed teaching style serves as an excellent role model for aspiring adult educators.*

*C. Salton, B.A., M.S.N., is the clinical nurse specialist for the Hospice Program of the Vancouver Health Department. Her clinical areas of interest include patient and family education, survivorship issues, support groups for care of patients and their families and symptom management. She has presented extensively for professional and volunteer groups.*

*J. Shaw, B.A., Dipl. Gerontology, M.A. (candidate), is the director of the West End Seniors' Network in Vancouver. In 1989 she received a grant from Seniors' Independence Program to develop storytelling skills with seniors. This project has grown to include partnerships with elementary and secondary schools, with special emphasis on working with immigrant and refugee students. Jenny recently authored a manual entitled, Turning Memories into Stories.*

*B. Spring, B.A., M.D., is a family physician, a community consultant for the Hospice Program of the Vancouver Health Department and a physician in the Palliative Care Unit of Vancouver General Hospital.*

*L. Thorson, R.N., is program director of the Thorson Pain Rehabilitation Clinic. She has experience in intensive care nursing and has been a biofeedback therapist since 1989. Lynda completed the Stens Corporation Professional Biofeedback Certificate Program in Seattle, WA in 1994.*

**Fourth Annual Traditional Chinese Medicine Tour to the People's Republic of China**

April 17-May 01, 1995  
(Extended periods of study and/or travel can be individually arranged.)

For health care personnel. Explore Traditional Chinese Medicine (TCM) as it is practised today in the People's Republic of China. This unique program focuses on the clinical practice of acupuncture taught by highly-skilled TCM physicians at the Hangzhou Hospital of Traditional Chinese Medicine. Also includes training in other traditional therapies such as Qi Gong, Tuina (massage) and herbal remedies. There will be pre-trip orientation and study group sessions to prepare participants. This program is designed to meet the needs of serious students and veteran practitioners as well as for individuals with a more casual interest in the healing arts and cultural enjoyment. VCC tour leader, Les Moncrieff, has studied acupuncture in China. This is his fourth trip as tour leader.

Price: \$3470 double occupancy, includes return airfare from Vancouver, all land travel arrangements, tuition,

organized sightseeing, accommodation and meals. A portion of the tour price qualifies for a tax receipt. Prices subject to change without notice. For further information call Sheila Stickney - 874-9923 or Les Moncrieff - 520-3505.

**Learning to Teach: A Practical Course for Health and Social Service Professionals (202719)**

If education is among your interests, improve your teaching skills at this interactive, practice-oriented workshop. Instructor Pru Moore creates a comfortable, non-threatening atmosphere and helps you learn and experience adult education principles and instructional methods from planning through to evaluation. Allow 5-10 hours per week during the course for reading. Course texts are required - available at KEC Bookstore. Five-Fridays format. Eligible for three credits in BCIT's Advanced Diploma Program. (Moore) \$350  
5 day - Fr. Feb 24, Mar 03/10/17/31, 09:00-16:00 - KEC West

**Palliative Care Concepts for Professionals in Care Facilities (202772)**

Clarify your role in caring for persons with terminal illness, and acquire skills for performing that role. From the perspective of an instructional team of nurse, social worker and family physician you will learn about: hospice care's philosophical framework; losses associated with dying; empathic listening and responding; managing symptoms that interfere with breathing, eating, continence, skin integrity and normal functioning; and formulating interventions when death is near. Learning activities involve: informal lecture, small group discussion, exercises and handouts. Designed for professionals in long-term care facilities. (Carr/Salton/Spring) \$90 (Co-sponsored with Continuing Care Division, Vancouver Health Department)  
1 day - Fr. Mar 03, 09:00-17:00 - KEC

**Caring for Persons with a Terminal Illness (200727)**

A unique opportunity for facility care aides and home support workers to learn about palliative care from a team of clinical nurse specialist and social worker. You will learn: about your attitudes, beliefs and feelings about death; how to provide care that is sensitive to clients' and families' needs; how to listen and respond to a dying person's emotional needs; how to provide physical comfort and what to do if death occurs. This course is co-sponsored with the Continuing Care Division of the Vancouver Health Department and is for experienced home support workers and facility care aides who are fluent in English and understand basic blood and body fluid precautions. Building on this basic course, you can pursue additional specific training in Levels I & II courses of the Caring for People Living with AIDS or HIV. (Carr/Salton) \$65  
1 eve - Fr. Feb 10, 17:45-20:30 AND 1 day - Sa. Feb 11, 09:00-16:00 - KEC

**Caring for People Living with HIV or AIDS - Level I (201058)**

This three-hour session builds on what you learned in the course Caring for Persons With a Terminal Illness. Intended for experienced home support workers this course introduces issues around HIV and AIDS, and home-centred care. You will learn about the impact of AIDS and HIV on home-centred care and will gain awareness to increase your comfort level while working with AIDS and HIV clients. (Co-sponsored with Vancouver Person's with AIDS Society, the Positive Women's Network, and AIDS Vancouver). \$45  
1 eve - Th. Mar 09, 18:00-21:00 - KEC West

**Caring for People Living with HIV or AIDS - Level II (201063)**

This Level II course examines specific knowledge and skills related to working with people experiencing HIV/AIDS. Topics: standards of care; opportunistic infections and treatment issues; pain management; the home support workers role in HIV/AIDS care; impact of attitudes toward sexuality on quality of care; community resources; support networks, and the importance of incorporating self care into your work. (Prerequisites 200727 and 201058.) (Co-sponsored with Vancouver Person's with AIDS Society, AIDS Vancouver, and the Positive Women's Network.) \$65  
1 eve - Fr. Mar 31, 18:15-21:00 AND 1 day - Sa. Apr 01, 09:00-16:00 - KEC

**Validation and Life Review Through Storytelling: A New Approach for Care Givers (200736)**

Storytelling is an effective and entertaining way of validating life experiences for people of all ages, but especially for those dealing with the uncertainties and changes involved in coming to terms with the aging process. Facilitating a storytelling group involves patience and skills learned over time, but brings with it many lasting rewards. This course will give you ideas for getting started and provide suggestions for implementing storytelling as a useful tool for promoting well-being among participants. The course includes demonstration and discussion of the art and value of storytelling, with the help of some veteran senior storytellers. (Shaw) \$90  
1 day - Th. Mar 16, 09:00-16:00 - KEC West

**Introduction to Art Therapy (202785)**

What is art therapy? What does an art therapist do? This experiential workshop will familiarize you with the field of art therapy, the creative process and the role of art within the healing process. Through exercises, discussion and hands-on exploration of art materials, you will gain an understanding of how to respond to and encourage another person's expression of self through art. You will learn to identify clients who could benefit from the use of expressive arts and recognize therapeutic qualities of different art media. (Beesack) \$90  
1 day - Mo. Mar 27, 09:00-16:00 - KEC West

**Issues and Needs in Multicultural Health Care (200725)**

Keeping abreast of health care challenges in the 1990s involves learning more about culture. Through exercises, group discussion, media and case studies you will learn about the impact of socio-cultural factors such as language, values, beliefs and customs on health behaviour, communication, family relationships and reactions to illness. You will learn to incorporate cross-cultural knowledge, including specific needs of immigrant children, adolescents, women and seniors, in health assessment. (Mogg) \$90  
1 day - Mo. Feb 27, 09:00-16:00 - KEC West

**Differing Health Care Needs of Ethnic Groups (200728)**

Building on Issues and Needs in Multicultural Health Care, this course surveys the realities and health care needs of Chinese, Japanese, Vietnamese, Central American, East Indian and West Indian immigrants in British Columbia. This knowledge, plus an overview of what it takes to provide culturally-sensitive health care, will prepare you to work more effectively with multi-ethnic populations in community or institutional settings. Drawing on a wealth of knowledge and experience in cross-cultural health care, instructor Monica Mogg teaches you how to build effective relationships and use specific approaches with several ethnic groups. (Mogg) \$90  
1 day - Mo. Mar 13, 09:00-16:00 - KEC West

**Non-Traditional Healing Modalities (202750)**

Learn to understand holistic health as a complementary healing process. Experience practices and techniques of visualization, imagery, relaxation, therapeutic use of sound, breath work, centring, grounding and energy fields. Instructor Nadene McCoy has successfully integrated holistic health principles and concepts in her professional practice and is a skilful facilitator of experiential learning. (McCoy) \$40  
1 eve - Tu. Jan 31, 19:30-22:00 - KEC West

**Therapeutic Touch - Level I (202752)**

Learn methods to promote healing, comfort and relaxation through touch. Designed for those interested in holistic health concepts and involved in care giving roles. You will learn to identify appropriate uses of therapeutic touch, and to perform therapeutic touch techniques originally developed by Dr. Dolores Kreiger at New York University. (McCoy) \$90  
1 day - Sa. Feb 04, 09:30-16:30 - KEC West

**Introduction to Massage Therapy (200737)**

The role that massage can play in healing is well recognized by the general public and health care providers. This 12-hour course introduces you to the field of massage therapy and helps you learn to perform basic relaxation massage techniques that can be used by the public. The training method emphasizes practical application. The instructors recommend that you wear shorts and a tank top and come prepared to practise massage techniques in a small group format. Bring two sheets, two small towels and an exercise mat. Course instructors have a minimum of 2000 hours of clinical

experience and are teaching assistants or instructors at the West Coast College of Massage Therapy and Registered Massage Therapists in BC. \$120  
3 eve - We. Feb 15/22, Mar 01, 18:30-21:30 - KEC West

**Relaxation and Stress Reduction Through Biofeedback (202781)**

Come and learn, hands-on, about biofeedback - a non-invasive treatment technique in which people are trained to improve their health by learning to use signals from their own bodies. Biofeedback monitors act as a kind of sixth sense which allows you to "see" or "hear" activity from your own body. Learn how biofeedback is useful in managing problems such as: stress, anxiety, chronic pain, headaches, TMJ, stress incontinence and high blood pressure. This course is open to anyone who is interested. Co-sponsored with the Thorson Pain Rehabilitation Clinic, the course provides an opportunity for you to see and experience biofeedback and monitoring processes first hand. (Thorson) \$45  
1 eve - Tu. Feb 21, 18:30-21:30 - Thorson Pain Rehabilitation Clinic

**Cardiac Monitoring (202603)**

For all health care personnel who require a basic understanding of cardiac arrhythmias. Covers cardiac electrophysiology, monitoring techniques, components of ECG complex, and identification and interpretation of sinus, atrial, junctional and ventricular arrhythmias. (Barker) \$245  
3 day - Tu. Feb 21/28, Mar 07, 09:00-16:00 - KEC West

**Rapid Interpretation of the Twelve Lead ECG (202607)**

Unravel the mysteries of the 12 lead ECG and learn to recognize pathologic conditions from ECG interpretation. For CCU and ICU nurses, ECG technicians and paramedics. Fee includes lunch. (Cooper) \$95\*  
1 day - Th. Mar 09, 09:00-16:00 - KEC West

**The Twelve Lead ECG and its Clinical Applications (202616)**

The course includes ECG findings related to thrombolytic therapy, right ventricular and posterior infarct, drugs and electrolyte effects, wide complex tachycardias and bifascicular blocks in the acute MI. Fee includes lunch. (Cooper) \$95\*  
1 day - Fr. Mar 10, 09:00-16:00 - KEC West

\* If registered in both courses fee is \$180

**Series - Ethics: Basic Ethics for Health Care (202788); Ethics Committees (202789)**

It is now commonly recognized that every significant health care decision has an ethical component. This series is designed so that participants will have ample opportunity for discussion and consideration of cases and will come away with structured information on ethics. Course I takes participants to a state of basic ethical literacy which enables them to read health care ethics literature and organize their ethical thinking. Course II prepares participants for roles in setting up or serving on ethics committees (includes a manual of ethics committee resources). Emphasis is on long term and community care. Courses may be taken individually. (Browne)  
**Basic Ethics for Health Care (202788) \$90**  
1 day - Fr. Mar 10, 09:00-16:00 - KEC  
**Ethics Committees (202789) \$90**  
1 day - Fr. Mar 17, 09:00-16:00 - KEC

**Competency Assessment with the Older Adult (202827)**

This workshop will help health and social service professionals understand the main indicators of need for competency assessment and the process of assessment for competency. Topics: "language" used in competency assessment; relevant legislation; ethical issues involved in dealing with autonomy, self-determination, decision-making, guardianship and self-neglect; indicators for competency assessment; practical issues such as referrals, consent, documentation and competency protocols. (Blake) \$90  
1 day - Tu. Mar 28, 09:00-16:00 - KEC West

**Camouflage Therapy (200738)**

In this three-week part-time program, estheticians and nurses will learn how to work with clients to overcome the stigma of temporary and permanent skin disfigurements through the application of camouflage makeup. Camouflage therapists work with individual clients to assess and plan the type of camouflage makeup required and its application, teach clients how to apply the makeup independently and refer and consult with medical personnel. This program is intended for estheticians,



cosmetologists and registered nurses. Evaluation is by written and practical classroom work and a final exam (written and practical). Participants must purchase a textbook and kit (approximate cost \$460) that contains all materials required for classroom, homework and establishing a camouflage therapy practice. (E. Clarke) \$510  
9 day - Tu/Th/Fr, Feb 21/23/24/28, Mar 02/03/07/09/10/14, 09:00-16:00 - CC

#### Dealing with Changes in Your Workplace (201062)

Would you like to increase your levels of comfort and control as rapid and numerous changes occur in your workplace? Are you facing a role shift that requires new skills? This course is designed to help you experience a greater sense of personal control and competence in the midst of change. Topics:

- facts and concepts about change which will assist you to understand your situation and your reaction to it
- you will develop a personalized plan of action which includes stress "safety valves" and a set of highly-effective, practical, self-management skills
- how to create a motivational framework that will keep you on track as you put your plan into action. (Barclay) \$90

2 eve - Tu, Mar 07, 18:30-21:30 - KEC West

For additional courses see SELF-IMPROVEMENT Section.

### Childbirth Educators – Non-Certificate

#### Teaching Skills for Childbirth Educators (202504)

Persons already teaching childbirth education who wish to upgrade their skills may enroll in this course. (Donaldson) \$345  
4 day - Th/Fr/Sa/Mo, Mar 30/31, Apr 01/03, 09:00-16:00 - KEC West

For course information and registration phone 874-9923.

### Childbirth Educators Certificate Program

This certificate program is designed to prepare registrants to teach childbirth preparation classes. The three courses provide the knowledge and skills necessary to select appropriate content, develop lesson plans, use effective teaching techniques and manage the learning situation.

Participants should be eligible for RNABC registration or have a health or education background. Previous maternal-child experience is an asset.

#### Course Description

The certificate program consists of three courses – two independent (guided) study and one classroom course. Participants have one year to complete Course I and two years to complete the entire program. Courses I and II may be taken independently by persons already teaching childbirth education classes.

#### Course I – Core Content for Childbirth Educators (202502)

Guided study – 14 modules, 110 hours (Donaldson) \$275

#### Course II – Teaching Skills for Childbirth Educators (202504)

24 hours in classroom, 49 hours total (Donaldson) \$345  
4 day - Th/Fr/Sa/Mo, Mar 30/31, Apr 01/03, 09:00-16:00 - KEC West

#### Course III – Practicum for Childbirth Educators (202501)

43 hours. Arranged on an individual basis. (Donaldson) \$125

Program Coordinator: Diane Donaldson, R.N.  
Senior Program Coordinator: Sheila Stickney

For course information call 874-9923

### Gerontology Nursing – Certificate Program

Nursing practice in the complex and multidisciplinary field of gerontology requires a unique combination of knowledge and skills. This 18-month part-time certificate program assists nurses to acquire the competence needed to assume leadership roles in the gerontological nursing field. Based on current research and theory, courses involve a combination of independent reading, interactive classroom learning and application in practice settings. The program is available to RNs, RPNs, and BSNs working in community, acute care or long-term care settings.

Program Coordinator: Grace Hodgins  
Senior Program Coordinator: Sheila Stickney

#### INSTRUCTORS

Barbara Berry, R.N., B.Sc.N., M.A., is a coordinator of the Non-Profit and Fundraising Management Certificate Programs at VCC. Recently, she has coordinated the BC Healthy Communities Network and has served as a consultant to seniors' groups and non-profit organizations in program development and evaluation. She has extensive experience in community health nursing and adult education. Her recent research work enabled her to develop expertise in fieldwork strategies, qualitative methods and participatory evaluation with seniors' groups working on health promotion projects.

Barbara Dechant, B.Sc. (Pharm.), R.P.H., Ph.D. candidate, is a long-term care clinical pharmacy consultant. She has been involved in long-term care and extended care pharmacology in hospital and community settings since 1981 and has taught courses at many centres throughout BC.

Karen Jonson, R.N., M.H.Sc., is a member of the nursing faculty at Trinity Western University. From 1991 to 1994 she was assistant director of Extended Care for Clinical Practice and Education, Peace Arch Hospital. Her prior roles involved clinical practice, research and educational consulting. Her special research interests are: lifestyle and behaviour change in cardiac and other chronic illnesses, and care of older persons with dementia.

Karen Kline, R.N., M.Sc.N., has been a clinical nurse specialist in gerontology for 15 years. She is currently employed in that role at Lion's Gate Hospital. Her past experience includes both acute and long-term care settings and she has been a consultant to several long-term care facilities. Karen's research focuses on enabling the abilities of cognitively-impaired elders and on behavioral problems in older persons. In these topic areas she has published numerous articles and recently co-authored a book.

Monica Mogg, R.N., B.A. (Soc.) M.A. (Women's Studies), is a community mental health nurse with a wealth of knowledge about multicultural health issues. Along with several years' experience as a college instructor, she is a Vancouver Multicultural Society board member and is currently an active committee member with the Vancouver Society of Immigrant Women.

Heather Pattullo, R.N., B.S.N., M.Ed., is a seniors wellness coordinator with the Vancouver Health Department, a role which involves liaison and/or facilitation with numerous Lower Mainland health promotion groups. Heather's background also includes experience as a case manager in long term care. She is currently an active member of the BC Public Health Association.

Janice Stanbury, R.N., B.S.N., M.S.N. is a clinical nurse specialist in the Geriatric Assessment and Treatment Program at St. Paul's Hospital. She brings to her teaching an extensive knowledge base and the unique perspectives she has acquired through clinical and management roles in acute, long-term and community care settings.

#### Prerequisites

- current Registered Nurse (R.N.) or Registered Psychiatric Nurse (R.P.N.) status
- current Basic Cardiac Life Support – C level
- one year of nursing practice within the past three years

#### Certificate Requirements

- six 36-hour courses (Introduction to Gerontology; Health and Health Problems in Later Life; Communications; Introduction to Gerontological Nursing; Gerontological

Nursing I; and Gerontological Nursing II)

- a 122.5-hour practicum
- a 12-hour elective

#### Evaluation

Students will be evaluated on the basis of assignments, exams and demonstrated skills.

#### Course Fees

36 hours – \$245; practicum – \$245

#### Information Session

For more information attend the following meeting:  
1 eve - Th, Jan 12, 19:00-21:30 - KEC West

#### Length of Program

One to two courses per term: Five terms – 18 months. The program must be completed in two years.

#### Application

Contact the program assistant at 874-9923 for brochure and application form. Qualified students are accepted in order of receipt of application.

### Courses offered this term

Open to certificate program students who have met entry requirement:

#### Communications (203603)

Through study and application of effective interpersonal behaviours, participants increase their confidence and competence as communicators and leaders in a variety of situations. Focus is on communicating proactively and responsibly with older adults and colleagues in one-to-one and group situations. Participants examine leadership concepts and skills, including practical application of problem-solving, conflict resolution and team-building strategies. (Berry) \$245  
6 day - Th, Jan 12, 09:00-16:00 - KEC West

#### Introduction to Gerontological Nursing (203604)

Provides an overview of the gerontological nursing specialty in Canada: history, philosophical underpinnings, roles, functions, standards and current issues. Emphasis is placed on theory-based practice and on mutual problem solving with older adults and their families. Participants examine their role in quality and risk management. (Jonson) \$245  
6 day - We, Mar 08, 09:00-16:00 - KEC West

#### Gerontological Nursing II (203606)

A continuation of Gerontological Nursing I, this course focuses on the nurse's role in psychosocial assessment and intervention with the older adult. Emphasis is on nursing interventions for commonly encountered concerns including psychosocial and behavioural difficulties. (Kline) \$245  
6 day - Fr, Jan 13, 09:00-16:00 - KEC West

### Electives offered this term

Open to certificate program students and other health professionals

#### Multicultural Health Care Series – Issues and Needs in Multicultural Health Care (200725)

Keeping abreast of health care challenges in the 1990s involves learning more about culture. Through exercises, group discussion, media and case studies you will learn about the impact of socio-cultural factors such as language, values, beliefs and customs on health behaviour, communication, family relationships and reactions to illness. You will learn to incorporate cross-cultural knowledge, including specific needs of immigrant children, adolescent, women and seniors, in health assessment. (Mogg) \$90  
1 day - Mo, Feb 27, 09:30-16:30 - KEC West

#### Differing Health Care Needs of Ethnic Groups (200728)

Survey the realities and health care needs of Chinese, Japanese, Vietnamese, Central American, East Indian and West Indian immigrants in British Columbia. This knowledge, plus an overview of what it takes to provide culturally sensitive health care, will prepare you to work more effectively with multi-ethnic populations in community or institutional settings. Drawing on a wealth of knowledge and experience in cross-cultural health care, instructor Monica Mogg will help you learn how to build effective relationships and use specific approaches with several ethnic groups. (Mogg) \$90  
1 day - Mo, Mar 13, 09:30-16:30 - KEC West

### Series – Ethics: Basic Ethics for Health Care (202788); Ethics Committees (202789)

It is now commonly recognized that every significant health care decision has an ethical component. This series is designed so that participants will have ample opportunity for discussion and consideration of cases and will come away with structured information on ethics. Course I takes participants to a state of basic ethical literacy which enables them to read health care ethics literature and organize their ethical thinking. Course II prepares participants for roles in setting up or serving on ethics committees (includes a manual of ethics committee resources). Emphasis is on long term and community care. Courses may be taken individually. (Browne)

#### Basic Ethics for Health Care (202788) \$90

1 day - Fr, Mar 10, 09:00-16:00 - KEC

#### Ethics Committees (202789) \$90

1 day - Fr, Mar 17, 09:00-16:00 - KEC

### Continuing Care Management Certificate Program

This one-year part-time certificate program has been developed in collaboration with the British Columbia Association of Community Care and piloted in Vancouver in 1994. The program provides an opportunity for managers and administrators in Continuing Care to develop their abilities in establishing efficient organizations, effective care teams and quality care outcomes. This is an interactive learning program with class size limited to allow maximum participation. Course assignments are required in which participants apply course content to the operation of their facilities. The program is being offered in Vancouver and Victoria this year.

#### Prerequisites

Current practice in the Continuing Care field in a managerial or administrative position, or employment in a managerial position with the availability of a Continuing Care environment in which to apply unit-based assignments.

#### Certificate Requirements

The program consists of six courses, totalling 144 hours of instruction. (Management Processes; Communications; Introduction to Continuing Care Management; Personnel Management; Financial Management; Organizational Development and Evaluation). Courses must be taken in chronological order. Each course is offered in four-day formats, 09:00-16:00 hours.

#### Course Fees

Each course costs \$400

#### Evaluation

Students will be evaluated on practice-based assignments, attendance and class participation.

#### Length of Program

Three terms – 12 months

#### Program Coordinator

Sheila Stickney

#### Application

Call 874-9923 for brochure and application form. Qualified participants are selected in order of receipt of application.

#### INSTRUCTORS

All instructors are practising professionals in the continuing care or related fields and are able to provide up-to-date practical experience and knowledge.

W. Baird Blackstone, a senior consultant, Community Care, with the Health Employees Association of British Columbia, has extensive background in employee relations and teaching.

Gerrit Clements is the special health law consultant to the Ministry of Health and has practised health and hospital law since 1974.

Allan Curtis is a business consultant with extensive experience in administration and financial management in community care.

Aida Davis is the director of services to adults at the Office of the Public Trustee and has been associated with the continuing care field for a number of years.

Rob Goodall has extensive experience as a health care educator and is a management consultant with a special interest in CQI.

### Courses offered this term

#### Management Processes (201601)

This course provides an overview of management theory and processes, including management principles and styles, organizational structures, management skills, power and change theory, strategic planning, and team building within the organization. (Goodall) \$400

#### Vancouver offering

4 day - We/Th/Fr/Sa, Mar 14/15/16/17, 09:00-16:00 - KEC

#### Victoria offering

4 day - Tu/We/Th/Fr, Mar 29/30/31, Apr 01, 09:00-16:00 - Camosun College

### Nursing Management Certificate Program

#### INSTRUCTOR

Irene Rohrer, R.N., M.S.N., has had previous experience as assistant head nurse, head nurse and teaching in various areas. She is currently nurse manager of the Emergency and Palliative Care units of MSA Hospital

#### Nursing Management Certificate Program (202801)

This program reflects 1990's concepts of nursing management and is designed for all nurses who are responsible for the management of patient care. Emphasis is on practical performance as well as theoretical foundations underlying effective behaviours. Assigned exercises will be completed on the job or through simulated situations. A Vancouver Community College Certificate is awarded upon satisfactory completion of the program. Transfer credit to Health Care Management Program Level I, BCIT, and the University of Victoria and UBC BSN programs is available.

#### Course Description

The certificate program is offered in a part-time format of 45 hours, with an additional 45 hours of reading and assignment requirements.

#### Content Areas

- management theory
- management processes
- communication skills
- communication styles
- interviewing skills
- written communication
- power and change
- group process
- quality assurance and risk management
- staff development
- employment processes - hiring, performance appraisal, termination
- labour relations
- handling the problem employee
- successful job hunting, \$400. Part-time format  
7 day - Mar 11, Apr 01/08/22, May 06/27, Jun 03, 09:00-16:00 AND 1 eve - We, May 17, 18:30-21:30 - KEC

Program Coordinator: Grace Hodgins

### Sterile Supply Aide

Independent study (correspondence course) offered for individuals working as sterile supply processing aides or technicians who wish to update their knowledge of related subjects. Especially useful for those who learned on-the-job with only minimal theory. Learn principles of microbiology and infection control, decontamination, assembly, sterilization, storage and distribution of equipment, instruments and supplies. (Stickney) \$270 Ongoing registration. For further information call 874-9923.

### Self-Improvement

#### INSTRUCTORS

Rae Barclay, B.A. Dipl. (Counselling), through one-to-one counselling, small group work and educational seminars, has assisted numerous individuals to deal with life challenges and accomplish significant personal development and change. She combines a warm interpersonal style with a wealth of experience to create an empowering learning experience.



T. Swankey has been active in communication education and training since 1980, both as a consultant and a teacher in business management and communication. He currently manages his own business and provides a communication consulting service to numerous school boards, corporations and individuals in the Greater Vancouver area.

#### True Colors® (503496)

True Colors® is an interactive model that helps people understand their own behaviours, skills, needs and motivations and those of the people they interact with. This introductory workshop is designed to increase self-confidence, self-acceptance and self-esteem. In this approach you learn through personal awareness the best options for you – in relationships, family and work. Students will learn to: appreciate their own unique strengths and preferences; identify what triggers stress and brings joy; recognize causes of low self-esteem and self-esteem builders; identify sources of conflict and workable solutions; expand interpersonal awareness and communication styles. This workshop is for people who recognize the need for more confidence in making decisions about themselves. (Loher) \$149.80 (includes GST)  
2 day - Sa, Feb 18, 09:00-16:00 - Lan

#### Mastering Meditation (503409)

Learn meditation for peaceful and dynamic living. Each week you will learn new techniques to cover related topics. (Runkel) \$26.75 (includes GST)  
4 eve - Tu, Feb 07, 20:15-21:15 - Lan

#### The Art of Conversation (503452)

Enroll now and meet new friends, be comfortable in large groups even when alone! Recognize possible irritating voice tones, opinions and mannerisms. Learn helpful hints in memorizing, showing animation and overcoming boredom. Learn to save grace in difficult situations and overcome self-consciousness. (Smith) \$85.60 (includes GST)  
8 eve - We, Feb 08, 19:30-21:30 - Lan

#### Effective Oral Communications (104546)

Become a more effective communicator! At this course you will learn to express yourself with greater clarity, confidence and impact. Learning techniques utilized will include: information sessions, impromptu speaking, delivering prepared speeches, speech evaluation and audience analysis, creative visualization, role playing,

acting, evaluation of thinking and learning styles, plus media relations exercises. The program is designed to extend the communication capabilities of every individual and all sessions will be dynamic, highly participatory and creative. The goal of the learning process is for YOU to become more knowledgeable of interpersonal communication barriers and skills, plus be more confident and comfortable in the public forum and thereby, become a more successful communicator with family, friends, colleagues, clients and supervisors. (Swankey) \$170 To be offered in Spring term

#### Presenting Your Ideas with Confidence 1518 (104563)

In business, confident and effective presentation skills can assist you in many ways, explaining your work at a departmental meeting, making a presentation to management, selling a product, chairing a meeting, or acting as master of ceremonies at a large gathering. At this course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience and get the desired results. Participants will learn how to organize and practice for their next presentation, how to prepare and use visual aids, and how to use non-verbal communication effectively. Learn more about how your audience sees YOU, and how to make your presentation more memorable. Find out how dynamic and well-known speakers captivate and motivate their audience. Attend this course and be ready for your next presentation! 15 hours (Swankey) \$140  
3 day - Sa, Mar 04/11/18, 09:00-15:30 - CC

#### Assertiveness Training (202715)

Assertion is an essential component of effective communication and interpersonal relationships. You will learn methods for effectively expressing your thoughts, feelings, opinions and beliefs to others. Learn to be assertive in situations of strong emotion. Practice assertive strategies which can lead to positive changes in your life and work. (Hilliard) \$95  
1 day - Tu, Mar 14, 09:00-15:00 - KEC West

#### Conflict Resolution (202802)

This course combines theory with practice to help you manage conflict in the workplace and deal effectively with tension and anger. Learn to recognize the positive functions of conflict and view it as a normal part of everyday life and work. Become aware of your own reactions and approaches to conflict and broaden your conflict resolution options. Course emphasizes using a variety of communication techniques to resolve conflicts more successfully. (Hilliard) \$95  
1 day - We, Feb 22, 09:00-15:00 - KEC West

For additional courses see PROFESSIONAL AND ALLIED HEALTH CARE section.

### Foodsafe

Foodsafe is a program in sanitary food handling. Foodsafe will train restaurant and kitchen employees on the procedures and conditions necessary for the prevention of foodborne illnesses. The two courses, Basic and Advanced, each consist of eight hours of instruction, covering such topics as the storage of potentially hazardous foods, personal hygiene, the causes of foodborne diseases, and maintaining a sanitary food service operation. All student materials will be provided.

The program is endorsed by the Restaurant and Foodservices Association of BC and the Provincial Ministry of Health.

#### Certification

Students who successfully complete Level I and/or Level II qualify to receive the Foodsafe Certificate from the Provincial Ministry of Health. The Foodsafe Certificate is also endorsed by the Restaurant and Foodservices Association of BC.

For further information or to register please call 874-9923.

#### Foodsafe – Level I (Basic) (250201)

Designed for kitchen staff and dining room attendants. Explore micro-biology – foodborne illnesses – personal hygiene and health – serving and dispensing – food protection and preparation – receiving and storing food safely – warewashing and storage methods. \$70  
1 day - Sa, Jan 14, 09:00-18:00 - CC  
1 day - Sa, Jan 21, 09:00-18:00 - CC  
1 day - Sa, Jan 28, 09:00-18:00 - CC

1 day - Sa, Feb 04, 09:00-18:00 - CC  
1 day - Sa, Feb 11, 09:00-18:00 - CC  
1 day - Sa, Feb 18, 09:00-18:00 - CC  
1 day - Sa, Feb 25, 09:00-18:00 - CC  
1 day - Sa, Mar 04, 09:00-18:00 - CC  
1 day - Sa, Mar 11, 09:00-18:00 - CC  
1 day - Sa, Mar 18, 09:00-18:00 - CC

#### Foodsafe – Level I (Basic) – For ESL Students (250203)

This Level I class is specifically designed for students who speak English as their second language. Instruction will be in English, but paced to accommodate the ESL student. For content details, see description above.

NOTE: Students must speak English. Class limited to 15.

\$70  
2 day - Sa, Jan 28, Feb 04, 09:00-16:00 - CC  
2 day - Sa, Mar 11/18, 09:00-16:00 - CC

#### Foodsafe – Level I (Basic) – In Cantonese (250205)

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$70  
1 day - Sa, Feb 04, 09:00-18:00 - CC  
1 day - Sa, Mar 11, 09:00-18:00 - CC

#### Foodsafe – Level II (Advanced) (250202)

Designed for managers, chefs and supervisory staff. This course will explore food poisoning and food protection; facilities and equipment; housekeeping and pest control; and managing sanitary practices in a foodservice operation. \$70  
1 day - Sa, Jan 21, 09:00-18:00 - CC  
1 day - Sa, Feb 04, 09:00-18:00 - CC  
1 day - Sa, Feb 18, 09:00-18:00 - CC  
1 day - Sa, Mar 04, 09:00-18:00 - CC  
1 day - Sa, Mar 18, 09:00-18:00 - CC

For additional courses see SELF-IMPROVEMENT section.

## Human & Social Services

### Counselling Skills

#### INSTRUCTORS

Tamara Adilman (M.A., Women's Studies, M.Ed. Counselling Psychology) is a counsellor with North Shore Family Services.

Shirley Coomber (M.A. Counselling Psychology) is director of Student Counselling at BCIT.

Ross Laird (M.A., Counselling Psychology) is a professional counsellor, psychotherapist and educator. His practice uses body-centred and creative modalities to explore a range of therapeutic themes, including trauma, relationships and spirituality.

Rhonda Margolis (M.A., Counselling Psychology) is a counsellor and educator who specializes in vocational counselling and cross-cultural counselling. She consults widely with public and private sector organizations on workplace diversity issues.

Lee McLeod (M.A. Therapy and Counselling, Ph.D. English) is a practising counsellor/therapist who also works with writing anxieties and blocks.

Sara Menzel (M.Ed., Counselling Psychology) is a counsellor with an employee assistance program in Vancouver.

Kym Samis (M.A., Counselling Psychology) is a counsellor and family therapist with a practice in Nanaimo.

#### Workshop

#### Counselling as a Creative Process (101808)

For counsellors and clients alike, creative expression offers a means of enhancing spontaneity, fluidity and inner wisdom. Creative modalities such as art, movement, film and storytelling address important emotional issues directly and with gentleness, allowing clients to arrive at their own answers in a uniquely personal way. This workshop is intended for those interested in applying



creative expression in their counselling practice or simply learning more about the power of creativity. We will explore several techniques, using group activities, discussions and skill-building exercises. Participants will be encouraged to utilize the workshop as an exercise in their own creative process and from this personal experience discover how to deepen their work with clients. Casual clothing is recommended. (Laird) \$160.50 (includes GST)  
3 day - Fr. Jan 20/27, Feb 03, 09:30-16:30 - KEC

#### Basic Counselling Skills – Level I (101805)

This course is designed to introduce individuals to the listening skills that form the foundation of counselling. It will be of particular interest to volunteers and staff in the helping professions. You will practise beginning phase helping skills, which include attending, empathy, summarizing and concreteness. You will participate in counselling interviews as both a helper and a client. This process will require self-disclosure and self-exploration. You can expect to spend three hours per week completing reading and written assignments. Please note that this course work requires fluency in English. This course is a prerequisite for those applying to the Counselling Skills Certificate Program and to the Substance Abuse Program. Text: Counselling Skills for Social Service Workers, Bob Shebib, \$260  
12 mng - Fr. Jan 06, 09:15-12:15 - KEC (Menzel)  
12 eve - Mo. Jan 09, 18:30-21:30 - CC (Samis) (No class Feb 20)  
12 eve - Mo. Jan 09, 18:30-21:30 - CC (McLeod)  
12 eve - Tu. Jan 10, 18:30-21:30 - CC (Laird)  
12 eve - We. Jan 11, 18:30-21:30 - CC (Adilman)  
12 eve - Th. Jan 12, 18:30-21:30 - CC (McLeod)

#### Basic Counselling II (101806)

This course is a continuation of Basic Counselling I and is designed for individuals who want to improve their basic counselling skills. Stages II and III of Egan's Three-Stage Helping model will be discussed and the appropriate skills practised. Class time will be divided into lectures, instructor demonstration and practical experience in the roles of helper and client. Workbook exercises will encourage self-exploration to enhance your effectiveness as a helper. A Statement of Completion is given to those who meet attendance requirements and complete assignments. Prerequisite: Satisfactory completion of Basic Counselling I (101805). Text: Counselling Skills for Social Service Workers, Bob Shebib, (Samis) \$220  
10 eve - Tu. Jan 17, 18:30-21:30 - CC (No class Feb 21)

#### Vocational Counselling (101839)

This course presents the theory and practice of vocational counselling. Participants will examine the theory of how people make vocational/career decisions, how the counselling relationship facilitates this process and what particular issues special needs population have in this process. Opportunities for skills development will include helping clients in the process of self-discovery, self-esteem building and realistic goal setting. This course is aimed primarily at those working in the field of employment counselling. Prerequisite: Basic Counselling Skills (101805) or permission of program coordinator. (Coomber/Margolis) \$260  
4 day - Sa. Jan 14/28, Feb 18, Mar 11, 09:00-16:00 AND  
4 eve - Tu. Jan 17/31, Feb 07/28, 18:30-21:30 - CC

### Counselling Skills

## Certificate Program

The Counselling Skills Certificate Program teaches knowledge and practical skills in counselling to enable participants with relevant social services experience to work with clients in a helping, rehabilitative or therapeutic role.

#### Entry Requirements

- Grade 12 completion
- maturity and emotional stability
- good knowledge of English, both oral and written
- relevant experience in social services. (Volunteer experience is credited if it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
- completion of Basic Counselling Skills Level I (101805) or equivalent
- satisfactory interview with program coordinator

#### Certificate Requirements

Satisfactory completion of: A six-hour Program Orientation; five 36-hour courses – Counselling Theories; Individual Counselling Skills; Group Counselling Skills; Family Counselling Skills; Assessment, Referral, and Community Resources; A 60-hour practicum.

Course Fees: 6 hours – \$40, 36 hours – \$260, Practicum – \$200

#### Evaluation

Students will be evaluated on the basis of assignments, tests and demonstrated skills.

#### Length of Program

One course per term: Five terms – 18 months. Practicum and Program Orientation in addition.

Program Coordinator: Joanne Rykers

#### Application

Call 443-8380 for brochure and application form. Qualified students are accepted in order of receipt of application. Preference is given to those already working in a counselling capacity.

Next intake dates: January, April, September 1995

#### Information Meetings

For more information attend the following meeting:  
1 eve - We. Jan 18, 18:00-19:00 - CC

#### NOTE

Courses offered this term (open only to certificate program students who have met entry requirements):

#### INSTRUCTORS

Suzanne Kenney (M.A., Counselling Psychology) is an employee assistance counsellor with Vancouver Family Services. She has an extensive background as a clinician and educator.

Nathan Krakow (M.A., Counselling Psychology) is a counsellor working with individuals, families and couples in a variety of settings.

Kathy Pierce (M.S.W.) is a counsellor specializing in family therapy, group work and sexual abuse counselling.

Joe Rosen (M.S.W.) is a social worker in private practice.

Joanne Rykers (M.A., Counselling Psychology) has a background in substance abuse, employee assistance counselling, in professional development and adult education.

Lynne Zettl (M.A., Psychology) is a counsellor and therapist with a private practice in Vancouver.

#### Program Orientation (101837)

This one-day workshop is held on a weekend near the beginning of the Certificate Program. The content includes experiential exercises to develop self-awareness as it pertains to counselling and to develop cohesiveness, and mutual support among the training group. (Kenney) \$40  
1 day - Sa. Jan 14, 09:30-16:30 - KEC

#### Individual Counselling Skills (101831)

This course examines the knowledge and skills which are required when counselling on a one-to-one basis. The intent of this course is to provide participants with experiential learning regarding the counsellor/client relationship and to analyze the issues which emerge from this work. Lecture and discussion will enlarge on these issues. You will learn how to evaluate your work on an ongoing basis to ensure that the results are positive and the skills are used appropriately. (Rykers/Krakow) \$260  
12 eve - Tu. Jan 10, 18:30-21:30 - CC (Rykers)  
12 mng - Fr. Jan 13, 09:30-12:30 - KEC (Krakow)

#### Counselling Theories (101830)

This course is an overview of the counselling field in terms of theory and practice. Content areas will include discussion of: the major theories of counselling and their contributions to the field as well as their limitations; the different implications these theories have for the practice of counselling, including differences in assessment, in counselling goals and techniques; and in application to particular populations; ethical issues in counselling. The intent of this course is to allow the participants to begin to formulate their own beliefs and approaches to counselling. (Zettl) \$260  
12 eve - We. Jan 11, 18:30-21:30 - CC

#### Family Counselling Skills (101833)

This course examines the knowledge and skills which are required when involved in family counselling. Content will

include: understanding family dynamics and the system approach to family counselling, explaining the indications for using a family systems approach; understanding the impact of the extended family; the process of a family systems assessment; formulating goals; an introduction to appropriate strategies and techniques for use with families. An exploration of appropriate counsellor expectations, counsellor competency, consultations, legal/ethical issues and the importance of record keeping, will also be included. (Pierce) \$260  
11 eve - Tu. Jan 17 AND 1 eve - Th. Feb 23, 19:00-22:00 - KEC (Pierce)

#### Assessment, Referral and Community Resources (101838)

This course examines the procedures and skills which are used in assessment and referral. Content will include: understanding the purpose of assessment in the referral process; acquiring skill in assessing various issues which require specialized referral, e.g. sexual/physical abuse, substance abuse, suicide risk, crisis intervention, psychiatric problems, depression, stress/burn-out; understanding the referral process, and how to make a good referral; knowledge of community counselling resources; understanding of the legal/ethical issues involved in assessment and referral. (Rosen) \$260  
12 eve - We. Jan 11, 18:30-21:30 - CC

#### Practicum (101836)

This practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Counselling Certificate Program. Emphasis is placed on gaining counselling experience in an appropriate setting. Continuous liaison with the program will be maintained throughout the practicum. Objectives will be written on an individual contract basis. This contract will be negotiated by the student, the practicum site and the program administrator. (Rosen) \$200

## Substance Abuse

## Substance Abuse Certificate Program

This part-time certificate program is designed for individuals who wish to develop knowledge and skills in substance abuse counselling. Applicants may be employed in the substance abuse field, or have work or volunteer experience in a helping, rehabilitative or therapeutic role.

#### Entry Requirements

1. Successful completion of Grade 12 or equivalent
2. Good knowledge of English, both oral and written
3. Relevant experience in social services. (Volunteer experience is credited, providing it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
4. Satisfactory documented completion of Vancouver Community College Basic Counselling Skills – Level I (101805) – See Counselling Skills
5. Three years of successful recovery for those candidates affected by chemical dependency
6. Maturity and emotional stability
7. Completion of satisfactory entrance interview

#### Certificate Requirements

The certificate program consists of seven courses and a practicum, totalling 258 hours of instruction. Courses are offered in the evening, once a week and vary in length.

Course Preparation Workshop (200128) - 12 hours  
Introduction to Substance Abuse (200112) - 27 hours  
Drugs and Human Behaviour (200127) - 15 hours  
Individual Counselling Skills for Substance Abuse (200115) - 36 hours  
Group Counselling Skills for Substance Abuse (200116) - 36 hours  
Family Counselling Skills for Substance Abuse (200117) - 36 hours  
Assessment, Referral and Community Resources for Substance Abuse (200126) - 36 hours  
Substance Abuse Practicum (200119) - 60 hours

#### Course Fees

12 hours - \$75; 15 hours - \$110; 27 hours - \$190; 36 hours - \$260; Practicum - \$200

#### Information Session

For more information, attend the following meeting:  
1 eve - We. Jan 18, 18:00-19:00 - CC

#### Evaluation

Students will be evaluated on the basis of assignments, tests and demonstrated skills.

#### Length of Program

Five terms - 18 months. Practicum in addition.

Program Coordinator: Joanne Rykers

#### Application

Call 443-8380 for brochure and application form. Qualified students are accepted in order of receipt of application.

Next intake dates: April, September 1995

#### NOTE

Courses offered this term (open only to certificate students who have met entry requirements):

#### INSTRUCTORS

Julie Chadwick-Wong (M.A., Psychology) is a counsellor with an alcohol and drug service, working with individuals and couples. She has taught in the Substance Abuse Program for several years.

Ross Laird (M.A., Counselling Psychology) is a professional counsellor, psychotherapist and educator. His background includes working with the Substance Abuse Recovery Program at the Columbia Centre.

David Miller (M.A., Counselling Psychology) is a counsellor in an alcohol and drug clinic.

Selina Robinson (M.Ed., Counselling Psychology) is a counsellor working with individual groups and families in a variety of settings, including substance abuse.

#### Individual Counselling Skills for Substance Abuse (200115)

This course examines the knowledge and skills required when counselling, on a one-to-one basis, clients affected by substance abuse. Content areas will build on those covered in Basic Counselling Skills and in Introduction to Substance Abuse, by introducing and enlarging on the concept of motivational interviewing. Content areas will include: a review of the counselling process and phases of the helping relationship; reviewing the stages of substance abuse recovery and the nature of change; increasing counsellor self-awareness and its impact on the helping process; practice and skill development. The intent of this course is to provide participants with experiential learning regarding the counselling process and to discuss the issues which emerge from this work. \$260  
12 eve - Tu. Jan 10, 18:30-21:30 - KEC (Miller)  
12 eve - Th. Jan 12, 18:30-21:30 - KEC (Laird)

#### Group Counselling for Substance Abuse (200116)

This course examines the knowledge and skills required when counselling in a group setting, individuals affected by substance abuse. Content includes: an exploration of group dynamics; stages of group development; leadership styles; member roles; types of groups; particular applications to working with substance abuse populations. The experiential component of the course will include an extended group experience as well as the opportunity to lead structured groups. (Robinson) \$260  
12 eve - Th. Jan 12, 18:30-21:30 - CC

#### Assessment and Referral for Substance Abuse (200126)

This course examines the procedures and skills which are used in substance abuse assessment and referral as well as identifying and examining available community resources for these individuals who are affected by substance abuse problems. Participants will be actively involved in the gathering and sharing of community resource information. Content includes: criteria for assessing chemical dependency; the assessment interview; assessment tools; assessment with special populations; referral methods, sources follow-up; ethics; criminal incidents. (Chadwick-Wong) \$260  
12 eve - We. Jan 11, 18:30-21:30 - CC

#### Substance Abuse Practicum (200119)

The practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Substance Abuse Certificate Program. Emphasis is placed on gaining counselling experience in a setting for substance abuse clients. Continuous liaison with the certificate program will be maintained throughout the

practicum. Objectives for the practicum will be written on an individualized contract basis. This contract will be negotiated by the participant, the practicum site and the certificate program administrator. (Sanders) \$200

## Multicultural/Settlement Certificate Program

### (Certificate Pending)

Continuing Education is pleased to offer a new certificate program for multicultural/settlement workers. The program is designed to enhance the knowledge and skills of staff who work with culturally diverse clients including immigrants and refugees. The courses are offered on a part-time basis to suit the working adult. Next intakes January 1995 and September 1995.

For more information call Annie McKittrick, program coordinator, 871-7070.

#### NOTE

The Introduction to Settlement and Integration course may be offered for non-certificate program students currently working as ESL teachers, social service agency staff, recreation programmers and other related sectors. If you are interested in this opportunity, please call 871-7070 and leave your name and address so we can keep you informed.

#### Admission Requirements

- grade 12 or equivalent
- satisfactory completion of VCC Basic Counselling Skills (101805) or equivalent
- maturity and emotional stability
- good knowledge of English, both oral and written
- appropriate experience in social services/health/education (volunteer experience is credited if it is in a structured, supervised setting)
- satisfactory interview with program coordinator

#### Certificate Requirements

Satisfactory completion of five 36-hour courses:  
Introduction to Settlement and Integration  
Cross-Cultural Counselling  
Organizational Systems  
Community Development and Education  
Business Communication  
A practicum

#### Evaluation

Students will be evaluated on the basis of tests and assignments

#### Length of Program

The program will take two years part-time to complete

#### Application

Call 871-7070 for a brochure and application form. Qualified students are accepted in order of receipt of application.

#### INSTRUCTOR

Ita Margalit, M.A., coordinates settlement services provincially for AMSSA, Affiliation of Multicultural Societies and Service Agencies.

#### Introduction to Settlement and Integration (150501)

This course is the first in the Multicultural/Settlement Certificate Program. It is designed to give participants an understanding of the settlement and integration process of immigrants and refugees and the context within which support services are provided. The course includes an overview of the history of immigrants to Canada and BC, a review of the settlement and integration process and an introduction to the legal systems in BC. (Margalit) \$250  
10 eve - Tu. Jan 03, 18:30-21:30 - KEC and one day to be mutually agreed on.

#### Cross-Cultural Counselling (150502)

This course examines issues in cross-cultural counselling, including personal counselling, crisis intervention, family violence and employment issues. (Klassen) \$250  
13 eve - We. Jan 04, 18:30-21:30 - KEC

## Court Interpreting

## Certificate Program

#### PROGRAM COORDINATOR

Silvana E. Carr, Ph.D., has been the coordinator of the Court Interpreting Program at VCC since 1982. She also lectured in Italian at UBC for many years.

Individual bilingual instructors with extensive language skills will instruct in each of the various language combinations selected. The language combinations are determined by the suitability of applicants and the needs of the courts and community.

Make use of a skill you already possess to create an interesting career. Become an accredited interpreter. Make possible effective communication between parties unable to communicate directly because of language barriers. If you have a very good knowledge of English and another language turn this asset into qualifications enabling you to be an effective interpreter, in and out of courts. Through court observation, lectures, simulated courtroom situations and interpretation practice in small language-specific classes, close individual instruction is offered. The certificate from this program is recognized as proof of accreditation by the Ministry of the Attorney General, Court Services. Established in 1979, this part-time program enables bilingual men and women to obtain practical training in interpreting techniques, terminologies and procedures, as well as an excellent preparation for other interpreting jobs. \$975  
63 eve - Tu/Th. Sep 19-May 14, 19:00-22:00 - Lan

#### Entrance Eligibility

- Excellent knowledge of English and another language, both oral and written, university education and an aptitude for interpreting

#### Certificate Requirements

Satisfactory completion of:

- English language assessment
- Language Proficiency Exams
- Core components of the program \*

#### \* Core Components of the Program

- Professional Orientation to Interpreting Skills – 36 hours
- Bilingual Interpretation – 123 hours
- Law for Court Interpreters – 36 hours

In some cases it may be possible for students to take components separately. A number of bursaries may be available to assist students. The revised brochure detailing courses and fees will be available after February 20, 1995.

#### Application Deadline

May 20, 1995. Late applications may be accepted subject to space availability. For more information call 323-5322 to be placed on mailing list for revised brochure (available after February 20, 1995) and application form.

An Information Night will be held Tuesday, April 12 at 19:30. Come to the Langara Continuing Education office.

#### INSTRUCTOR

Kawal Kahlon Macintosh is a certified STIBC and Secretary of State interpreter and translator who also teaches in the VCC Court Interpreting Certificate Program.

#### Introduction to Professional Interpreting (150141)

There are increasing demands for professional interpreters in a variety of settings. This course is designed to provide an introduction to professional interpreting for people in the following language groups: Fijian, Gujarati, Hindi, Punjabi, Tamil or Urdu. It will provide: an introduction into how to develop a professional approach to interpreting, highlight the difference between interpretation and translation and briefly discuss the role and ethics of a professional interpreter and include a roleplay practice session. (Kahlon-Macintosh) \$37.45 (includes GST)  
1 eve - We. Feb 08, 18:30-22:00 - Lan

## Early Childhood Education

## Certificate Program

The following part-time, evening certificate programs are designed to prepare you to work with young children in a variety of settings.

#### A. Early Childhood Education Level I

This two-year provincially certified program prepares graduates to work as supervisors in preschool and day care centres for children three to five-years old. Please note: This program is FULL for this coming year. Applications are now being accepted for September 1995.



#### B. Infant-Toddler Educator Training

This one-year program prepares already qualified ECE graduates with the specialized skills and knowledge to supervise infant and toddler group day care settings. Applications for September 1995 are now being accepted. Please call for further details.

#### C. Administration of Early Childhood Services

This new, one-year program provides qualified ECE graduates with the specialized skills and knowledge to effectively manage and administer programs for young children. Applications for September 1995 are now being accepted. Please call for further details.

#### D. Continuing Studies in Early Childhood Education

This program offers enrichment, upgrading and continuing professional development for preschool and day care staff. Individual courses/workshops are also open to parents and other interested persons. Please note that this program does NOT qualify individuals to supervise in preschool or day care settings. A brochure which outlines this term's offerings is available upon request.

#### E. School Age Child Care

##### INSTRUCTOR

Steve Musson has a wealth of experience working with school age children in various settings and is widely known and well-respected within Canada's school age child care community. Recently, Steve has completed a Master's degree program at UBC and published a textbook titled, *School Age Child Care Theory and Practice*.

This certificate program is designed for those who currently work or wish to work with 5-12 year old children in out-of-school care facilities, recreation programs, community centres or leadership, service and church groups. The program consists of 150 hours of instruction divided between the prerequisite course, five core courses and a variety of electives. In order to register in this certificate program, applicants must successfully complete the 24-hour prerequisite course entitled Introduction to School Age Child Care. Core courses are:

- Working with 5 Year Olds
- Working with 6-9 Year Olds
- Working with 9-12 Year Olds
- Working with Children with Special Needs
- Leadership and Organizational Skills

This term the following core courses will be offered:

#### Working with 6-9 Year Olds (150656)

The focus here is on the growth and development of children in this age group and the ways in which effective planning and guidance can promote positive self-esteem.

(Musson) \$100  
6 eve - We. Jan 4, 19:00-22:00 - Lan  
1 day - Sa. Jan 21, 09:30-16:00 - Lan

#### Working with 9-12 Year Olds (150657)

Key topics will include the maturing child, the concept of personal challenge, the role of field trips for this age group and effective supervision skills. (Musson) \$100  
6 eve - We. Feb 15, 19:00-22:00 - Lan  
1 day - Sa. Mar 04, 09:30-16:00 - Lan

#### Family Day Care

Caring for a small group of children in your own home can provide a rewarding experience for you and meet the important need of young families for quality child care. Recommended by Community Care Licensing, this course will offer you the information and skills you will need to ensure a good beginning!

#### INSTRUCTORS

Isolde Hager is well respected in the community for her expertise in family day care. She is currently an outreach coordinator for the Vancouver Child Care Support Program located at Collingwood Neighbourhood House. Isolde is a director of education for Western Canada Family Day Care Association

Judy Labrin is a very experienced family day care provider and instructor. In addition to her work with Continuing Education at VCC, Judy also offers workshops throughout the Lower Mainland to provide ongoing professional development in family day care.

#### Introduction to Family Day Care: Good Beginnings (103801)

This course offers an introduction to a variety of issues related to quality family day care. It provides an overview of child development, health and nutrition, activity planning, guiding behaviour and administration. Please note: This course meets evenings AND two Saturdays. Course fee includes a class workbook. (Hager/Labrin) \$135  
8 eve - We. Jan 11, 19:00-21:30 - Lan  
2 day - Sa. Jan 21/Feb 25, 09:30-14:30 - Off campus

## Languages

## English Skills Improvement

Three information sessions will be held for all students interested in any English Skills Improvement courses:  
Thursday, January 05; Wednesday, January 11;  
Thursday, January 19 at Langara College from 17:30-20:00. Students must attend one of the sessions in order to be interviewed by an instructor and placed in the appropriate level. Please come to the Continuing Education office at Langara College.

#### NOTE

The English Skills Improvement courses are non-transferable, non-credit courses. All courses require texts. The average text price is \$35. Students must be over 19 in order to register for classes. Please note that in order to process a registration, full payment is required at that time.

#### Course Cancellation and Adjustment

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Mid-Intermediate ESL (103044)

A course for students who have taken a lower intermediate course and wish to continue learning and practising their English. The focus of the course will be on speaking and listening, but reading and writing skills will also be taught. Text required. (Demers) \$250  
24 eve - Tu/Th. Jan 24, 18:00-20:00 - Lan

Upper-Intermediate ESL (103010)

A course for students whose English is at a high intermediate level. Students will participate in diverse speaking and listening activities. There will also be a grammar and writing component. Text required. (Ferera) \$250  
24 eve - Mo/We. Jan 23, 18:00-20:00 - Lan

Advanced ESL (103018)

A course for advanced students who want to improve their writing, reading, speaking and listening skills. There will be weekly homework assignments and students will have the opportunity to ask individual questions. Text required. (Strayski) \$250  
24 eve - Mo/We. Jan 23, 18:00-20:00 - Lan

Developing Business Communication Skills (103042)

Learn to express yourself more confidently and clearly on the job. This course is designed for ESL adults who want to improve their oral and written communication skills in typical work situations with clients, co-workers and superiors. Topics will include requesting and clarifying information, giving instructions, handling complaints, participating in meetings, conducting interviews, several types of letters and memos, and revision of resumes. Students must be fluent in English. Text required. Enrolment limited to 16. (Strayski) \$300  
12 eve - Tu. Jan 24, 18:30-21:30 - Lan

English Writing Skills Improvement I (103007)

Learn to write fluently, skilfully and correctly. This introductory course stresses punctuation, sentence and paragraph structure and grammar. There will be some in-class writing and weekly homework assignments. This course is designed for English as a second language speakers who speak English fluently, but want to improve their writing skills. Text required. \$165  
12 eve - Tu. Jan 24, 18:00-20:00 - Lan (Durrieu)

English Writing Skills Improvement II (103008)

This course is designed for students who have already completed Writing Skills I or who can already write a composition. You will study expository, descriptive and narrative writing, examine paragraph types and learn to develop ideas and arguments in your writing. There will be in-class writing and some homework assignments. Text required. (Durrieu) \$165  
12 eve - Th. Jan 26, 18:00-20:00 - Lan

TOEFL Preparation (103020)

The greatest problem areas in English understanding and communication will be the focus of this course. Improve syntax, vocabulary, listening and reading comprehension skills as tested in the standard TOEFL exam. Study strategies will also be discussed. Students should be at an upper-intermediate level. All students will be required to write a practice TOEFL test the first day of class and obtain an appropriate score in order to continue the course. Any student whose score is too low for this course will have his/her money refunded and be advised of other options. Required texts: Building Skills for the TOEFL and Beat the TOEFL. The class will have a half-hour lunch break. \$250  
12 day - Sa. Jan 21, 09:30-14:00 - Lan (Demers)

English Upgrading & Composition Writing (103021)

Designed for students at the post-secondary level who require additional training in the fundamental skill of composition writing in order to write a Language Proficiency Index (LPI). Students wishing to register for the course must write a diagnostic composition the first night of class and obtain an appropriate score in order to continue the course. Students whose score is too low for this course will have their money refunded and be advised of other options for ESL and native speakers. Text required. (Bouvier) \$350  
17 eve - Tu/Th. Jan 24, 18:30-21:30 - Lan

Intermediate Conversational Skills (103009)

Improve your speaking and listening skills with a variety of activities. In this course there will be opportunities for listening practice, pronunciation, group discussion, pair

work and individual presentations. As you study different themes and topics, you will learn new words and phrases to help you communicate more effectively in English. Text required. (Ferera) \$160  
12 eve - We. Jan 25, 20:15-22:15 - Lan

Conversational Skills Improvement I for Advanced ESL Speakers (103004)

Accuracy in speech is an important asset for advancement in Canadian society. This course is designed for advanced non-native speakers of English. It will strengthen your command of spoken English. You will correct your errors and learn a variety of words and phrases that are commonly used to make oral communication go smoothly. You will also build up your knowledge and comprehension of idioms and colloquialisms, review grammatical problems, and correct pronunciation errors. This course emphasizes student presentation practice and you are given opportunities to speak in front of the class. Text required. \$160  
12 eve - Mo. Jan 23, 20:15-22:15 - Lan (Ferera)

Conversational Skills Improvement II (103005)

For students who have already taken Conversational Skills I or already speak English fluently but lack confidence in their oral skills. Included in the course will be idioms, pronunciation, role play, discussion and presentations. Although this course concentrates on oral skills, a listening component will be included. Text required. (Bunton) \$160  
12 eve - Th. Jan 26, 18:00-20:00 - Lan

Conversational Skills Improvement III for Advanced ESL Speakers (103022)

Learn to express your ideas more clearly in the work place, at school or in social situations. This course is designed for ESL speakers with a high degree of fluency in English who want to expand their skills. Topics to be covered include oral presentation skills, pronunciation, stress, intonation and vocabulary building. Participants are videotaped and given feedback by the instructor. Text required. \$225  
12 eve - Th. Jan 26, 18:30-21:30 - Lan (Strayski)

Pronunciation Improvement (103011)

This course is designed to identify in some detail, the kinds of pronunciation errors you are making and to offer you the opportunity to learn how to correct yourself. Areas included are vowels and consonants of Canadian English, stress, intonation and linking. This course is designed for advanced ESL speakers who already have a high degree of fluency. Students who wish to register must be interviewed at one of the information nights by an instructor before enrolling. Enrolment is limited to 12. Text required. (Bunton) \$325  
18 eve - Mo/We. Jan 23, 18:00-20:00 - Lan

Mandarin Education for Children & Adults

The Vancouver First Mandarin School was established in 1988 by a group of enthusiastic, dedicated graduates from various universities in Taiwan under the auspices of the Vancouver Community College (VCC).

The Vancouver First Mandarin School places emphasis on the practicality of its courses, modern and interesting presentation methods and use of simple, easy-to-learn materials. Emphasis is on Chinese reading, writing and conversational skills. Qualified and experienced instructors are employed.

Children's Mandarin Education

Each course has 16 sessions. They are held on Saturdays from 09:30-12:00 and 12:30-15:00. Courses begin February 11, 1995. The fee is \$75 per course. (GST is applicable for students age 15 and older – fees will be \$80.25.)

All students from four years old and up will be accepted. All students will be assigned to the appropriate class at registration time.

Hanyu Pinyin phonetics are adopted to compliment the practice of teaching Mandarin as a Second Language in BC. The written characters incorporate both the culturally-rich full version as well as the simplified version for easy learning. The main course materials used throughout the 12 grades are "Hua Yu Ke Ben," an esteemed publication recommended by the Taiwanese Education Sub-Committee. These are supplemented by other materials.

Course numbers and descriptions follow:

- 505820 – Preschool
- 505801 – Grade 1
- 505802 – Grade 2
- 505803 – Grade 3
- 505804 – Grade 4
- 505805 – Grade 5
- 505806 – Grade 6
- 505807 – Grade 7
- 505808 – Grade 8
- 505809 – Grade 9
- 505810 – Grade 10
- 505811 – Grade 11
- 505812 – Grade 12
- 505813 – Beyond Grade 12 students age 15 and older (GST applies)

Fine Arts for Children

Children's fine art courses have 16 sessions. They are held on Saturdays from 12:30-13:30 or 13:30-14:30. Courses begin February 11, 1995. The fee is \$75 per course. (GST is applicable for students age 15 and older – fees will be \$80.25.)

Course numbers and descriptions follow:

- 505814 – Kung-Fu
- 505815 – Chinese Brush Painting
- 505816 – Mathematics
- 505817 – Cartoon Drawing (under age 12)
- 505818 – Choir
- 505825 – Cultural Dance
- 505826 – Pencil and Charcoal Drawing (over age 8)

Pre-registration for children's classes will be held at KEC on Saturday, January 7/14/21, 10:00-12:00.

Adult Mandarin Education

Adult Mandarin language education covers 10 weekly sessions. Classes are held on Saturdays and begin three times a year: January, April and September. Classes are from 10:00-12:00. Courses begin January 14, 1995.. The fee is \$139.10 per course (GST included).

The course guide for adult classes covers four levels:

Adult Elementary (505821)

A strong foundation is built through practices in phonetic and intonation employed in the Mandarin language. The usage of Hanyu Pinyin reinforces the simplicity of learning. Students are introduced to simple words used in daily living, as well as the basic sentence structure.

Adult Intermediate (505822)

This level is for students who have taken the Adult Elementary course or who have a basic understanding of the Chinese language. Emphasis is placed on proper sentence structure, vocabulary building and conversational ability in the language.

Adult Advanced (505823)

This level is appropriate for students who completed the Adult Intermediate course or who can understand and converse in simple Mandarin. The course aims to expand the student's communication skills in the language. It exposes the student to more written or spoken Mandarin language materials and prepares the students to express themselves in the language.

Adult Advanced Conversational Mandarin (505824)

This course will be ideal for individuals who can read and write in the Mandarin language but seek to improve their spoken Mandarin. The emphasis is on the phonetics of Mandarin language and the proper intonation of words. Through conversation, discussion, debates and other activities, it prepares the student to speak better Mandarin. Students are allowed to bring tape recorders to the course.

Pre-registration for adult classes will be held at KEC on Saturday, December 3/10/17, 10:00-12:00.

Information: Saturday, December 17, 10:00-12:00, KEC 4th floor

Modern Languages

Learn the language of your choice in a relaxed and informal atmosphere. VCC's Continuing Education Division offers you a variety of modern language courses with emphasis on conversation that will prepare you for your next trip or business transaction. Although functional conversation is the focus of our courses, attention to reading, writing and listening are important components.

These immersion-like courses are taught in the target language by expert instructors trained in second language acquisition. A variety of techniques and personal attention will be used to ensure that you reach your goals in an enjoyable and lively atmosphere.

After completing level one as a beginner you will be able to expand your knowledge and fluency by continuing on to the next two levels at your own speed. Repeating a course will sometimes give you more confidence and more practice in the language. If you start as an intermediate or advanced student you will be able to learn new structures and at the same time take pleasure interacting more freely with your fellow students.

Our courses are held at two different locations as well as a variety of days and hours to accommodate your personal needs.

A short interview at the beginning of the first class will make sure that you are registered in the right level. At the same time it will give you the opportunity to express your objectives personally to the instructor.

Enhance your travel tour by communicating with the people of the country you will visit. VCC Continuing Education offers you special workshops or courses, including tutorials customized to your needs, to prepare you for your travels. These classes can be arranged at a suitable time and location. Contact Patricia Martin at 323-5322.

Course Cancellation and Adjustment

The college reserves the right to cancel any course due to insufficient enrollment. Also, the college reserves the right to reduce hours of instruction due to lower enrollment.

Inquiries: 323-5322 or 443-8380

INSTRUCTORS

**Cantonese**  
Eric Au holds a B.A. from the University of Hong Kong. He is fluent in Cantonese and Mandarin. Eric has been teaching adults using different methodologies for a number of years.

**Chun Yang Lu** comes from Nan Kai University, Tientsin, China. He has a degree in Chinese Language and Literature as well as a teaching certificate from BC. He has been teaching for several years in schools and institutions in Canada and China. His native tongue is Cantonese.

**Czech**  
Jan Hynek is from Prague. His experience includes teaching English in his own country and teaching photography and drama classes.

**French**  
Lucy Hassaine has been teaching elementary school and adults for a number of years. She comes from France. Lucy also makes a point to introduce Canadian content in the class.

**Chantal Le Corvec** comes from France via Quebec. She has taught French as a Second Language to various levels of students. She uses various methodologies in her classes.

**Lise Kenderline** comes from Quebec. She has her diploma of Education from Quebec and a Court Interpreting Certificate from VCC. She has several years of teaching and interpreting in several institutions in the province and overseas.

**German**  
Joe Rommel was born and raised in Germany. His love for the culture and language has motivated him to teach it. He teaches a high German that will help you in your travels and business.

**Renate Zenker** has a Masters of Arts from UBC as well as a Major in German Language and Literature. She has teaching experience at several levels of the language.

**Italian**  
Elizabetta Visscher has extensive experience in teaching French and Italian to adults. She holds degrees in both

languages from France. Elizabetta utilizes standard accents and expressions which will allow the student to function in any part of Italy. As she grew up in a border town she is bilingual, French and Italian.

**Japanese**  
Machiko Egawa comes from Japan. She has a background in teaching ESL and Japanese to adults and children. She has been developing teaching materials for second language acquisition. Machiko was a member of the Curriculum Committee of the Ministry of Education.

**Reiko Louie** is a native speaker of Japan. She has teaching certificates in Teaching English and Japanese as a Foreign Language. She has many years of experience teaching Japanese at different levels.

**Mark Masuda** is from Japan. He has taught at VCC for several years developing good techniques and materials for his classes.

**Megumi Oba** is originally from Tokyo. She has a diploma in English Language from Cambridge University, England. She has, through the many years of teaching, developed her own materials and methods.

**Mandarin**  
Xianzhao Huang comes from Beijing, China. He has a degree in English as a Second Language from the States and also in Literature and Language from Beijing Teacher's College.

**Quinn Shao** comes from Quindao, China, where she received her training as a teacher. Once in Canada she obtained her second degree in teaching. She has been teaching ESL and Chinese in several institutions for a number of years.

**Portuguese**  
Maria Helena Martz is Brazilian. She holds a teaching degree from the University of Sao Paulo. She taught English as a Second Language in Brazil to business people as well as Portuguese. She has been teaching both languages in Vancouver for a number of years..

**Spanish**  
Gerardo Ávila comes from Mexico. He holds a Master's degree in Spanish Theatre from UBC. He has many years' teaching Spanish as a Second Language. He is also an actor, magician and a mime.

**Gladys Ballen** comes from Colombia. She has extensive experience in teaching Spanish as a Second Language to business and professional people.

**Mariá Ballón** de Trevin comes from Argentina. She has a Masters of Arts from Simon Fraser University. She has taught Spanish, Latin and Literature at several levels.

**Irma Colome** holds teaching certificates from Mexico, France and Canada. She taught at Simon Fraser University for a number of years before coming to VCC.

**Esther Erickson** is originally from Chile. She has a teaching certificate from BC and many years of teaching Spanish as a Second Language at Simon Fraser University and other institutions. She uses a standard accent.

**Ana Maria Espinel** comes from Ecuador with good experience in second language acquisition. She uses a variety of techniques to enhance second language learning.

**Martha Miszurka** received her teaching education in her homeland, Mexico. She has experience in teaching English and Spanish as a Second Language in Mexico and Canada.

**Tagalog**  
Micheline Camu has almost 30 years of teaching experience behind her. She lived in Manila for 30 years where she taught Tagalog, French and Spanish to adults. Since she moved to Canada, she has been using her expertise in language and culture in Vancouver.

**Thai**  
Pontip Placzek is originally from Thailand and has taught Thai for many years. Pontip has written a beginner's book for the Thai language with her husband.

**Vietnamese**  
Ba Dung Phung comes with a post-Doctorate from England. He has taught language to adults for a number of years as well as being a radio producer for the BBC of London. Ba has also initiated social programs to help with the resettlement process of new immigrants.

Cantonese Conversation – Level I (501903)

\$139.10 (Includes GST)  
10 eve - Tu. Jan 17, 18:30-20:30 - Lan (Lu)  
10 eve - We. Jan 18, 18:30-20:30 - CC (Au)

Cantonese for Mandarin Speakers (502015)

\$139.10 (Includes GST)  
10 mng - Sa. Jan 21, 09:00-11:00 - Lan (Lu)

Cantonese Conversation – Level II (501904)

\$139.10 (Includes GST)  
10 mng - Sa. Jan 21, 09:00-11:00 - Lan (Au)

Czech Conversation – Level I (502008)

\$139.10 (Includes GST)  
10 eve - Th. Jan 19, 18:30-20:30 - CC (Hynek)

Czech Conversation – Level II (502020)

\$139.10 (includes GST)  
10 eve - Tu. Jan 17, 18:30-20:30 - CC (Hynek)

**French in Action: The Capretz Method**  
French in Action is the latest in language teaching methodology. It is a combination of audio, video and text using a variety of techniques with feature film quality. This course will immerse you in a real French atmosphere that will make your language learning pleasurable and effective. 40-hour program - \$250 each

French in Action – Level I (502001)

20 eve - Mo/We. Jan 16, 18:30-20:30 - CC (Le Corvec)

French in Action – Level II (502002)

20 eve - Mo/We. Jan 16, 18:30-20:30 - CC (Kenderdine)

French Conversation – Level I (501913)

\$130  
10 eve - Tu. Jan 17, 18:30-20:30 - Lan (Hassaine)

French Conversation – Level II (501914)

\$130  
10 eve - Th. Jan 19, 18:30-20:30 - Lan (Hassaine)

German Conversation – Level I (501919)

\$139.10 GST)  
10 eve - Mo. Jan 16, 18:30-20:30 - Lan (Rommel)

German Conversation – Level II (501920)

\$139.10 (Includes GST)  
10 eve - Th. Jan 19, 18:30-20:30 - Lan (Zenker)

Italian Conversation – Level I (501923)

\$139.10 (Includes GST)  
10 eve - Tu. Jan 17, 18:30-20:30 - Lan (Visscher)

Italian Conversation – Level II (501924)

\$139.10 (Includes GST)  
10 eve - We. Jan 18, 18:30-20:30 - Lan (Visscher)

Japanese Conversation – Level I (501926)

25-hour course, \$176.50 (Includes GST)  
10 eve - Mo. Jan 16, 18:30-21:00 - Lan (Egawa)  
10 eve - We. Jan 18, 18:30-21:00 - CC (Oba)

Japanese Conversation – Level II (501927)

25-hour course, \$176.50 (Includes GST)  
10 eve - Th. Jan 19, 18:30-21:00 - CC (Masuda)

Mandarin Conversation – Level I (501937)

\$139.10 (Includes GST)  
10 eve - Mo. Jan 16, 18:30-20:30 - Lan (Huang)

Mandarin for Cantonese Speakers (502016)

\$139.10 (Includes GST)  
10 mng - Sa. Jan 21, 11:00 - 13:00 - Lan (Lu)

Mandarin Conversation – Level II (501938)

\$139.10 (Includes GST)  
10 eve - Mo. Jan 16, 18:30-20:30 - Lan (Shao)

Portuguese Conversation – Level I (501945)

\$139.10 (Includes GST)  
10 eve - Th. Jan 19, 18:30-20:30 - Lan (Martz)

Portuguese Conversation – Level II (502007)

\$139.10 (includes GST)  
10 eve - We. Jan 18, 18:30-20:30 - Lan (Martz)

Spanish Conversation – Level I (501949)

\$139.10 (Includes GST)  
10 eve - Mo. Jan 16, 18:30-20:30 - Lan (Ballen)  
10 eve - Mo. Jan 16, 18:30-20:30 - CC (Ballón de Trevin)  
10 eve - Tu. Jan 17, 18:30-20:30 - Lan (Colome)  
10 eve - Th. Jan 19, 18:30-20:30 - CC (Espinel)  
10 eve - Th. Jan 19, 18:30-20:30 - Lan (Erickson)

Spanish Conversation – Level II (501950)

\$139.10 (Includes GST)  
10 eve - We. Jan 18, 18:30-20:30 - Lan (Colome)  
10 mng - Sa. Jan 21, 11:00-13:00 - Lan (Erickson)

Spanish Conversation – Level III (501951)

\$139.10 (Includes GST)  
10 eve - Th. Jan 19, 18:30: 20:30 - CC (Ballón de Trevin)

Spanish Conversation – Level IV (502006)

\$139.10 (includes GST)  
10 eve - Tu. Jan 17, 18:30-20:30 - CC (Ávila)

Fast Track Spanish Conversation – Level I (501992)

An intensive course for those wishing to learn the language more quickly. Beginner level. 40-hour course. \$278.20 (Includes GST)  
20 eve - Mo/We. Jan 16, 18:30-20:30 - CC (Miszurka)

Tagalog Conversation – Level I (502014)

\$139.10 (Includes GST)  
10 eve - Th. Sep 19, 18:30-20:30 - Lan (Camu)

Tagalog Conversation – Level II (502021)

\$139.10 (includes GST)  
10 eve - Th. Jan 16, 18:30-20:30 - Lan (Camu)

Thai Conversation – Level I (501990)

\$139.10 (Includes GST)  
10 eve - We. Jan 18, 18:30-20:30 - Lan (Placzek)

Thai Conversation – Level II (501993)

\$139.10 (Includes GST)  
10 eve - Mo. Jan 16, 18:30-20:30 - Lan (Placzek)

Vietnamese Conversation – Level I (502019)

\$139.10 (Includes GST)  
10 eve - We. Jan 18, 18:30-20:30 - Lan (Phung)  
2 day - Sa. Feb 11/18, 09:30-16:30 - KEC

Non-Profit, Voluntary & Fundraising Sector

Workshops

INSTRUCTORS

C. Lesley Allen is a lawyer and chartered accountant and currently the manager for Western Canada of Tax and Wills with TD Trust.

Judy Lightwater is a fundraising consultant for non-profits throughout BC. She teaches fundraising in community colleges and conducts seminars in fundraising and organizational development for non-profits.

Judy Stevens is a financial and management consultant and has worked extensively in the areas of voluntary and non-profit sector management.

Lee Titterington, Ed.D., is president of Matrix Developments Inc., a company providing education and consultation services to non-profits. He teaches fundraising in community colleges and conducts workshops and seminars provincewide in his field of expertise.

Introduction to Volunteer Coordination (101601)

Volunteer Vancouver, in cooperation with VCC, Continuing Education is offering this introductory course designed for volunteer leaders and paid staff of non-profit organizations. You will learn the basic skills needed by a coordinator of volunteers. The eight-evening sessions will enable you to examine and practise the organizational and human relations skills necessary to develop and operate a successful volunteer program. Facilitators are experienced managers and/or trainers in volunteerism. Limited to 18 participants. Classes are held at Volunteer Vancouver, 301-3102 Main Street, Vancouver. \$165  
8 eve - Tu. Jan 24, 18:00-20:30 - VV

Direct Mail and Estate Planned Giving for Beginners (101322)

This workshop is designed for the experienced fundraiser who recognizes the need to expand the organization's fundraising base and is acutely aware of the need for change or for new techniques in fundraising. Learn from hands-on involvement in evaluating and reviewing fundraising methods used by your organization and discover other successful ways to raise funds. Please bring your fundraising plan, budget, financial information, and other support materials to class for discussion. Handouts and coffee/juice included. (Lightwater) \$80.25 (Includes GST)  
1 day - Fr. Feb 10, 09:30-16:30 - KEC

Facilitator Training – Basic (101290)

Community meetings and forums are most effective when they are properly facilitated by someone who is aware of the processes. Preplanning and preparation will ensure success. In this workshop you will learn about:

- managing the group's process
- styles of facilitation
- describing the components of the facilitation process.

(Titterington) \$



Certificate program courses to be offered Spring 1995

Information and Financial Management for Fundraisers (101305)  
Fundraising Approaches – Part II (101307)

INSTRUCTORS

Josie Chuback is manager of recreation for the District of Maple Ridge.

Lee Titterington, Ed.D., is president of Matrix Developments Inc., a company providing education and consultation services to non-profits. He teaches fundraising in community colleges and conducts workshops and seminars.

Fundraising Approaches – Part I (101306)

This course begins the exploration of all fundraising approaches by examining organizational, environmental, campaign and donor needs assessment studies. Grantsmanship, a donor cultivation model and a variety of personal solicitation techniques are covered. This course is recommended as the preparation for Fundraising Approaches – Part II. Course materials included in fee. (Titterington) \$175  
6 eve - Tu. Jan 17, 18:30-21:30 - CC

Strategic Management of Fundraising Campaigns (101302)

Strategies for selecting and implementing a successful fundraising campaign will be developed in this course. The elements of annual and capital campaigns such as a feasibility study, goal and budget setting, scheduling and donor cultivation are covered. Student work will be based on case studies of non-profit agency campaigns. Course materials included in course fee. (Bean) \$240  
4 eve - We. Mar 01/08/15/29, 18:30-21:30 and 3 day - Fr. Mar 03/17/31, 09:00-16:00 - CC

Overview of Non-Profit Organization Management (101201)

Explore the scope of non-profit organization management with emphasis on structure, function, roles and responsibilities of non-profit staff and volunteers; board development; legal, ethical and advocacy issues; future trends and community resources. This course is required for both the fundraising and non-profit management certificates. Textbook: Forming and Managing a Non-Profit Organization, by Flora MacLeod and Society Guide for BC, by Gerald Scott. Maximum 25. (Chuback) \$175  
2 eve - Mo. Feb 06/13, 18:30-21:30 and 2 day - Fr. Feb 10/17, 09:00-16:00 - KEC Room 5025

Non-Profit Management

Certificate Program

This part-time certificate program is designed for adults pursuing a management career in the local non-profit sector. Practical communications, management skills, community trends and resource development issues are examined in nine specialized courses. The instructors are practising professionals from the non-profit sector. The program provides individuals in entry to middle-level non-profit management positions an opportunity to enhance their knowledge and leadership potential.

Entrance Requirements

- current experience in the non-profit sector as a staff member and/or volunteer
- successful completion of Grade 12 or equivalent
- current non-profit board or committee experience
- successful interview with the program coordinator

Certificate Requirements

The program course work totals 192 hours. All courses are offered once each year. Students may take two years to complete the certificate. Overview of Non-Profit Organization Management is the required introductory course and is offered once each term. Students may start the program in any term. Priority registration is given to full certificate students.

Call 871-7070 for brochure and application.

Evaluation

Students will be evaluated on the basis of participation and assignments. A minimum of 80 percent attendance is required to successfully complete each course.

Information Meetings

The College invites you to find out about the requirements needed for admission to the certificate program.  
Th. Jan 05, 12:00-13:00 - KEC Room 4043  
Th. Jan 05, 17:30-18:30 - KEC Room 4043

Courses to be offered Spring term 1995

Marketing for Non-Profit Organizations (101210)  
Program Planning and Evaluation (101202)  
Government Relations and Lobbying (101214)  
Time/Stress Management (101234)

INSTRUCTORS

Rob Goodall is the manager of education services at BC Health Services. He has been delivering management supervisory training for the health care and non-profit sector for several years.

Suzanne Kenney (M.A. Counselling Psychology) is an employee and family assistance counsellor with Family Services of Greater Vancouver. She has instructed in the Counselling Skills Certificate Program at VCC.

Judy Stevens is a financial and management consultant and has worked extensively in the areas of voluntary and non-profit sector management.

Winter 1995 Courses

Overview of Non-Profit Organization Management (101201)

This course explores the scope of non-profit organization management with emphasis on structure, function, roles and responsibilities of non-profit staff and volunteers; board development; legal, ethical and advocacy issues; future trends and community resources. This course is required for both the fundraising and non-profit management certificates and is the required introductory course for the non-profit management program. Textbooks: Forming and Managing a Non-Profit Organization, by Flora MacLeod and Society Guide for BC, by Gerald Scott. Maximum 25. (Chuback) \$175  
2 eve - Mo. Feb 06/13, 18:30-21:30 AND 2 day Fr. Feb 10/17, 09:00-16:00 - KEC Room 5025

Financial Management for Non-Profit Organizations (101206)

In this course you will gain an in-depth introduction to the knowledge and skills required to plan, implement, monitor, report on and evaluate the financial management of non-profits. Ethical issues pertaining to financial management will be discussed. A description of the users of computer software, common problems, the use of paid or volunteer expertise and current information on the GST are explored. Textbook: "Financial Management for Community Groups" by Alix Granger. (Stevens) \$240  
10 eve - We. Jan 18, 18:30-21:30 - KEC Room 5025

Working Effectively with Individuals and Groups (101209)

Managers of non-profit agencies face a wide range of interpersonal challenges. This course examines the scope of effective communications, group dynamics and team building. Strategies for developing strong staff and volunteer teams are demonstrated, management techniques discussed, and an in-class presentation to a small group required. The textbook, "People Skills" by Robert Bolton, c. 1979. Simon and Schuster must be read prior to the course. (Kenney) \$220  
4 day - Fr. Feb 03, Sa. Feb 04, Fr. Mar 03, Sa. Mar. 04, 09:00-16:00 - KEC Room TBA

Time/Stress Management (101234)

This course provides helpful methods in managing time effectively and how to cope with daily work-related stress. Topics include: goal setting; paperwork; interruptions; assertive communications; decision-making and negotiation skills. Participants will be required to complete a short assignment prior to taking the course. Please register in advance. (Goodall) \$75  
1 day - Fr. Mar 10, 09:00-16:00 - KEC Room 5025

Volunteer Management

Certificate Program

This part-time certificate program is designed to provide management training for individuals who are working or want to work in a paid or volunteer capacity as managers/ coordinators/leaders of volunteers in non-profit organizations. Instructors are recognized practitioners in the field and an advisory committee of employers/leaders ensures that the curriculum is current. Graduates find work in human and social services; cultural, leisure and sports organizations; educational and religious institutions; and health services.

Entry Requirements

- successful completion of Grade 12 or equivalent
- current experience in the voluntary sector as a volunteer or staff member, preferably in Volunteer Management
- successful completion of Introduction to Volunteer Coordination (101601) if not currently employed in the field

Certificate Requirements

- Students must successfully complete the following:
- 12 full-day workshops 09:00-16:00
  - workshop assignments
  - 75 hour practicum in a non-profit organization

Application Procedure

1. Submit application form.
2. Participate in an interview.
3. Register when accepted into program.

Evaluation

Program students will be evaluated on the basis of workshop assignments and practicum. A certificate will be awarded on satisfactory completion of all requirements.

Length of Program

150 hours over 10 months.

Program Coordinator: Brenda Reynolds – 871-7059, Wednesdays

Workshop Titles

An Overview of Volunteer Management (101408)  
Planning and Evaluating Volunteer Programs (101409)  
Administrative Management Systems (101402)  
Motivating and Recruiting Volunteers (101413)  
Interviewing and Supporting Volunteers (101414)  
Working with Volunteers – Communication Skills (101404)  
Training (101411)  
Training/Presentation Practice (101412)  
Working Effectively with Individuals and Groups (101406)  
Financial Management/Resource Development (101405)  
Marketing/Public Relations (101403)  
Time/Stress Management (101415)

Practicum (101416)

Certificate Program Fee: \$760 in full or three term payments.

Limited spaces for qualified students may be available in individual Winter workshops: \$65 each workshop. Contact the program coordinator at 871-7059 to register.

INSTRUCTORS FOR WINTER WORKSHOPS

Barbara Berry is a program coordinator at VCC.

Mary Ferguson is director of Public Relations for the Sage Foundation.

Nancy McPhee is a trainer/consultant in interpersonal skills and conflict resolution.

Brenda Sawada is volunteer development coordinator for VON.

Winter Workshops

06 Working with Volunteers: Communication Skills (1day) (101404)

This workshop is designed to provide participants with an understanding of the verbal communication skills essential for working with volunteers, clients and paid staff. An introduction to conflict resolution is also included. (McPhee)  
We. Jan 11, 09:00-16:00 - KEC

07 Training Volunteers – Part I (1day) (101411)

This workshop will enable you to prepare and facilitate orientation and training sessions for volunteers. Topics include: characteristics of a positive learning environment, instructional techniques, characteristics of adult learners, instructional design and evaluation strategies. (Berry)  
We. Feb 01, 09:00-16:00 - KEC

08 Training Volunteers – Part II (1 day) (101412)

This workshop is designed to assist you to develop your training skills. You will be responsible for conducting a ten-minute interactive training session with fellow students. (Berry)  
We. Feb 15, 09:00-16:00 - KEC  
We. Feb 22, 09:00-16:00 - KEC

09 Working Effectively with Individuals and Groups (1 day) (101406)

This workshop provides an introduction to two significant aspects of volunteer management – leadership and group dynamics. Topics include: the difference between leadership and management, situational leadership, group process and chairing effective meetings. (Ferguson/ Sawada)  
We. Mar 08, 09:00-16:00 - KEC

Real Estate, Law & Financial Planning

Financial Planning & Investment

INSTRUCTOR

Doug Hodgins, B.A., B.Comm., CFP, is a registered financial planner and principal of the financial planning firm, HLP Financial Planning Corp. He has taught personal financial planning at VCC since 1983.

Introduction to Financial Planning (503701)

This seminar, which is intended to be taken in conjunction with Advanced Financial Planning, will help you build a financial program from the ground up. Learn to review and analyze your net worth, develop an effective budget and analyze various tax planning and investment strategies. (Hodgins) \$32.10 (includes GST)  
1 eve - Tu. Jan 31, 19:00-21:30 - Arbutus Club  
1 eve - Tu. Mar 07, 19:00-21:30 - KEC

Advanced Financial Planning (503702)

Looking for financial independence at an earlier age? Designed to be a logical follow-up to Introduction to Financial Planning, includes an in-depth review and analysis of your financial affairs with specific emphasis on advanced financial planning techniques in money management, risk management, investment planning and analysis, proven tax planning strategies and retirement planning. (Hodgins) \$37.45 (includes GST)  
1 eve - Tu. Feb 07, 19:00-21:30 - Arbutus Club  
1 eve - Tu. Mar 14, 19:00-21:30 - KEC

Legal Assistant

Certificate Program

The legal assistant of today plays an invaluable role in a law office that strives to deliver high-quality service to its clients. Skilled legal assistants are able to manage client files, perform legal research, prepare legal documents and enhance client relations.

We can provide you with the necessary skills including: drafting, file management, interviewing, legal research, and writing; and substantive knowledge in the areas of conveyancing, corporate/commercial law, or litigation, areas where there is an ever-increasing demand for qualified legal assistants. Each program is taught by legal professionals with years of practical experience.

Participants may register for any course without seeking a Legal Assistant Certificate or choose one of these three specialization programs and prepare to embark on an exciting and rewarding career as a qualified legal assistant!

1. Conveyancing Certificate
2. Corporate and Commercial Certificate
3. Litigation Certificate

In addition to the required courses, participants may select from a number of optional courses to fulfil program requirements. Participants may, therefore, select course options best suited to meet their needs.

A certificate is available to students in each of the three specializations after the successful completion of Level III (200 hours) and a practicum. After completion of both Level I and Level II, students will have the legal skills required for their chosen area of study and will be able to function effectively in the law office.

Who should attend?

These certificate programs are designed for those individuals currently employed as legal secretaries or legal assistants wishing to improve their skills and career positions. To obtain the certificate students must meet the following requirements: 1) possess a Grade 12 diploma, 2) demonstrate English proficiency, and 3) (a) have one year of legal office experience, including exposure to word processing; or (b) have successfully completed legal secretarial program and acquired a minimum of six months' office experience; including exposure to word processing. Certificate students will also be required to attend a personal interview with a program coordinator.

Legal Assistant Certificate Programs Information Night

Please join us for a "Drop-In" evening to learn about these programs. Instructors will be available to answer questions. RSVP 443-8380.  
1 eve - Mo. Jan 09, 17:00-18:15, City Centre Campus, Room 237

Legal Assistant Certificate Requirements

Level I – Core Courses

Canadian Legal Process – 12 hours  
Legal Research – 18 hours  
Legal Communications – 12 hours  
Torts – 18 hours  
Contracts – 18 hours  
Agency, Partnership and Incorporation – 18 hours  
Level I – Total minimum hours – 96 hours

Level II – Practice Area Courses

Litigation  
Personal Injury Practice – 24 hours  
Commercial Litigation – 24 hours  
Creditors Remedies – 12 hours  
Chambers Practice – 12 hours  
Total hours – 72 hours

Conveyancing

Property Law – 24 hours  
Personal Property Security – 12 hours  
Mortgages – 12 hours  
Commercial Conveyances – 24 hours  
Total hours – 72 hours

Corporate and Commercial

Company Law – 24 hours  
Advanced Corporate Administration – 24 hours  
Personal Property Security – 12 hours  
Commercial Transactions – 12 hours  
Total hours – 72 hours

Level III – Specialization Courses

\* Two or more additional courses appropriate to your practice area for a total of at least – 32 hours  
AND Practicum – 500 hours

Total Certificate Requirements

Courses – 200 hours  
Practicum – 500 hours

\* These courses are electives and may change from term to term

Practicum

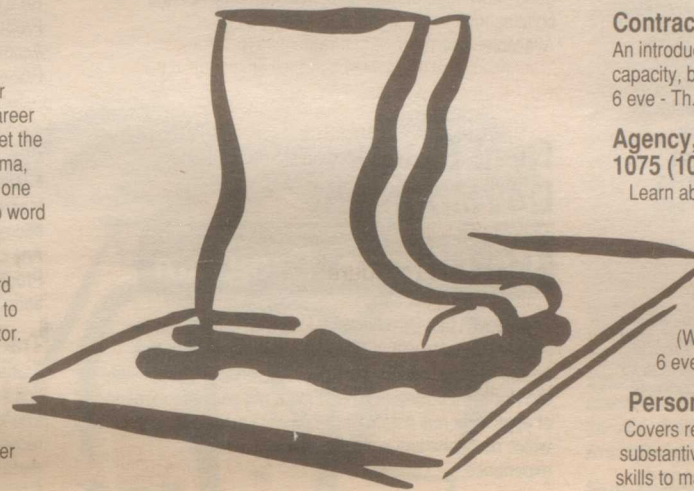
Each student will be required to complete a four-month, full-time practicum under the supervision of a qualified lawyer. The practicum may be completed during Level III or after completion of course work.

Location

Courses are offered at City Centre Campus. Legal Research classes also meet at City Centre and UBC Law Library.

Information

Please call 443-8380 for general information and for obtaining a program guide and application form. For further information on the Legal Assistant Certificate Programs, please contact the program assistant by calling 443-8385, or in writing at: Legal Assistant Certificate Program Continuing Education Division Vancouver Community College City Centre Campus 250 West Pender Street Vancouver, BC V6B 1S9



Winter Courses

Introductory legal courses are listed under "Legal Office Skills" in the Office Administration Certificate Program section.

INSTRUCTORS

Jobst Bode practises civil litigation and commercial law.

Leonard M. Cohen has practised civil litigation for 12 years.

Patricia Donald is a lawyer with Crown Counsel office. In 18 years of practice she has been to every level of court.

Donna Ferguson is a legal assistant specializing in commercial litigation for a major law firm.

Karen Howatson is a legal assistant with ten years' experience in corporate finance with a major firm.

Shirley Kay practises wills and estates law.

Sylvia Kern is a legal assistant with eight years' experience in personal injury litigation.

Don Mainland, LL.B., supervises corporate services and PPSA registration for a major law firm.

Joan Marshall, a lawyer with 30 years' experience, is in general practice.

L. Ross McPhee has been a sole practitioner for five years, concentrating on real estate and commercial law.

Allen H. Soroka, LL.B., M.L.S., is Assistant Law Librarian at the UBC Law Library.

Cheryl M. Stephens, LL.B., a legal educator for seven years, is a legal writing specialist.

Johan Van Dorsten, LL.M., M.B.A., an international legal educator and advisor for over ten years, has written extensively on business law topics.

Katharine Wellman, Q.C. has practised law for 30 years in BC, Alberta and Saskatchewan.

Core Courses

Canadian Legal Process 1000 (104816)

An introduction to Canada's legal system, legal institutions, and basic legal principals. Examine the sources of law and the structure of the court system. \$95  
4 eve - Mo. Jan 16, 18:00-21:00 - CC (Marshall)  
3 mng - Sa. Jan 21, 09:00-13:00 - CC (Kay)  
4 eve - We. Mar 08, 18:00-21:00 - CC (Wellman)

Legal Research 1015 (104817)

An introduction to legal research techniques. Students can do hands-on research. (Soroka) \$145  
6 eve - We. Jan 11, 18:30-21:30 - CC  
6 eve - We. Mar 01, 18:30-21:30 - CC

Legal Communications 1030 (104818)

Useful to legal assistants of all levels of experience. Topics covered include: interviewing techniques, listening skills, and legal writing. (Stephens) \$110  
4 eve - We. Jan 18, 18:00-21:00 - CC  
4 eve - We. Mar 01, 18:00-21:00 - CC  
3 mng - Sa. Mar 04, 10:00-14:00 - CC

Torts 1050 (104819)

An introduction and overview of tort law in Canada: civil wrongs where an individual's conduct interferes with another's person or property. (Cohen) \$145  
6 eve - Th. Jan 19, 18:00-21:00 - CC

Contracts 1060 (104820)

An introduction to contract law, including formation, capacity, breach and remedies. (Kay) \$145  
6 eve - Th. Jan 19, 18:00-21:00 - CC

Agency, Partnership and Incorporation 1075 (104821)

Learn about agency relationships and liabilities, partnerships and general concepts underlying incorporation, limited liability, corporate structure and duties of directors and officers. \$145  
6 eve - We. Jan 18, 18:00-21:00 - CC (Wellman)  
6 eve - Mo. Jan 16, 18:00-21:00 - CC (Van Dorsten)

Personal Injury Practice 2010 (104815)

Covers relevant statutes, Supreme Court rules, relevant substantive law governing procedure, procedures and skills to manage a personal injury file. (Kern) \$195  
8 eve - Tu. Jan 10, 18:00-21:00 - CC

Commercial Litigation 2020 (104814)

Available Spring 1995

Creditors Remedies 2030 (104813)

Available Spring 1995

Chambers Practice 2040 (104812)

Learn procedures and forms for chambers applications, jurisdiction of master, experte applications, desk orders vs. registrar's order. (Kern) \$125  
4 eve - Tu. Mar 07, 18:00-21:00 - CC

Property Law 3010 (104811)

Cover nature and scope of interests in land, retainer in conveyancing, undertakings, conflict of interest, contract of purchase and sale, land title system and tax issues. Condominium laws and issues. (Bode) \$195  
8 eve - Tu. Jan 10, 18:00-21:00 - CC

Personal Property Security 3040 (104810)

Theory, concepts, procedures and forms for personal property security regime. Review validity of security agreements and rights of parties. (Mainland) \$125  
4 eve - Th. Feb 02, 18:00-21:00 - CC  
4 eve - Mo. Mar 06, 18:00-21:00 - CC

Mortgages 3020 (104809)

Covers nature of mortgage, legal and equitable interests, features, principles of interest, priorities, assignment and extinguishment, insurance issues and payout statements. (McPhee) \$125  
4 eve - Tu. Mar 07, 18:00-21:00 - CC

Commercial Conveyances 3050 (104808)

Available Spring 1995

Company Law 4010 (104807)

Legal principals and statutory regime under BC Company Act, choice of business organization and jurisdiction, shareholders' agreements, trust agreements, corporate governance and alterations. (Wellman) \$195  
8 eve - Mo. Jan 09, 18:00-21:00 - CC

Advanced Corporate Administration 4020 (104822)

Available Spring 1995

Commercial Transactions 4040 (104806)

Examine methods of securing financial transactions and acquiring assets. Review types of financial arrangements, nature of security, credit devices, priorities and assignments. (Howatson) \$125  
4 eve - Th. Mar 09, 18:00-21:00 - CC

Specialization Courses

Small Claims Court Practice 2050 (104865)

Learn Small Claims Court rules, procedures, documents and strategies. (Ferguson) \$125  
4 eve - We. Mar 01, 18:00-21:00 - CC

Criminal Law and Procedure 2070 (104866)

Covers substantive law and procedures and the criminal justice system. (Donald) \$165  
6 eve - Mo. Feb 20, 18:00-21:00 - CC

Legal Drafting 1032 (104864)

Learn the special techniques and modern style in drafting contracts and other commercial documents. (Stephens) \$75  
1 day - Sa. Mar 25, 10:00-16:00 - CC

Real Estate

Vancouver Community College, Continuing Education Division, offers two certificate programs in real estate management, as well as several non-credit seminars on selected real estate topics. A certificate program in Real Estate Development is also offered.

The Property Management Certificate Program is designed to meet the educational needs of commercial/ residential property managers. The Building Manager Certificate Program is uniquely tailored to meet the educational requirements of resident managers in apartment buildings and other multi-family properties. Both of these professional programs enjoy the support and guidance of PAMA (Professional Association of Managing Agents).

In addition, the International Council of Shopping Centers (New York) recognizes the VCC Shopping Centre Management Course (PM 3415) as qualifying for credit towards the Certified Shopping Center Manager (CSM) designation.

Vancouver Community College, Continuing Education Division also has a program in Real Estate Development. This program is designed specifically to offer professional development education to persons employed in development and development-related occupations. This may include novice developers, realtors, architects, lawyers or any professional interested in the real estate development process and the development industry.

Our non-credit seminars cover a wide range of special topics. These seminars have been developed by VCC in response to your continuing interest in the field of real estate.

Program Coordinators

Building Manager Certificate Program – Sharon Kelly (443-8380)  
Property Management Certificate Program – Chuck Dunn (323-5511)  
Real Estate Seminars – Sharon Kelly (443-8380)  
Real Estate Development Certificate Program – Brian Pink (443-8388)

Real Estate Information Night for Property Management

We. Jan 04, 17:30-19:00  
(formal presentation begins at 17:30) Langara College, Continuing Education office, 100 West 49th Avenue, Vancouver.

Vancouver Community College Realty Scholarships

Through generous contributions from the real estate industry, Vancouver Community College has created an endowment fund to provide scholarships in perpetuity to reward those students with the highest academic achievement in our real estate programs.

Annual Scholarship Awards

- For Building Manager Certificate Program graduates:
- Greater Vancouver Apartment Owners' Association Award
- Coinamatic Award



Students with the highest grades in the core Building Manager and Property Management courses are awarded annual scholarships through endowments provided by the Real Estate Foundation of BC, the Real Estate Council of BC, the Real Estate Board of Greater Vancouver, the Government of BC and private individuals.

#### Industry Recognition of VCC Continuing Education Courses PAMA (Professional Association of Managing Agents)

Participants who successfully complete the Property Management Certificate Program may be eligible to receive the Certified Professional Residential Property Manager (CPRPM) designation from PAMA. For further information about the PAMA designation, contact PAMA at 684-6717.

#### IREM (Institute of Real Estate Management)

Some courses offered through the Property Management Certificate Program are eligible for credit towards the CPM (Certified Property Manager) designation. The college also offers IREM 101 (Successful Site Management) which fulfils the educational requirement for IREM'S ARM (Accredited Residential Manager) award. See "Building Manager" or "Real Estate Seminars" section of this flyer for course description. For further details, contact IREM, BC Chapter #50 at 683-9106.

#### ICSC (International Council of Shopping Centers - New York)

Property Management 3415 (Shopping Centre Management) has been accepted by the International Council of Shopping Centers, New York, as a substitute for their Management I course, for those in the shopping centre industry working towards qualifying for the Certified Shopping Centre Manager (CSM) designation. For further information, contact Peter Read, CSM at 683-6369.

#### Real Estate Council of BC

Participants who successfully complete the Property Management Certificate Program are eligible to write the Real Estate Salesman's Licensing exam. For details, contact Carole Hector at 323-5214 or Chuck Dunn at 323-5409.

### Real Estate Seminars

#### INSTRUCTORS

Maury Dubuque, B.A., Dipl. (Urban Land), A.L.O., is currently senior lease negotiator for Knowlton Realty Ltd. Maury's diverse background includes teaching high school and four years as a senior lease negotiator for Public Works Canada.

Ruth Harding, B.A., M.A. (candidate) is a Certified Disaster Recovery Planner and currently works in the field. She has co-authored numerous publications including *Earthquake Planning for Businesses and Prepare Now for an Earthquake in British Columbia*. Ruth is presently completing her masters degree in communications at SFU. She has taught numerous professional seminars.

Sharon Kelly, B.A., CPRPM, is a property management consultant with over 14 years' experience in the industry. She is the president of her own real estate company, which provides property management consulting and arbitration services to handle disputes between owners and strata corporations. Sharon has extensive teaching experience.

Ed Witzke, B.A., B.Arch, MCHBA, heads his own building inspection firm and has a solid background as a building consultant. He is the author of "The Complete Canadian Home Inspection Guide." Ed has extensive teaching experience including the course *House Inspection I* at BCIT. His familiar voice can also be heard on various local radio stations.

#### IREM 101: Successful Site Management (109024)

This course is a joint offering by VCC and the Institute of Real Estate Management (IREM). It is intended for individuals interested in improving the operating success of residential properties. The course covers management, marketing, leasing and resident retention as well as maintenance and operations. Successful completion of this course fulfils the educational requirement for achieving IREM's ARM (Accredited Residential Manager) award. Residential managers must also provide evidence of meeting the experience requirements established by IREM, and subscribe to a strict code of ethics in order to

qualify for the ARM award (for details, contact IREM, BC Chapter 50 at 683-9106). Students who successfully complete the IREM 101 course will earn elective points towards becoming a CPM (Certified Property Manager) member of IREM and may apply for course credit towards the VCC Building Manager Certificate. \$425 Available April 1995

#### Commercial Lease Negotiation Skills (109016)

Are you a commercial tenant trying to negotiate a renewal of your lease with your landlord? Or, are you a landlord or property manager leasing out space and you are unsure of the leasing procedures? If so, this seminar is for you. Conducted by Maury Dubuque, a leasing specialist with Knowlton Realty, this professional seminar will take the mystery out of leasing procedures. \$60 Not available this term

#### Managing a Strata Corporation (109015)

This seminar will deal with many of the duties/responsibilities involved in managing a strata corporation. Topics include: handling general meetings; dealing with developers; handling complaints from strata lot owners; council meetings; insurance and tendering for contracts. The instructor will assume that all participants are involved in the management of condominiums and possess a basic knowledge of the Condominium Act. Bring your copy of the Condominium Act. (Kelly) \$60 1 day - Sa. Feb 25, 09:00-13:00 - CC

#### Buying a Condominium (109029)

Introduces new buyers to the financial and legal structures of a condominium (strata) corporation - how are by-laws enacted, who controls the corporation, what are an owner's rights, duties and obligations, and how to distinguish the good condominiums from the poor ones. (Kelly) \$60 1 day - Sa. Mar 11, 09:00-13:00 - CC

#### How to Inspect a Condominium (109025)

For condominium buyers, the term 'buyer beware' is familiar. How can you reduce the chances of purchasing a problem unit? What should you check inside the suite and also in the common areas? Potential hidden defects can cause an owner unexpected additional expenses. Learn the basics on how to inspect your new condominium and what tools you should bring along to complete that inspection. (Witzke) \$60 1 day - Sa. Feb 04, 09:00-13:00 - CC

#### How to Select and Renovate a House for Profit (109026)

Deciding whether or not to invest in a house and renovate is a difficult decision. What are the risks? How can a profitable return be obtained? This seminar will cover topics such as: selecting the right house, renovation techniques, design considerations, cost-cutting ideas and pitfalls to avoid. You will leave the class with many ideas for success. (Witzke) \$60 1 day - Sa. Feb 18, 09:00-13:00 - CC

#### Emergency Planning for Property Managers (109023)

An introductory seminar on emergency preparation for both residential and commercial real estate. Actual disasters will be reviewed, including revenue losses incurred due to the lack of a proper emergency plan. Emphasis will be placed on how to save lives and reduce damage through staff training and effective communication methods. Participants will go through the steps necessary to set up an emergency plan including development of a resource list, procedures manual, and determining the feasibility of establishing an emergency operation centre. Registration is limited to 20. Early registration is advised. A catered lunch and coffee/tea is included in the tuition. (Harding) \$150 Not available this term

#### Managing Buildings with Older Residents (109013)

This workshop is for managers of rental and strata apartment buildings. It is a joint offering by VCC and the Vancouver Health Department Seniors' Wellness Program. The focus will be on how building managers can positively affect the quality of life of older residents as part of providing good management for the building's elderly tenants or strata owners. Discussions, presentations and videos will be used to explore areas of concern to you - the building manager - and provide useful information to assist in managing your building. Space is limited. Early registration is advised. \$5 Not available this term

#### Applied Manager Skills (109028)

This one-day course is designed for students completing the Building Manager Certificate Program. This course will become mandatory for students graduating after June 1995. Students currently enrolled in the program, previous graduates and/or experienced residential building managers are welcome to register. Through lectures, case studies, problem-solving exercises and guided discussion, students will explore key issues and challenges currently facing the residential building manager. Specific topics include: the Residential Tenancy Act including new legislation; human rights laws and example cases; successful strategies for dispute resolution; creative problem-solving; interpersonal skills; preparing letters to tenants; responding to tenant requests; maintenance planning and liability issues. Prerequisites: Law and Tenant Relations (109001) and Building Maintenance and Cost Control (109002), or permission from the instructor. Participants must have a good knowledge of the Residential Tenancy Act and building maintenance practice. (Kelly) \$110 Available April 1995

### Real Estate Development

## Certificate Program

The Real Estate Development Program is intended to provide students with a practical understanding of the principles and practices which characterize the real estate development business. The student will gain a foundation of applicable real estate development knowledge, upon which he or she can build through professional experience.

#### INSTRUCTORS

Jeffrey Simpson, B.A. (Econ.), R.I.(B.C.), C.L.P., F.R.I., is a development consultant with his own firm and past president of the Real Estate Institute of Canada (Greater Vancouver Chapter). He has lectured in the Urban Land Economics Diploma Programme at UBC in addition to teaching at VCC. Mr. Simpson has held executive posts with several development companies and he has been responsible for numerous real estate projects which have received awards.

Thomas Knight, B.A. (Urban Geography), is a development consultant with a major Vancouver firm. A former manager (Development Services) for Marathon Realty and development officer for the municipality of Surrey, Mr. Knight has extensive experience in the development approval process. He has six years' teaching experience in land development.

Kenneth King, A.Sc.T., MCQS, is chief project estimator for the Housing and Properties Department of the City of Vancouver. Mr. King has 15 years' experience in construction and development through employment with numerous companies. He is an enthusiastic instructor who has taught appraisal and development for four years.

#### For Whom?

The program will be of interest to a broad range of persons employed in development and development-related careers. This may include novice developers, builders, realtors, lenders, architects, lawyers, civil servants or any professional interested in the real estate development process and the development business.

#### Entry Requirements

The Real Estate Development Program is designed to be flexible in meeting a variety of educational backgrounds and career needs and therefore has no entrance application procedure.

Students may enroll in any individual course, subject to specific prerequisites which may exist for individual courses. Completion of the Language Proficiency Index (LPI) exam is required for Communications 1118 and Economics 220/221. There is no prerequisite for Introduction to Real Estate Development (109201).

#### Certificate Requirements

Students who wish to earn the Real Estate Development Certificate must successfully complete 13 courses in no more than six years. A minimum grade of 60 percent must be achieved in all program courses in order to qualify for the Real Estate Development Certificate. Advance credit

may be given for courses taken at other academic institutions. Students may apply for the program certificate upon successful completion of all required courses.

#### Required Courses

Students are required to complete the following courses in order to earn the program certificate. Non-certificate students may enroll in any individual course.

#### Core Development Courses

1. Introduction to Real Estate Development
2. Real Estate Development Finance or Real Estate Investment Analysis 1535
3. Public Approval Process for Real Estate Development
4. Applied Real Estate Development

#### Additional Required Courses

Real Estate Law 1325  
Real Estate Marketing 1420  
Real Estate Appraisal 1101  
Real Estate Appraisal 1102  
Property Management 1415\*  
Accounting 1115  
Communications 1118

\* Property Management 2415 (Commercial/Industrial) or 3415 (Shopping Centre Management) may be substituted.

#### Plus TWO of the following

Macro Economics 221  
Micro Economics 220  
Any course in the Business Administration Certificate Program other than Accounting 1115 and Communications 1118

#### Transfer Credit

Transfer credit for previously completed courses will be considered for Accounting 1115, Communications 1118, Economics 220 and Economics 221 where students have received a grade higher than 65 percent. Students with a current real estate sales licence will be exempt from Real Estate Marketing 1420 only.

Economics 220 and 221 must be taken through one of the community colleges, as they are university credit courses. They are available at Langara College.

#### Advisory Committee

The program is subject to ongoing review through the counsel of a select committee of property development professionals and those in related fields.

### Core Courses

#### NOTE

Students without experience in the real estate development business are strongly advised to enroll in Introduction to Real Estate Development before enrolling in either Real Estate Development Finance or Public Approval Process for Real Estate Development. In the latter two courses, the instructor will assume that students have a basic knowledge of the real estate development process. The introductory course is designed to help students understand how the overall development process works.

#### Introduction to Real Estate Development (109201)

A broad introduction to the real estate development industry, the development process and related issues. Major topics include: the economics of property development, steps in the development process, feasibility studies, government approvals, types of developments, design in development, development companies, public planning and environmental issues in development. This overview course will give each participant a foundation of applicable real estate knowledge, upon which he or she can build through professional experience and/or subsequent development courses offered through VCC. \$290 13 eve - We. Jan 18, 18:30-21:30 - CC (King)

#### Real Estate Development Finance (109202)

An introductory course in real estate development finance. Instruction will focus on the methods of calculation commonly used to determine the financial feasibility of a development project, with emphasis on the practical aspects of arranging financing. Topics include:

basic finance mathematics, commercial mortgage underwriting, return on investment analysis, construction financing, equity financing and sources of capital. A financial calculator is required for the first class. (Note: Your calculator must be able to calculate a monthly mortgage payment, an outstanding balance, and periodic and accumulated interest/principal.) (Miller) \$200 8 eve - Tu. Jan 24, 19:00-22:00 - CC

#### Real Estate Investment Analysis 1535 (109110)

An introduction to the fundamentals of real estate investment analysis. Students will acquire the analytical tools necessary to make objective financial decisions regarding real estate investments. Major topics include: the nature of investments, business mathematics, the mortgage equity concept, discounted cash flow concepts, taxation and feasibility studies. This course is recognized by the Real Estate Institute of Canada for credit towards the CPM, CRF and ALO designations. 13 sessions. (TBA) \$290 Not available this term

#### Public Approval Process for Real Estate Development (109203)

A practical course which examines the development approval process for selected municipalities and the City of Vancouver. Topics include: the nature of planning, Acts and Bylaws which govern the development process, development applications, the role of planning departments and related boards and committees, and common pitfalls within the process. Emphasis will be placed on ways to maximize development opportunities, minimize costs and provide for a quality development. (Knight) \$200 8 eve - Th. Jan 26, 19:00-22:00 - CC

#### Applied Real Estate Development (109204)

This seminar style course is designed for the advanced level student in the Real Estate Development Program. Through the use of case studies, guided discussion and guest presentations by veteran developers, participants will analyze each step in the development process. The purpose is to explore the critical planning and analysis which underlies decision-making as applied to development projects. At the conclusion of the course, each participant will be required to submit a complete development proposal for a selected site. Prerequisites: Introduction to Real Estate Development (109201), Real Estate Development Finance (109202) and Public Approval Process for Real Estate Development (109203). \$290 Not available this term

### Additional Courses

For descriptions and scheduling of additional required courses and electives, please refer to course listings under the Property Management Certificate Program and Business Administration Certificate Program in this flyer.

#### Information and Registration

For registration and general information phone Continuing Education at 443-8380.

For course counselling phone Brian Pink at 443-8388.

## Building Manager

## Certificate Program

This program is designed for persons who are currently resident managers/caretakers and wish to improve their skills as a manager/caretaker in an apartment building or other multi-family complex. Graduates will be trained in basic landlord-tenant law as it applies in British Columbia; in basic building maintenance, fire safety and security matters; and about relevant office forms and record keeping. Supervisory skills are also covered, including goal setting, problem-solving techniques and people management.

The program is recognized by PAMA (Professional Association of Managing Agents). PAMA holds a strong commitment to the overall improvement of educational standards within the property management industry. PAMA's support of the Building Manager Program is part of that commitment.

The Greater Vancouver Apartment Owners' Association also supports the Building Manager Certificate Program. Each year, an academic scholarship is awarded to the top Building Manager graduate through the GVAOA Endowment Fund.

Rental property owners and buyers who wish to learn more about the day to day management of their property investment will find these courses to be of enormous practical value.

For registration call 443-8380. For course advisory information call Brian Pink at 443-8388, or the program coordinator (Sharon Kelly) at 443-8380.

#### Entry Requirements

Completion of grade 12 is not necessary, but students must possess reasonably good oral, reading and writing skills. Good manual dexterity is highly preferred.

#### Certificate Requirements

The certificate program consists of five courses: (1) Law and Tenant Relations, (2) Building Maintenance and Cost Control, (3) Building Service Management or IREM 101: Successful Site Management, (4) Building Service Worker - Level I, and (5) Applied Manager Skills (NOTE:



Required after June 1995). These courses may be completed in any order, except Applied Manager Skills which has two prerequisites. Program students must pass the exam for each course in order to qualify for the program certificate.

#### Evaluation

Program students shall be evaluated on the basis of assignments, tests and a final exam. Upon successful completion of all required courses, the student may apply for a college certificate.

#### Advisory Committee

The program is subject to ongoing review through the counsel of a select committee of property management professionals, building owners and those in related fields.

#### Law and Tenant Relations (109001)

Learn to manage residential tenancies through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. Examine: rental advertising, tenant screening steps, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, condominium law and the Residential Tenancy Act. \$160 8 eve - Tu. Jan 24, 19:00-21:30 - CC

#### Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. The course will review the primary maintenance responsibilities of the residential building manager. Topics include: maintenance planning and cost control; preventative maintenance; building inspections; supervising on-site work; basic appliance repair; fire safety; security; and an introduction to heating and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and other equipment. \$180 10 eve - We. Jan 25, 19:00-22:00 - CC

#### Building Service Management 1000 (102023)

Intended for building supervisors, building service staff and others who wish to advance in the building management field. This course will explore basic supervisory and management skills including: budget preparation and controls; estimating and costing of building service work; purchasing of equipment and chemicals; inventory control; scheduling and motivation of staff. The selection and care of powered equipment is also covered. This course is recognized by the CBSA (Canadian Building Servicing Association) for credit within the CBSA Professional Certification Program. \$220 10 day - Sa. Jan 21, 09:00-13:00 - CC

#### NOTE:

IREM 101: (Successful Site Management) may be taken as a substitute for Building Service Management.

#### IREM 101: Successful Site Management (109024)

This course is a joint offering by VCC and the Institute of Real Estate Management (IREM). It is intended for individuals interested in improving the operating success of residential properties. The course covers management, marketing, leasing and resident retention as well as maintenance and operations. Successful completion of this course fulfils the educational requirement for achieving IREM's ARM (Accredited Residential Manager) award. Residential managers must also provide evidence of meeting the experience requirements established by IREM, and subscribe to a strict code of ethics in order to qualify for the ARM award (for details, contact IREM, BC Chapter 50 at 683-9106). Students who successfully complete the IREM 101 course will earn elective points towards becoming a CPM (Certified Property Manager) member of IREM and may apply for course credit towards the VCC Building Manager Certificate. \$425 Available April 1995

#### Building Service Worker - I (109008)

Learn general cleaning and floor maintenance. Students will explore types of soils, types of cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas. Safety issues will also be covered. Students will gain a foundation of building service knowledge, to help improve professional practice. Prerequisite: Students must possess reasonably good oral, reading and writing skills. Students who have difficulty with English should contact Continuing Education at Langara for advice on language skills courses. Phone 323-5322. \$185 5 day - Sa. Jan 21, 09:00-16:00 - CC

#### Applied Manager Skills (109028)

This one-day course is designed for students completing the Building Manager Certificate Program. This course will become mandatory for students graduating after June 1995. Students currently enrolled in the program, previous graduates and/or experienced residential building managers are welcome to register. Through lectures, case studies, problem-solving exercises and guided discussion, students will explore key issues and challenges currently facing the residential building manager. Specific topics include: the Residential Tenancy Act including new legislation; human rights laws and example cases; successful strategies for dispute resolution; creative problem-solving; interpersonal skills; preparing letters to tenants; responding to tenant requests; maintenance planning and liability issues. Prerequisites: Law and Tenant Relations (109001) and Building Maintenance and Cost Control (109002), or permission from the instructor. Participants must have a good knowledge of the Residential Tenancy Act and building maintenance practice. (Kelly) \$110 Available April 1995

### Property Management

## Certificate Program

Property Management is a comprehensive training program designed to provide participants with the concepts, techniques, knowledge and skills necessary to perform as a Professional Property Manager.

#### Property Management Information Night

Wednesday, January 04, 17:30-19:00  
Formal presentation begins at 17:30, Langara College, Continuing Education office, 100 West 49th Avenue, Vancouver.

For information call Program Coordinator, Chuck Dunn at 323-5511.  
For registration call 323-5322.

Non-Certificate students may enroll in any course without meeting certificate requirements except Appraisal 1102; and Real Estate Marketing 1420, which require prerequisite courses.

#### Certificate Requirements

Students must complete 12 courses in no more than six years:

#### Mandatory Courses

Property Management 1415  
Property Management 2415  
Property Management 3415  
Real Estate Law 1325  
Real Estate Appraisal 1101 (was Appraisal 1118 - Part I)  
Real Estate Appraisal 1102 (was Appraisal 1118 - Part II)  
Computer Applications in Business 2000  
Real Estate Marketing 1420  
Accounting 1115  
Communications 1118

#### Plus any two of the following

Macro Economics 221  
Micro Economics 222  
Introduction to Real Estate Development (109201)  
Real Estate Investment Analysis  
OR any courses listed under Business Administration, other than Accounting 1115, Communications 1118 and Computer Applications in Business 2000.

#### Entry Requirements

The Language Proficiency Index (LPI) exam is required for all students registering in Communications 1115 or Communications 1118. Students may be exempted from the LPI exam if they have:

1. A degree from an English-language university, or
2. Completed a first year English course or business communications course from an English-language college or university.

For details, please contact Carole Hector, program assistant at 323-5214.

#### Transfer Credit

Transfer credit for previously completed courses will be considered for Accounting 1115, Communications 1115, Micro Economics 222 and Macro Economics 221 where students have received a grade higher than 65 percent. Students with a current Real Estate Sales License will be exempt from Real Estate Marketing 1420 only.

Economics 221 and 222 (Macro and Micro) must be taken through one of the community colleges as they are university credit courses. They are offered at Langara College in the evening. Phone 323-5511 for further details on times and days.

#### Advisory Committee

The program is subject to ongoing review through the counsel of a select committee of property management professionals and those in related fields.

This program is officially recognized by PAMA; (Professional Association of Managing Agents). Participants who successfully complete this program may be eligible to receive the Certified Professional Residential Property Manager (CPRPM) Designation from PAMA. For further information about the PAMA designation call the PAMA office at 684-6717.

Appraisal 1101, 1102 and Real Estate Law 1325 meet the 'core course' requirements towards obtaining the CPM designation as of the time of printing. For further information on the CPM designation, contact the Institute of Real Estate Management, BC Chapter #50 at 683-9106.

#### INSTRUCTORS

Rob Badley, C.G.A., has over 30 years' experience in private industry and government.

Oren Breilman, L.L.B., is a practising lawyer in corporate and commercial law.

Sharon Kelly, B.A., C.P.R.P.M., is a property management consultant specializing in residential and commercial properties. Sharon has extensive instructional experience.

John Lockhart is a private fee appraiser.

Eric Murray, B.A., M.B.A., Teacher's diploma, over four years as communications instructor with considerable experience in both the public and private sectors.



D. Owen is a real estate consultant and instructor.

P. Read, F.R.I.C.S., CPM, SCSM, R.I.(B.C.), is a consultant in asset management, specifically in commercial and shopping centre management. Peter has over 36 years' experience in the real estate field.

Ken Tollstam, C.A., has over seven years' teaching experience on microcomputers using Lotus, DOS, dBase and word processing software.

Bob Wadsworth, B.Comm., C.A., has over 16 years' experience with the Department of Business Administration at Langara, teaching accounting.

#### LPI Exam (102055)

Language Proficiency Index (LPI) exam. The fee for this course is non-refundable. \$35  
1 eve - We. Jan 11, 18:30-21:00

#### Property Management 1415 (109101)

Learn the principles and practices involved in the field of property management. This introductory course will focus on rental management and condominium management as two components of an emerging profession where today's property managers must have the knowledge, communication skills and technical expertise to generate the greatest possible net income for the owners of investment properties. Specific rental topics include: Property Types; Residential Tenancy Act and Regulations; Insurance: Physical Maintenance; Financial Communication and Public Relations Skills. Condominium topics include: Types of Condominiums, Management Techniques; Fiscal Procedures; Property Maintenance; Insurance and Managing People. \$290

13 eve - Mo. Jan 16, 18:00-21:00 - Lan (Owen)

13 eve - Th. Jan 19, 18:00-21:00 - Lan (Kelly)

#### Property Management 2415 (109102)

An intensive course pertaining to the management of commercial and industrial properties. The course will cover leases, merchandising, management agreements, insurance, security, operating budgets and other important aspects of managing commercial and industrial type properties. (Read) \$290

13 eve - Mo. Jan 16, 18:00-21:00 - CC

#### Property Management 3415 (109103)

An in-depth course that discusses the management of shopping centres. Topics will include: shopping centre location, tenant mix, leases, insurance, promotion and advertising, security, budgets, problems with retailers, future trends. (Read) \$290

13 eve - Tu. Jan 17, 18:00-21:00 - CC

#### Real Estate Law - 1325 (109104)

A concentrated course in the fundamentals of law relating to real estate in British Columbia. The course will include an examination of contract law, interests in land, the Land Title system, landlord and tenant relations, mortgages, expropriations, condominiums and tort law as it relates to real estate. (Breitman) \$290

13 eve - We. Jan 18, 18:30-21:30 - Lan

#### Real Estate Appraisal 1101 (109105)

Introduction to the basic principles of real estate appraising. Focus on the nature of value, the reasons for appraisals and the appraisal process itself. This course meets the requirements for the Appraisal Institute of Canada Courses Appraisal 1101. (Lockhart) \$290

13 eve - Tu. Jan 17, 18:30-21:30 - Lan

#### Real Estate Appraisal 1102 (109106)

In-depth discussion on the three approaches to value. Preparation of appraisal reports will be discussed. This course meets the requirements of the Appraisal Institute of Canada's course for Appraisal 1102. Note: Prerequisite - Successful completion of Appraisal 1101. (Dumfries) \$290

13 eve - Tu. Jan 17, 18:30-21:30 - Lan

#### Real Estate Investment Analysis 1535 (109110)

An introduction to the fundamentals of real estate investment analysis. Students will acquire the analytical tools necessary to make objective financial decisions regarding real estate investments. Major topics include: the nature of investments, business mathematics, the mortgage equity concept, discounted cash flow concepts, taxation and feasibility studies. This course is recognized by the Real Estate Institute of Canada for credit towards the CPM, CRF and ALO designations.

Not available this term

#### Real Estate Marketing 1420 (109109)

This course will focus on the Real Estate Act and code of ethics, mortgage law and financing, and other topics related to the sale and management of real estate.

NOTE: 1) Successful completion of this course and the other eleven (11) courses in the certificate program will allow the student to challenge the salesman's prelicensing examination to obtain real estate license. 2) PREREQUISITE for this course is a pass grade in Appraisal 1101 and 1102, Property Management 1415 and Real Estate Law 1325.

Available September 1995

#### Introduction to Real Estate Development (109201)

A broad introduction to the real estate development industry, the development process and related issues. Major topics include: the economics of property development, steps in the development process, feasibility studies, government approvals, types of developments, design in development, development companies, public planning and environmental issues in development. This overview course will give each participant a foundation of applicable real estate knowledge, upon which he or she can build through professional experience and/or subsequent development courses offered through VCC. (King) \$290

13 eve - We. Jan 18, 18:30-21:30 - CC

#### Accounting 1115 - Introductory (102001)

Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment, and depreciation. Preparation for Accounting 2215. \$220

13 eve - We. Jan 18, 18:30-21:30 - Lan (Badley)

13 mng - Sa. Jan 21, 10:00-13:00 - Lan (Katz)

#### NOTE: To Accounting Students

There will be common midterm and final exams for Accounting 1115. Mid-term exam for all classes of Accounting 1115 will be Sa. Mar 04, 10:00-13:00. Final exam for all classes of Accounting 1115 will be We. Apr 19, 18:30-21:30.

#### Computer Applications in Business 2000 - DOS (102008)

This course is taught with DOS-based software. Participants will learn how to use computers effectively to solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to DOS fundamentals and theory. A knowledge of typing is highly recommended. \$255

10 mng - Sa. Jan 21, 09:00-13:00 - Lan

#### Computer Applications in Business 2000 - Windows (102026)

This course is taught with Windows-based software. Participants will learn how to use computers to effectively solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to Windows fundamentals and theory. A knowledge of typing is highly recommended. \$255

13 eve - Th. Jan 19, 18:30-21:30 - CC

#### Communications 1118 - Business Correspondence (102016)

This course is designed to prepare students to compose business correspondence. Writing projects include memos, letters, reports, resumes and employment correspondence. Effective written communication skills are an essential asset in all areas of professional life. Prerequisite: Successful completion of the LPI Exam. (Murray) \$220

13 eve - We. Jan 18, 18:30-21:30 - Lan

## Travel/Sports & Recreation

### Educational Study Programs

#### Courses

#### The Best B&Bs: A Beginner's Guide to Starting a Bed and Breakfast (504650)

Stimulated by the demands of sophisticated travellers and rising hotel rates, big city and country B&B establishments are fast growing in popularity. Whether it's a comfortable country inn perched high above the pounding surf, a rambling tudor mansion in a ghost town or the quiet oasis of a heritage home minutes from downtown, this is a must course if you dream of starting a successful bed and breakfast. The Best B&B is an excellent introduction to this demanding and distinctive hospitality industry. The course includes valuable B&B tips, tricks, techniques, touches and trade secrets gathered through personal, careful surveys, personal interviews and firsthand inspections and stays at more than 50 successful establishments throughout North America. From architecture to ambience, cleanliness to comfort, privacy to price, scenery to service - participants will learn what does and does not work in the B&B business. Targeted for dreamers and doers with either little or no hospitality experience, the course provides an insider's look at the art, science and hard work involved in a successful B&B. (Walton) \$64.20 (includes GST)

1 day - Sa. Feb 04, 09:00-16:00 - Lan

4 eve - Tu. Feb 07, 18:30-20:30 - Lan

**Costa Rica - The Land of Eternal Life**  
Dec 18 - Jan 01, 1995  
Jan 08 - 21, 1995  
Jan 15 - 28, 1995  
Feb 19 - Mar 04, 1995  
Nov 12 - 25, 1995  
Dec 03 - 16, 1995  
Dec 17 - 30, 1995

This tour provides a thorough experience of Costa Rica and not simply a visit to a small section of the country. We visit both the Pacific and Caribbean coastlines, Monteverde Cloud Forest, covered in a mantle of moss, ferns and orchids is home to over 400 species of birds. Manuel Antonio is a haven of natural beauty on the shores of the Pacific. Tortuguero on the Caribbean coast is a place of interconnecting rivers and canals and is accessible by plane or boat. The Costa Rica tour can be taken for either one or two weeks and can also be combined with other countries in the region. Cost without air - \$1500; cost with air from Vancouver - \$2295

For more information please call Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

#### The Greek Isles - The Poetic Greek Islands

Apr 02 - 22, 1995; Apr 09 - 29; Apr 16 - May 06; Apr 23 - May 13; Apr 30 - May 20; May 07 - 27; May 14 - Jun 03; May 21 - Jun 10; May 28 - Jun 17; Jun 18 - Jul 06; Jul 30 - Aug 19; Sep 03 - 23; Sep 10 - 30; Sep 17 - Oct 07; Sep 24 - Oct 14; Oct 01 - 21

This tour can be taken for two or three weeks. It includes the islands of Crete, Santorini, Mykonos Delos, Amorgos and Naxos. It also includes Athens. The Parthenon stands regal-like over Athens, the very heart and soul of Greece. On Crete we travel to Knossos where we see the remnants of this golden Minoan period with its wonderful theatrical staircase, the throne room as well as the frescoes of the lilies. Vast geological upheavals have given Santorini the nickname "Prehistoric Pompeii." It is scintillating Greece's most stunning island. For nearly 1000 years Delos was the political and religious centre of the Aegean. The beaches of Mykonos are superb. Mykonos was the idyllic setting for the movie "Shirley Valentine." Travelling by local ferry we arrive in Amorgos, a totally different island - away from other tourists, it offers a taste of traditional Greece. The last island on our extraordinary tour to Greece is the island of Naxos, the biggest and most fertile of the Cyclades, a place of Byzantine churches and middle-aged Venetian fortresses. Cost of tour - \$1845 land without air; \$2995 with flights from Vancouver. For more information please call Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

For more information or to register, please call Great Expeditions, Caroline Williams at 257-2040 or VCC Continuing Education, Wayne Decle at 871-7065.

#### Provence: Sunlit Land of Wine and History

May 1995

"Provence" - Just to speak the name conjures up vivid images of sunlight on vineyards, romantic medieval townscapes, imposing Roman monuments and the flavour of fine, rich wines. Join this popular VCC journey to a destination that remains a perennial favourite. A very special feature of the trip is the fact that you settle into the attractive old city of Aix-En-Provence for the entire stay. From this historic base you venture out each day in the comfort of your private coach to sample the justifiably famous wines of the region and to visit old Roman towns still endowed with fine stone-built theatres and temples. There will be time to taste the local cuisine - a blend of aromatic herbs, olive oil, garlic and the freshest of ingredients. Provençal crafts have been prized for centuries - fabrics, ceramics and glassware will tempt you

to purchase. The trip is fully escorted from Vancouver. For more information or to register, please call Great Expeditions, Caroline Williams at 257-2040 or VCC Continuing Education, Wayne Decle at 871-7065.

Approximate Price \$3400

#### London Theatre Tour

Dates: TBA

VCC Continuing Education presents the Sixth Annual London Theatre Tour. Always a smashing success, this year's tour includes seven shows with the possibility for the real theatre lovers to take in an additional six shows. You will sit in the theatre's best seats and enjoy Britain's best dramas, comedies, thrillers and musicals. In addition to seeing the shows, you will be able to stay on longer and tour England, visit museums, shop or even take a side trip over to Europe. Price includes air, eight nights accommodation in West End bed and breakfast hotel (walking distance to most theatres), arrival transfers and more. Prior to departure, John Parker, your guide, will present four seminars to help you enjoy the shows fully. Finally, you will receive an income tax receipt for a portion of the tour.

For information please call Wayne Decle, VCC-CE at 871-7065.

#### Costa Rica - The Land of Eternal Life

Dec 18 - Jan 01, 1995

Jan 08 - 21, 1995

Jan 15 - 28, 1995

Feb 19 - Mar 04, 1995

Nov 12 - 25, 1995

Dec 03 - 16, 1995

Dec 17 - 30, 1995

This tour provides a thorough experience of Costa Rica and not simply a visit to a small section of the country. We visit both the Pacific and Caribbean coastlines, Monteverde Cloud Forest, covered in a mantle of moss, ferns and orchids is home to over 400 species of birds. Manuel Antonio is a haven of natural beauty on the shores of the Pacific. Tortuguero on the Caribbean coast is a place of interconnecting rivers and canals and is accessible by plane or boat. The Costa Rica tour can be taken for either one or two weeks and can also be combined with other countries in the region. Cost without air - \$1500; cost with air from Vancouver - \$2295

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For more information or to register, please call Great Expeditions, Caroline Williams at 257-2040 or VCC Continuing Education, Wayne Decle at 871-7065.

#### Turkey - Romance of a Rugged Land

Apr 16 - May 27, 1995

May 07 - 27, 1995

July 09 - 29, 1995

Sep 03 - 23, 1995

Sep 24 - Oct 15, 1995

Oct 01 - 21, 1995

We begin our tour in Istanbul, a city of a thousand and one delights. Our sightseeing includes the Blue Mosque, St. Sophia, Topkapı Palace and the Grand Bazaar. Troy was the place where the Trojan War was fought for the honour of Helen. Ephesus is one of the highlights of any visit to Turkey. On our tour of the main site we see a 24000 seat amphitheatre, the library of Celsus, the marble-paved Arcadian Way and the private houses of

the rich. Pamukkale is the cotton castle; here mineral-rich water heated underground breaks through the earth's surface and cascades down hillsides creating terraces of white chalk-like stone. The seaside towns of Bodrum, Kash and Antalya show a side of Turkey often called the Turkish Riviera. We also spend several days in Cappadocia with its fairly tale chimneys and conical towers. The monastic complex of rock chapels covered with frescoes is one of the best sites in Central Anatolia. Cost without flights - \$2475; cost with flights - \$3875. For more information please call Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

#### Morocco

(2 weeks)

Apr 15 - 29, 1995

May 13 - 27, 1995

July 22 - Aug 03, 1995

Oct 14 - 28, 1995

Dec 16 - 30, 1995

With its blend of Africa and Arabia, medieval crafts and culture, there are few more exciting countries to visit than Morocco. We will see fabled Casablanca, romantic Marrakesh, the Sahara Desert and the imperial city of Fes. We travel through the snow-capped Atlas mountains to visit friendly Berber villages.

Price: \$1895 without international flights; \$3145 with flights from Vancouver. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

#### India

Jul 07 - 24, 1995

Oct 20 - Nov 06, 1995

Nov 10 - 27, 1995

India, vast and diverse, is the birthplace of two of the world's great religions--Hinduism and Buddhism. A romantic land where simple villages and luxurious palaces co-exist, it is the setting for one of the world's most perfect buildings - the Taj Mahal. The land of India is as diverse as its many peoples - from the deserts of Rajasthan to the endless beaches of the south to the snow-capped Himalayas of the north. India's history - from Asoka in the 3rd century BC through the Mughal empire to the British Raj - has endowed it with numberless temples, palaces, forts and monuments. Starting from Christmas this trip includes Nepal.

Price: \$3550 with flights from Vancouver. \$1980 without international flights. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

#### Pakistan

Mar 18 - Apr 04, 1995

Oct 13 - 31, 1995

Pakistan is a little-visited land with a long history and a dazzling diversity of scenery and tribes. This has always been a frontier state - the area through which great conquerors, from Alexander the Great to the Mughal emperors, have entered the Indian sub-continent. This area was an important part of the British Raj until 1947 when the modern states of India and Pakistan were created. "Pakistan" means "land of the pure." Price: \$4210 with flights from Vancouver; \$2460 without international flights. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

#### Indonesia

Apr 03 - 17, 1995

July 03 - 24, 1995

Oct 06 - 27, 1995

Oct 13 - Nov 03, 1995

Two-week tours are also available.

The world's largest archipelago contains over 13,000 islands and cultures so diverse that travelling in Indonesia is like being in China, Thailand, India and Europe, all at the same time. We will explore Java - centre of Indonesian culture, Lombok - with its beautiful beaches, Sumatra - with its Orangutans, and Bali - famed for its gentle people and colourful handicrafts.

Price: \$2350 without international flights; \$3999 with flights from Vancouver. Indonesia can also be taken as a two-week trip. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

#### New Zealand

Oct 17 - Nov 02, 1995

New Zealand is a land of majestic snow-capped peaks and unexplored rain forests, of pristine lakes swarming with fish and turquoise ocean bays speckled with wooded isles. In the South Island there are glaciers and fjords, in the North Island, geysers and volcanoes. Price: \$2490 without international flights; \$3990 with flights from Vancouver. Christmas trip is \$150 more. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065. This trip can also be combined with our two-week Australia trip to provide a four-week tour.

#### Australia

Feb 14 - Mar 02, 1995

Oct 31 - Nov 16, 1995

Australia, with its beautiful Barrier Reef, majestic outback, mountains and unique features such as Ayers Rock, is a fantastic destination. The island continent has so many things that make it special. The unique flora and fauna are only part of a staggering variety of attractions. This trip can also be combined with our two-week New Zealand trip to allow a four-week tour. Price: \$2645 without international flights; \$4245 with flights from Vancouver. Christmas trip is \$150 more. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

#### Thailand, Malaysia and Singapore

Mar 20 - Apr 03, 1995 (2 weeks)

Jun 19 - Jul 03, 1995

Oct 27 - Nov 10, 1995

Nov 03 - 17, 1995

We journey from the sophistication of Singapore through the wildlife parks and beaches of Malaysia to the south of Thailand.

Price: \$1795 without international flights; \$2945 with flights from Vancouver. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

#### Egypt

Mar 18 - Apr 01, 1995

Jul 08 - 22, 1995

Oct 14 - 28, 1995

Nov 12 - 20, 1995

Dec 17 - 31, 1995

The Nile, Africa's great artery and Egypt's very lifeblood, leads us back to the dawn of one of the greatest civilizations the world has ever known. This is the story of the Pharaohs' Golden Age. Highlights include the Pyramids, Tutankhamen's treasures, and Abu Simbel. This tour can include a three-day Nile cruise. Price: \$2050 without international flights; \$3450 with flights from Vancouver. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

#### Jordan/Syria

Mar 28 - Apr 18, 1995

Jul 18 - Aug 08, 1995

Oct 24 - Nov 04, 1995

Oct 31 - Nov 21, 1995

Through this fertile crescent roamed Greeks, Egyptians, Phoenicians, Romans, Nabateans, Arabs and Crusaders. In their wake they have left rose red Petra, wonderful Roman sites such as Palmyra and Jerash, hilltop castles such as Crak des Chevaliers and the great cities of Aleppo and Damascus. Price: \$2600 without international flights. \$4144 with flights from Vancouver. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

#### Scotland - Discovering the Highlands and Islands

Jun 03 - 18, 1995

July 22 - Aug 06, 1995

Aug 26 - Sep 10, 1995

Scotland is a country steeped in myth and legend. The pages of her history are filled with colourful heroes, warring clans and dramatic castles. Historic figures such as Robert the Bruce, Mary Queen of Scots, Robert Louis Stevenson and Sir Walter Scott light up Scotland's rich past. This is also a land of wild scenic beauty. Starting from sophisticated Edinburgh - "The Athens of the North," we explore the mountainous highlands and travel to the outer reaches of the British Isles - the Viking islands of Orkney and Shetland and the Celtic islands of the Hebrides. This is a comprehensive tour of a rich and diverse country, including remote areas usually overlooked by most visitors to Britain. Price: \$3045 with flights from Vancouver. \$2095 without international flights. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.



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# Leadership Certificate Program

(Certificate Pending)

This term Continuing Education is offering an innovative new Certificate Program that offers a great partnership opportunity for joint commitment by both the employer and employee. The employer shows commitment through financial support and the employee shows commitment by attending the majority of these courses on his/her own time.

Leadership positions are complex. A leader requires many new skills as well as an understanding and acceptance of new roles. Preparation and support are vital for new leaders. This certificate program will help develop knowledge, skills and confidence to lead, supervise and manage others. Topics in this program will be current and up to date. The program will consist of 72 hours. To complete this certificate program, participants may register individually for courses without taking the entire program. In addition to the core courses, participants may choose from a selection of elective courses to fulfill

## Core

Stepping Up to Leadership 1316 (104553) – 6 hours  
Using Leadership Language 1317 (104552) – 6 hours  
Finding Time for Results 1319 (104555) – 6 hours  
Building and Coaching a Productive Team 1318 (104554) – 6 hours  
Critical Thinking 1010 (100303) – 6 hours  
Managing Change 1020 (100304) – 6 hours  
Problem Solving and Action Planning 1030 (100306) – 6 hours

## Electives

Business Writing Skills I 2030 (100301) – 6 hours  
Business Writing Skills II 2040 (100302) – 6 hours  
Hiring the Right Person 1050 (100309) – 6 hours  
\* Managing Effective Meetings 2051 (100305) – 6 hours  
Effective Business Presentation 2060 (100310) – 6 hours  
\* Conflict to Collaboration 2070 (100307) – 6 hours  
Performance Management: Goals and Reviews 2080 (100308) – 6 hours

\* These courses will be available in Spring 1995. Descriptions, times, date and location will be available in our Spring brochure.

Additional elective courses will be offered in Spring 1995 and elective courses may be varied each term.

## Scheduling

Courses will be offered on Fridays and Saturdays. Most courses will run in the Fall, Winter and Spring terms. Each course will be six hours in duration. Elective courses may vary each term.

## Certification

Students who complete 72 hours of course time in total will receive a Certificate in Leadership.

## Location

Course location will be announced each term. Ask about on-site training.

For registration call 871-7070 and for specific program information call Anne Tollstam, program coordinator – 871-7021.

## TRAINERS

Margaret Cuzzetto is a marketing and management consultant, program developer and instructor in marketing, retail trade and personal development with over 24 years' experience. She has extensive management and supervisory experience in the fashion retailing industry.

Janet Dean is a certified trainer with several years' experience facilitating seminars for business, focusing primarily on communication, management and professional development.

Jenny Lewis is the president of Lewis Consulting which specializes in the training and development of management skills, selling in a service environment and customer service skills. Prior to founding Lewis Consulting, Jenny was responsible for management training and development at Royal Trust.

Maureen Hannah holds an M.B.A. in Managerial Leadership from City University. She designs and conducts training workshops and gives conference presentations throughout Western Canada, the Yukon Territories and England. Her industry experience includes positions in employee relations and personnel planning and development for a major forest industry company in London and Vancouver.

Val Hunter, a consultant in organization development, lectures through Western Canada using leading-edge theory and creative-learning techniques to assist participants to improve their communication and human relations skills.

Betsy Oster, B.Ed., is a federal government administrator who has led goal-oriented work teams in local, regional and national settings.

Tom Swankey has been active in communication education and training since 1980, both as a consultant and a teacher in business management and communication. He currently manages his own business and provides a communication consulting service to numerous school boards, corporations and individuals in the Greater Vancouver area.

## Stepping up to Leadership 1316 (104553)

Becoming a leader is not an easy transition. It requires a whole new set of skills, as well as an understanding and acceptance of new roles, from "doer" to "delegator." Former colleagues may have difficulty in accepting the new leaders' role. Recognition must be given to the human relations and productivity aspects of leadership. Most new supervisors enter into this role without proper preparation and support. The purpose of this course is to help the new or potential leader to develop the knowledge, skills and confidence required to supervise staff. At the end of this course the participant will understand the skills required to effectively supervise:

- using leadership skills
- coaching staff
- giving performance feedback
- creating a motivational workplace
- delegating work, and
- employing problem-solving techniques.

Interactive lectures, individual work, group discussion and skill-practice sessions will be used. Participants will write a "back-home" personal plan for applying their newly-acquired skills. – 6 hours (Hannah) \$140  
1 day - Fr. Feb 10, 09:00-16:30 - ROB

## Using Leadership Language (104552)

"Lack of Communication" is one of the most frequently cited causes of a multitude of workplace ailments. Whether it is with your staff, peers, or superiors, clear, direct communication results in more productive interactions and effective actions of others. However, it can often be difficult to achieve. Communication is more than the process of speaking clearly. It is the transmission and reception of ideas, attitudes and feelings, verbally and non-verbally. At the completion of this one-day course, participants should be able to analyze their co-workers' communication patterns, respond more effectively and speak with clarity to enhance the accuracy and speed of workplace communications. At the completion of this course, participants will:

- understand the communication process in organizations
- have improved awareness of key problems in organizational communication
- understand the impact of perception on the communication process, and
- have analyzed communication styles in organizations, to assist in more effectively getting the job done. – 6 hours (Hunter) \$140  
1 day - Fr. Feb 24, 09:00-16:30 - ROB

## Finding Time for Results 1319 (104555)

There never seems to be enough time in a day! Learn how to get daily results through practical techniques. Manage your day, your projects and yourself. In this course you will learn the following time "diet" techniques:

- analyzing your day
- setting goals and priorities
- delegating

- creating productive meetings
- handling interruptions
- understanding your self-motivation to complete your day and projects.

You will gain a new confidence by taking control of your work day and improving the productivity and the success rate of your team and yourself. – 7 hours (Cuzzetto) \$140  
1 day - Fr. Mar 10, 09:00-16:30 - ROB

## Building and Coaching a Productive Team 1318 (104554)

Building your team from a diverse group of people is never easy, but it is essential in producing the results you and your employer require. To get maximum results, you need the cooperation of all your employees. As a new leader, an integral part of the team-building process consists of developing an environment where open communication and a shared vision exist. Your effectiveness as a leader will be enhanced by your understanding and practise of some key coaching and motivation measures used in the team-building process. At the completion of this course, participants will:

- understand the importance of team-building
- be able to identify the characteristics of an effective team
- apply measures and techniques to build synergy in the workplace
- have the skills to identify and resolve key team concerns.

The net result? Increased work productivity, improved work quality and enhanced team morale. This one-day practical workshop begins by reviewing the importance of team building and the characteristics of an effective team. – 7 hours (Lewis) \$140  
1 day - Fr. Mar 24, 09:00-16:30 - ROB

## Critical Thinking Skills 1010 (100303)

This program uses real-life reasoning processes to emphasize and define your abilities in critical thinking. Critical thinking was identified by the Conference Board of Canada as one of the most-desired skills in leaders of today. This course will help you apply the concepts of critical thinking in what you do at work and show you what immediate benefits to expect. Using case studies and current events, you will put critical thinking to work. – 6 hours (Dean) \$125  
1 day - Sa. Mar 04, 09:00-16:30 - CC

## Managing Change 1020 (100304)

Change is the only thing that is constant nowadays. It seems that as soon as one is announced another one closely follows. Employees are tired of hearing that another change is on the way, especially since they are still adjusting to the last one. Organizations need to consider both the business side of change as well as the human side. Too many organizations focus solely on business matters and neglect the emotional impact change has on its employees. When this happens management often gets frustrated by the low productivity and resistance of employees. This program will help managers learn how to address employees' emotions as they manage the change process. During the program, participants will recognize how they personally react to change; understand their role in the change process; apply five steps to communicating change to employees; deal with employee resistance; and increase team commitment to change – 6 hours (Lewis) \$125  
1 day - Sa. Mar 11, 09:00-16:30 - CC

## Problem Solving and Action Planning 1030 (100306)

A leader in today's workplace is constantly confronted with conflict and issues requiring creative solutions. This course will provide the leader with the facilitation skills required to lead a work team through the problem solving process. You will learn the skills required to lead a team to

clearly define the problem and to effectively use brainstorming and consensus-building techniques. The successful leader is then able to lead the team through the action-planning process by developing a plan that is concise, time-framed, attainable and most importantly has the commitment of the work team. – 6 hours (Oster) \$125  
1 day - Sa. Feb 25, 09:00-16:30 - CC

## Business Writing Skills – Part I 1030 (100301)

Preparing concise, high-impact documents that achieve results is essential to your success in business. This course, designed for the business writer, examines a variety of typical documents (including memos, letters, reports and proposals) and analyzes the writing process for each. Topics covered include: targeting your reader, writing with greater voice and impact, overcoming mental blocks, enhancing your creative and critical thinking skills, and writing with increased efficiency and ease. Bring samples of your current business writing for in-class review and analysis. – 6 hours (Swankey) \$125  
1 day - Sa. Mar 25, 09:00-16:30 - CC

## Business Writing Skills – Part II 1040 (100302)

This is the second of a two-part series on improving your writing skills. Topics covered include: writing with increased organization and impact, developing persuasive argument, following the conventions of standard English, and revising in an efficient and effective manner. Bring samples of your current business writing for in-class review and analysis. – 6 hours (Swankey) \$125  
1 day - Apr 01, 09:00-16:30 - CC

## Hiring the Right Person – 1050 (100309)

Interviewing and selecting the best candidates for hire can be a difficult and time-consuming task. Employee turnover, costly hiring expenses and the constantly-changing job market make the role of an interviewer an important one. This program is designed to enhance the interviewing skills of individuals in any organization. During the program participants will increase their awareness of the role of an interviewer; apply a simple five-step process to prepare for an interview; follow a seven-point system when conducting the interview; and practise and obtain written and verbal feedback on their interviewing skills. Each participant is asked to bring to the program a job description of an open position within his or her organization (if possible) and actual resumes received from applicants for this position. These materials allow for immediate application for participants. – 6 hours (Lewis) \$125  
1 day - Sa. Mar 18, 09:00-16:30 - CC

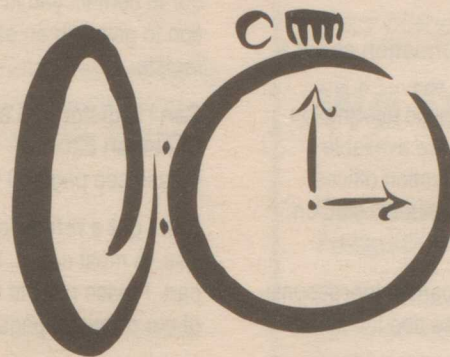
## Effective Business Presentations – 2060 (100310)

In business, confident and effective presentation skills can assist you in many ways: explaining your work at a departmental meeting, making a presentation to management, selling a product, chairing a meeting, or acting as master of ceremonies at a large gathering. At this highly-participatory course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience, and get the desired results. Participants will learn how to organize and practice for their next presentation, how to prepare and use visual aids and how to use non-verbal communication effectively. Learn more about how your audience sees you, and how to make your presentation more memorable. Participants will have the opportunity to make presentations and receive constructive feedback in a supportive environment. Attend this course and be ready for your next presentation. – 6 hours (Swankey) \$125  
1 day - Sa. Jan 21, 09:00-16:30 - CC

## Performance Management: Goals and Reviews 2080 (100308)

This workshop is discussion and skill-practice oriented. Interactive lectures, individual work, group discussion and skill-practice sessions will be used. In this workshop you will:

- discuss key aspects of an effective performance management process
- practice writing performance goals, measures and action plans
- discuss how to provide positive and constructive performance feedback, leadership, training, information and support required for successful achievement of goals
- learn how to conduct an annual review meeting that summarizes employee's overall performance. – 6 hours (Hannah) \$125  
1 day - Sa. Mar 11, 09:00-16:30 - CC



## The 24-hour Clock

This brochure uses the 24-hour clock system to avoid confusion between a.m. and p.m. Please refer to the following conversion chart:

1 a.m.	=	01:00	1 p.m.	=	13:00
2 a.m.	=	02:00	2 p.m.	=	14:00
3 a.m.	=	03:00	3 p.m.	=	15:00
4 a.m.	=	04:00	4 p.m.	=	16:00
5 a.m.	=	05:00	5 p.m.	=	17:00
6 a.m.	=	06:00	6 p.m.	=	18:00
7 a.m.	=	07:00	7 p.m.	=	19:00
8 a.m.	=	08:00	8 p.m.	=	20:00
9 a.m.	=	09:00	9 p.m.	=	21:00
10 a.m.	=	10:00	10 p.m.	=	22:00
11 a.m.	=	11:00	11 p.m.	=	23:00
12 a.m.	=	12:00	12 p.m.	=	24:00

## Be a Gracious Host

International Education Homestay Programs

Vancouver Community College invites you to participate in our Homestay Programs. Through these programs, visiting international students come to live in Canadian homes.

Homestay Programs are designed to help students improve their English and become familiar with our culture. These students are keen to participate in family activities and host families find the opportunity to live and learn with a foreign student an enriching experience.

Families must be willing to provide: three meals a day; an English-speaking environment; suitable accommodation; and a welcoming atmosphere. Hosts are reimbursed.

Host families are required for the following programs:

SELP Summer English Language Program is for students from Japan who require Homestay as part of their English language and cultural experience. The program runs July through August with students staying for three week periods. Families are required to accept two students per session.

International Students - Long-term students in VCC English as a Second Language, High School completion and University programs are in this program which runs year round. Students normally stay with families for two to eight months. One student per family.

Bursary Program—French-speaking students from Quebec studying English at VCC for five to six weeks in July and August. One student per family.

Special Interest—Other short-term groups in a variety of programs require Homestay on a short term basis.

The Homestay Program is a growing one with many opportunities for involvement. For more information please call 874-5056.

# TEACH ADULTS

## PROVINCIAL INSTRUCTOR DIPLOMA

Now in its twenty-fifth year, the Provincial Instructor Diploma program offers practical skills for teaching adults in public or private colleges in British Columbia. This **Ministry of Skills, Training and Labour** program provides you with valuable teaching techniques and strategies you can use in your classroom.

## DIPLOMA IN ADULT EDUCATION

This program which provides training in development and delivery allows you to build on skills developed in the Provincial Instructor Diploma program. You will learn useful and practical skills to increase your effectiveness as an instructor.

## BACHELOR OF EDUCATION (ADULT EDUCATION ROUTE)

Earn a Bachelor of Education degree while teaching. This program allows you to receive up to 1 year of university credit for your training and experience. It also accepts credits for the BC Provincial Instructor Diploma program and the VCC Diploma in Adult Education.

## TRAIN THE TRAINER CERTIFICATE

This 90-hour certificate course provides you with skills for classroom instruction, individualized teaching or corporate training.

VANCOUVER  
COMMUNITY  
COLLEGE



Please send me information on the following:

- ☐ Provincial Instructor Diploma
- ☐ Diploma in Adult Education
- ☐ Bachelor of Education  
(Adult Education Route)
- ☐ Train the Trainer Certificate

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_/\_\_\_\_ Telephone \_\_\_\_

Mail to: Program Development & Staff Training Dept.  
Vancouver Community College  
1155 East Broadway  
Vancouver, BC V5N 5T9

or FAX: 871-7511

Phone 871-7488 or 871-7499



## Earn a Certificate

If you need training to get ahead in your job, to broaden your career path or embark on a new career, a Vancouver Community College Continuing Education Certificate Program is designed to specifically meet your needs.

Representatives of industry and the professions help plan these programs for adults who want to get a thorough background in a particular field but who do not want to undertake a degree program. Each Certificate Program must meet the following criteria:

1. An established, sanctioned curriculum with a logical grouping of courses.
2. A Program Advisory Committee composed of members with expertise in that field.
3. A program based on an employer, outside agency or industry standard.
4. A formal procedure for evaluation.

Administration of Early Childhood Services

Building Manager

Business Administration

Childbirth Educators

Computer Skills for the Workplace

Continuing Care Management

Counselling Skills

Court Interpreting

Customer Care

Early Childhood Education:

Level 1

Family Day Care

Fashion Arts

Fashion Design

Floral Design

Fundraising Management

Garment Construction

Gerontology - Nursing

Infant-Toddler Educator

Legal Assistant:

Conveyancing

Corporate

Litigation

Local Area Network Administrator

Non-Profit Management

Nursing Management

Office Administration

Pattern Making

Post Anaesthesia Nursing

Property Management

Real Estate Development

School Age Child Care

Sterile Supply Processing Aide

Substance Abuse

Teaching English as a Second Language

Telecommunications Management

Visual Arts—Photography Major

Volunteer Management

## Vancouver Community College Alumni Association

Have you attended a VCC program at Langara, VVI/City Centre or King Edward Campus over the last 25 years?

If the answer is YES, the VCC Alumni Association is your organization for keeping in touch with the college, former classmates and instructors!

In addition to keeping you up to date on college activities, the Alumni Association offers its members a 20 percent discount on Continuing Education courses, library privileges and bookstore discounts. (Some exceptions apply. Contact the office for details.) Members also receive a twice yearly newsletter highlighting Alumni and college events, profiling past graduates and much more.

If you would like more information, just fill in the coupon and mail it to:

VCC Alumni Association  
1155 East Broadway  
Box 24700, Station 'F'  
Vancouver, BC V5N 5V1  
Phone: 871-7147

Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone (Res.) \_\_\_\_\_ (Bus.) \_\_\_\_\_

Program \_\_\_\_\_ Campus \_\_\_\_\_

Year Completed \_\_\_\_\_

Tell us about yourself: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Questions Most Asked

### How do I obtain more information about a Program?

Program Guides giving detailed information about a particular program are available through our Continuing Education offices. Please phone one of the numbers listed on this page.

To speak to the program coordinator responsible for each program, please see the list on page 4.

Some programs host information sessions where details about the program are discussed.

### Are there any prerequisites I must have to take a course?

In most cases, prerequisites are not required. However, please read the course information in this flyer carefully as some courses require a certain skill or knowledge level. Some certificate programs do have entry requirements.

### Why do you require my Social Insurance Number?

Your S.I. number is the only way to positively identify you in our computer system. Some names are similar or even identical making the S.I. number necessary. It is never used for any other purpose or divulged to anyone else.

### What happens if my class is relocated or rescheduled?

We make every effort to avoid doing this but sometimes it is necessary. Our classes are held on three campuses and various off-campus locations (see map back cover). We cannot guarantee the class location as advertised. When a class location or time is changed, we will phone to advise you. If the change is unacceptable to you, a full refund will be issued.

### Why are some courses cancelled?

All Continuing Education courses are cost recoverable. A minimum enrollment is required in order to meet costs. When a course fails to reach a minimum we are forced to cancel it. You will be advised without delay if a course is cancelled and, whenever possible, offered another course option.

### What happens if a course is full and my name is placed on a wait list?

Our policy is to accept registrations on a first-come first-served basis which is based on the receipt of tuition fees by registration. If, however, a course is full your name is placed on a wait list. If the wait list is sufficiently large, another section of the course may be added. Those on the wait list will be contacted. Again, acceptance is on a first-come, first-served basis.

Should space become available in a course (due to a student cancelling or other factors), the person whose name is first on the wait list will be contacted. If that person cannot be reached, the next name will be contacted.

If you are on a wait list for a course that is scheduled the following term, we will endeavour to contact you in advance of flyer distribution to give you an early opportunity to register.

### Can I register in a course if I am not a Canadian citizen?

Please see page 50 for details.

### Can I get a refund on my tuition fee?

Yes. In most cases, fees are refundable in part. Please refer to the detailed explanation of our policy on page 50.

### Is financial aid available?

There is limited financial aid available for courses and programs listed in this flyer. Because of the part-time nature of CE courses, they do not meet the criteria for most student assistance programs (e.g. Canada Student Loans, BC Student Assistance, etc.). However, certain certificate programs do have limited assistance in the form of bursaries and scholarships. Financial Assistance issues should be discussed with the program coordinator.

CE has begun a fundraising campaign to raise money for a CE Instructors' Student Bursary Fund. Interest raised from this endowment will benefit CE students with a financial need. We anticipate that bursaries will be awarded beginning in 1995.

Your tax deductible donations to the CE Instructors' Student Bursary Fund is welcome. Please call the VCC Educational Foundation for details at 871-7173.

### Why can't I simply register in any certificate program course?

In many certificate programs students are required to go through a rigorous application procedure. This ensures that the potential student is appropriate to take the training and would have a realistic chance to find employment in that field after completing the training. Once an application is received, students are evaluated and/or interviewed. Evaluation/interview periods vary from program to program. Once a student has successfully completed the application process and has been accepted into a program, they are allowed to register in courses.

## Continuing Education Phone Numbers

City Centre Campus, 443-8380

King Edward Campus, 871-7070

King Edward Campus West, 874-9923

Langara College, 323-5322

## Where to Find Our Brochure

Further copies of this brochure are available in Vancouver, West Vancouver, North Vancouver, Richmond, Burnaby and New Westminster at:

- 7 Eleven Stores
- Save-On Foods
- Community Centres
- Public Libraries

Please call 871-7070 for further information.

## 4 Ways to Register

### 1. By Mail

Fill in the registration form on page 51 and send it with your cheque or charge card information.

Sorry, NO POSTDATED CHEQUES

Mail to:

Vancouver Community College  
Continuing Education Division  
1155 East Broadway  
Box 24785, Station "F"  
Vancouver, B.C.  
V5N 5V2

### 2. By Phone

Charge to your MasterCard or Visa card

City Centre Campus, 443-8380  
King Edward Campus, 871-7070  
King Edward Campus West, 874-9923  
Langara College, 323-5322

### 3. In Person

Register at any of our three campuses. Pay by cheque, cash or charge card.

### 4. By Fax

Use the form on page 51 and FAX to 871-7300. Pay by charge card.

### Registration hours:

City Centre, King Edward Campuses and Langara College: Monday-Thursday, 09:00-20:00; Friday, 09:00-15:00 and Saturday, 09:00-12:00

King Edward Campus West (Nursing and Health): Monday to Friday, 09:00-16:30

*Your place or ours?*

## We Train Business

### Our Business Programs keep you and your company ahead of the competition.

Our courses are designed for the adult, part-time learner. We offer flexible class schedules and convenient locations. Classes are held on campus or at downtown locations. Or join the growing number of companies choosing customized on-site business training.

We offer courses in Business Administration, Business English Skills, Computers, Leadership Skills, Telecommunications, Essential Skills for Supervisors, People Skills, Professional Marketing, Management Skills for Supervisors, Office Administration, Small Business and Training Skills.

**Stay ahead of the competition! Call 871-7070 for more information.**



## Join VCC's "Open House" Celebration

This year (1995) marks VCC's 30th year of service to the community by providing "Education for the Real World."

To celebrate, we'll be holding an Open House on Thursday, April 6, 1995 from 10:00 to 19:00 at both VCC campuses – CITY CENTRE, 250 West Pender Street and KING EDWARD CAMPUS, 1155 East Broadway.

Come join the celebration!

- Meet faculty, staff and students
- Learn about the scope and range of VCC programs
- Take part in interactive displays
- Sample food from our Tourism and Hospitality Program
- See some classrooms "in action"
- Take the convenient shuttle bus between the two campuses

Mark your calendar for Thursday, April 6, 1995.

## Dates Closed

The Continuing Education Division will be closed on the following dates:

December 23, 1994 – January 2, 1995 inclusive  
April 6, 1995  
April 14 – 17, 1995 inclusive

## Don't Wait

If a course tempts you, don't wait to register. Some courses fill up quickly. Others are cancelled if insufficient advance interest is shown.

## Continuing Education Phone Numbers

City Centre Campus, 443-8380  
King Edward Campus, 871-7070  
King Edward Campus West, 874-9923  
Langara College, 323-5322

## Security Escort

Our Security Office offers students an escort to campus parking lots in the evening. Please check at the Continuing Education office for details.



## Applicant Information

### Withdrawals, Refunds & Course Cancellations

Unless otherwise stated in course advertising, requests for refunds must be received in writing by Vancouver Community College, Continuing Education Division before the second session of the class. Requests for refunds must state reasons and be accompanied by your original receipt.

A different refund policy may apply for some courses and events: e.g. courses of five sessions or less require refund requests 24 hours before the start date; Nursing and Health courses and some Business seminars require refund requests either five or ten business days before the course start date.

REFUNDS ARE SUBJECT TO AN ADMINISTRATIVE CHARGE OF 20 PERCENT OF COURSE FEES OR A MINIMUM OF \$10 AND TO A MAXIMUM OF \$30. As an alternative, we would be pleased to issue a "deferred fee credit" for 100 percent of the course registration fee valid for one year. Please allow three weeks for processing any refunds. Fee payments made by charge card are refunded by means of a credit to your account. All other refunds are made by cheque.

The college reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrollment. Should a course be cancelled, a FULL refund will be made.

### Students with Special Needs

Services for students with disabilities who are registered in CE certificate programs may be arranged through Donald Oakes, senior program coordinator, 443-8386. Services include interpreting, note taking and braille.

City Centre, King Edward and Langara campuses and many other CE locations are wheelchair accessible and provide parking for the disabled. For further information, please call Donald Oakes at 443-8386.

### Seniors

The course fees of all permanent residents of British Columbia, 65 years of age or older, shall be waived subject to the following:

1. A fee paying student cannot be displaced. Seniors requesting a fee waiver will be registered conditionally and, should the class fill, the senior will be superseded by a fee paying student. A senior so displaced will be given the option of paying.

If the minimum number of fee paying students is not met, a senior will be given the option of paying.

2. The waiver of course fees shall not include the waiver of materials or equipment rentals.

3. A fee waiver may not apply to computer courses, to travel or natural history tours, wine courses and other specified courses. Please inquire at the time of registration.

### Security Escort

Our Security Office offers students an escort to campus parking lots in the evening. Please check at the Continuing Education office for details.

### Citizenship Requirements for Admission

Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrollment at Vancouver Community College.

By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrollment as though they were Canadian citizens or permanent residents in Canada, including:

A. A foreign domestic worker with valid employment authorization permit.

B. An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs which gives his/her position, date of issuance and date of validity.

C. An individual who is in Canada, who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes.

D. Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.

E. A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Skills, Training and Labour.

F. An individual with a valid full-time employment authorization permit and his/her dependents, excluding a person on a working holiday authorization, or a refugee claimant who has yet to be determined a Convention Refugee.

G. A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

H. A resident of Washington State, USA.

### College's Harassment Policy

Vancouver Community College is committed to the principle that all members of the college community have the right to work and study in an environment which is free from harassment. The College does not condone and will not tolerate harassing behaviour which may undermine the dignity, self-esteem, and productivity of any student(s) or employee(s).

The college considers any form of harassment of an individual involved in college activities to be a serious violation of that individual's fundamental rights. Such a violation is a serious offense which may be subject to a range of resolutions including mediated settlement or, in certain circumstances, disciplinary measures up to and including dismissal or expulsion.

### Paid Parking

Paid parking is now in effect for students at King Edward Campus. Charge is \$1 per day or portion of a day.

### Don't Wait

If a course tempts you, don't wait to register. Some courses fill up quickly. Others are cancelled if insufficient advance interest is shown.

### Course Cancellation

The college reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrollment. Should a course be cancelled, a FULL refund or fee credit will be made.



## 4 Ways to Register

### 1. By Mail

Fill in the registration form on page 51 and send it with your cheque or charge card information.

Sorry, NO POSTDATED CHEQUES

Mail to:  
Vancouver Community College  
Continuing Education Division  
1155 East Broadway  
Box 24785, Station "F"  
Vancouver, B.C.  
V5N 5V2

### 2. By Phone

Charge to your MasterCard or Visa card

City Centre Campus, 443-8380  
King Edward Campus, 871-7070  
King Edward Campus West, 874-9923  
Langara College, 323-5322

### 3. In Person

Register at any of our three campuses. Pay by cheque, cash or charge card.

### 4. By Fax

Use the form on page 51 and FAX to 871-7300. Pay by charge card.

#### Registration hours:

City Centre, King Edward Campuses and Langara College: Monday-Thursday, 09:00-20:00; Friday, 09:00-15:00 and Saturday, 09:00-12:00

King Edward Campus West (Nursing and Health): Monday to Friday, 09:00-16:30

## FAX & MAIL-IN REGISTRATION

**VANCOUVER  
COMMUNITY  
COLLEGE**

**Continuing  
Education Division**

**FAX 871-7300**  
(FOR VISA or MASTERCARD USE ONLY)

Mail Registration to:  
1155 East Broadway  
Box 24785, Station "F"  
Vancouver, B.C. V5N 5V2  
Phone: 871-7070



Continuing Education

PLEASE TYPE or PRINT in BLACK ink.  
Note: one student may register on this form. Place additional registrants on a separate sheet. Photocopy this form for additional students.

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms S.I.N. Number

SURNAME GIVEN NAMES

ADDRESS: and/or NUMBER - STREET CITY/MUNICIPALITY

PROVINCE POSTAL CODE HOME PHONE BUSINESS PHONE LOCAL

COURSE INFORMATION				
COURSE NUMBER	COURSE NAME	LOCATION	START DATE	TIME
1				
2				
3				
4				

TOTAL FEES		METHOD OF PAYMENT	CREDIT CARD INFORMATION <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	
1		\$	NAME ON CARD	
2		<input type="checkbox"/> MONEY ORDER	CREDIT CARD ACCOUNT #	
3		<input type="checkbox"/> CHEQUE	START DATE	END DATE
4		<input type="checkbox"/> CREDIT		

SIGNATURE DATE

Fax & Mail-In Registration



# VCC Continuing Education Locations



- 1 CC  
City Centre, 250 W. Pender Street
- 2 CLW  
Clothworks, 3210 Dunbar Street
- 3 CS  
Cook Shop-City Square, #3 - 555 W. 12th Avenue
- 4 EMS  
e. marie hat studio, 375 Water Street, The Landing
- 5 FP  
Focal Point, 4474 W. 10th Avenue
- 6 KEC  
King Edward Campus, 1155 E. Broadway
- 7 KEC/WEST  
King Edward West, 691 E. Broadway
- 8 LAN  
Langara College, 100 W. 49th Avenue
- 9 OAK-VCC  
Oakridge Shopping Centre (North Tower) Cambie and 41st Avenue
- 10 RSC  
Raven's Craft Studio, 1751 W. 2nd Ave.
- 11 ROB  
Robson Square Conference Centre, 800 Robson Street
- 12 VVC  
Vancouver Volunteer Centre, #301 - 3102 Main Street
- 13 MOA  
Museum of Anthropology, 6393 N.W. Marine Drive  
(not shown on map)



**Langara College**  
**323-5322**  
100 West 49th

**King Edward**  
**871-7070**  
1155 East Broadway

**King Edward West**  
**874-9923**  
691 East Broadway

**City Centre**  
**443-8380**  
250 West Pender

